

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
JUNE 19, 2017, 7:10 P.M.
DASSEL CITY HALL**

The regular meeting of the Dassel City council was called to order by Mayor Hungerford at 7:50 p.m. on June 19, 2017 at the Dassel City Hall.

Mayor Hungerford led the opening Pledge of Allegiance.

Present: Council members Bemenderfer, Carlson, Hallquist, Weseloh and Mayor Hungerford (5)
Absent: (0)

APPROVAL OF MINUTES

Motion by Bemenderfer, seconded by Weseloh to approve the May 15, 2017 Public Hearing & Regular Meetings; May 18, 2017 Special Meeting; and June 14, 2017 Special Meeting minutes with one correction. Motion carried unanimously.

ADDITIONS OR OMISSIONS TO THE AGENDA

Addition 8A2. Departmental Reports, City Clerk - Donation request.

Motion by Bemenderfer, seconded by Weseloh to approve the agenda with the one addition listed above. Motion carried unanimously.

CONSENT AGENDA

1. Resolution 2017-011 Requesting Acquisition of Tax Forfeited Parcels in Summit Hills as follows:

RESOLUTION OF THE DASSEL CITY COUNCIL REQUESTING ACQUISITION OF CERTAIN TAX FORFEIT PROPERTIES FROM THE STATE OF MINNESOTA, THROUGH MEEKER COUNTY, WITHIN THE PLAT OF SUMMIT HILLS FOR PUBLIC PURPOSES

WHEREAS, the property within the Plat of Summit Hills, located within the City of Dassel, have been forfeited to the State of Minnesota due to failure to pay taxes; and

WHEREAS, pursuant to Minnesota Statutes 282.01, Subd. 1a, certain properties can be acquired for no cost or for below market value by the City in order to be used for public purposes as set forth in the statutes; and

WHEREAS, Minnesota Statute 282.01, Subd. 1a, e, 2 and 3 allows the City to acquire non-conservation tax forfeited parcels for park and trail purposes; and

WHEREAS, Minnesota Statute 282.01, Subd. 1a,h, allows the City to acquire conservation tax forfeited parcels for less than the market value for creation of wetlands or storm water facilities; and

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WHEREAS, the City of Dassel has reviewed the parcels within Summit Hills currently in tax forfeit and has determined that certain parcels are needed by the City for public purpose, and will be maintained by the City for said purposes.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Dassel, Meeker County, Minnesota as follows:

1. The City hereby requests that the State of Minnesota, through Meeker County, convey title to Outlot C, Summit Hills according to the recorded plat thereof, Meeker County, Minnesota to the City of Dassel for park and trail purposes.
 2. The City hereby requests that the State of Minnesota, through Meeker County, convey title to Outlot E, Summit Hills according to the recorded plat thereof, Meeker County, Minnesota to the City of Dassel for wetland protection and storm water purposes for nominal consideration after the parcel has been re-designated by the County as conservation tax forfeited land.
 3. The Mayor and the City Clerk/Treasurer are hereby authorized to take all necessary actions and execute any documents necessary for the transfers approved above.
2. Resolution 2017-012 Authorizing 4M Fund Membership as follows:

RESOLUTION AUTHORIZING MEMBERSHIP IN THE 4M FUND

WHEREAS, Minnesota Statutes (the Joint Powers Act) provides that governmental units may jointly exercise any power common to the contracting parties; and

WHEREAS, the Minnesota Municipal Money Market Fund (the 4M Fund) was formed in 1987, pursuant to the Joint Powers Act and in accordance with Minnesota Investment Statutes, by the adoption of a joint powers agreement in the form of a Declaration of Trust; and

WHEREAS, the Declaration of Trust, which has been presented to this Council, authorizes municipalities of the State of Minnesota to become Participants of the Fund and make use from time to time including the 4M Liquid Asset Fund, the 4M Plus Fund, the Term Series, the Fixed Rate Programs, and other Fund services offered by the Fund; and

WHEREAS, this Council deems it to be in the best interest for the municipality to make use of, from time to time, the approved services provided by the 4M Fund's service providers including the Investment Advisor (Prudent Man Advisors, Inc.) or Sub-Advisor (RBC Global Asset Management (U.S.) Inc.), the Administrator (PMA Financial Network, Inc.), the Distributor (PMA Securities, Inc.) or the Fixed Rate Program Providers, PMA Financial Network, Inc. and PMA Securities, Inc., and the Custodian, U.S. Bank National Association, ("Service Providers") and/or their successors.

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WHEREAS, this Council deems it advisable for this municipality to enter into the Declaration of Trust and become a Participant of the Fund for the purpose of joint investment with other municipalities so as to enhance the investment earnings accruing to each;

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1. This municipality shall become a Participant of the Fund and adopt and enter into the Declaration of Trust, a copy of which shall be filed in the minutes of this meeting. The appropriate officials are hereby authorized to execute those documents necessary to effectuate entry into the Declaration of Trust and the participation of all Fund programs.

Section 2. This municipality is authorized to invest monies from time to time and to withdraw such monies from time to time in accordance with the provisions of the Declaration of Trust. The following officers of the municipality or their successors are designated as “Authorized Officials” with authority to effectuate investments and withdrawals in accordance with the Declaration of Trust:

Ronald Hungerford/Mayor

Signature

Terri Boese/City Clerk-Treasurer

Signature

(Additional names may be added on a separate list. The treasurer shall advise the Fund of any changes in Authorized Officials in accordance with Fund procedures.)

Section 3. The Trustees of the Fund are designated as having official custody of those monies invested in accordance with the Declaration of Trust.

Section 4. That the municipality may open depository and other accounts, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, lockbox agreements, or other applicable or related documents with institutions participating in Fund programs including U.S. Bank National Association, or its successor, or programs of PMA Financial Network, Inc. or PMA Securities, Inc. for the purpose of transaction clearing and safekeeping, or the purchase of certificates of deposit (“CDs”) or other deposit products and that these institutions shall be deemed eligible depositories for the municipality. PMA Financial Network, Inc. and PMA Securities, Inc. and their successors are authorized to act on behalf of this municipality as its agent with respect to such accounts and agreements. Monies of this entity may be deposited in such depositories, from time to time in the discretion of the Authorized Officials, pursuant to the Fund’s Programs available through its Services Providers.

It is hereby certified that the Council of the City of Dassel adopted this Resolution at a duly convened meeting of the Council held on the 19th day of June, 2017, and that such Resolution is

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in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

Motion by Carlson, seconded by Hallquist to approve Consent Agenda items 1 & 2 as listed above. Motion carried unanimously.

Council & Committee Reports

A. Bemenderfer provided an update on the following committee meetings:

1. Personnel Committee proposed policy changes: sick and vacation time versus paid time off; mandatory legal changes-time for nursing mothers; and miscellaneous updates.
2. Heart Safe Community: requested appointing committee members. Potential areas to have AED devices throughout the city are City Hall, Community Center/Museum, Liquor Store.

Motion by Weseloh, seconded by Hallquist to appoint Bemenderfer and Weseloh to the Heart Safe Community Committee. Motion carried.

3. Website: need to update current website to be ADA compatible; mobile friendly and easier for staff use. Will gets quotes on updating current website and/or converting to a new vendor. Next meeting next week committee will review previous RFP and will reach out to website partners - Red Rooster Committee, History Center and EDA.

Motion by Carlson, seconded by Hallquist to create RFP for upgrading/developing new city website. Motion carried.

DEPARTMENT REPORTS

Clerk/Treasurer

Clerk Boese reported on the following upcoming meetings:

- A. Discover Dassel Meeting, June 20th at 5:00 p.m. at the History Center.
- B. Historical Society Board Meeting, June 27th at 10:00 am at the History Center.
- C. EDA Meeting, July 6th at 5:00 p.m. at City Hall.
- D. Department Head Meeting, July 12th at 7:00 a.m. at the History Center.
- E. MCFOA Regional Meeting, July 13th at the History Center.

Boese also reported on the following upcoming events:

- A. City Hall will be closed on July 4th.

Boese provided the following updates:

- A. 2016 State Demographer's report estimates the population at 1,459 and 572 households.

Motion by Carlson, seconded by Bemenderfer to approve the easement agreement with NuTelecom pending review and approval by City Attorney Greenley for the installation of a 12' x 12' concrete pad for a pedestal box to house the new fiber line being run into the city of Dassel, on the NW corner of the Liquor Store property. Motion carried unanimously.

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Fire Chief

Chief Grochow reported calls for May were 19 and a total of 134 calls year to date. 6 members recently completed the Fire Fighter I course. Currently department is at 25 members but always looking for additional members. Pork chop supper will be held in October.

Liquor Store Manager

Manager Vetsch reported a total of \$105,659.67 for May which is an increase of 2% over last year. Sales held strong in May making it a record month. He is preparing for Sunday sales and will be working on specific Sunday promos.

Motion by Bemenderfer, seconded by Carlson to terminate Mark Kotlarz, part time liquor store employee effective immediately. Motion carried unanimously.

Museum Director

Director Holje reported that the History Center has been very busy. Servin Plumbing has been awarded the air-conditioning upgrade project. The grant application for the window repair project is due July 15th. Architect Kevin Anderson is reviewing options for additional storage space. Meeker County has received a grant of \$18,000 to hire a consultant to plan and market heritage properties in the county. 'Cool it at the Mushroom' will be happening Monday and Thursday evenings this summer.

Public Works Director

Director Zwilling reported on the following items:

1. Cautioned residents that there is a sink hole at the corner of Simmons and 3rd St by the public works building. It is coned off but warned residents to take extra caution.
2. We are going to go forward with estimates for some much needed control panel upgrades at the water plant.
3. Two bids were received for stripping and two for seal coating as follows:
Striping A-1 \$6,480 and C&C \$5,410
Seal Coating Turbo Seal \$8,850 and Bargaen \$15,075.90

Motion by Weseloh, seconded by Bemenderfer to accept the C&C bid of \$5,410 for striping and curb painting downtown areas of the City. Motion carried unanimously.

Motion by Bemenderfer, seconded by Carlson to accept the Bargaen, Inc. bid of \$15,075.90 for seal coating Atlantic Ave and 3rd Street. Motion carried unanimously.

4. Proposed sidewalk repairs will be included with the capital improvement plan.
5. Zwilling requested his 6-month end of probation review meeting to be closed.

City Engineer

Engineer DeWolf presented two bids for renovating the city clerk's office and entryway as follows:

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1. Bludorn \$18,000
2. Kue Contractors \$33,095

Motion by Hallquist, seconded by Bemenderfer to accept the Bludorn Builders bid of \$18,000 for the renovation of the city clerk's office and entryway. Carlson requested the breakroom door be changed to key fob to match the front interior door. Motion carried unanimously.

Sheriff's Report

Deputy Johnson reported a total of 73 calls for the month of May. Requested a donation of \$100 for National Night Out.

Motion by Bemenderfer, seconded by Weseloh to donate \$100 for National Night Out celebration. Carlson voted no, motion carried.

CLAIMS FOR PAYMENT

Motion by Bemenderfer, seconded by Hallquist to approve payment of claims in the amount of \$232,215.33 as presented. Motion carried unanimously.

New Business

The council reviewed a petition to vacate 22.2' x 90' easement between Lots 4 & 5 in Westview Terrace Mobile Home Park by property owner Donald MacKay.

Motion by Bemenderfer, seconded by Weseloh to schedule a public hearing on July 17, 2017 at 7:00 p.m. for the petition to vacate easement as listed above. Motion carried unanimously.

The council received an invitation to the CGMC summer conference. Council members who are interested in attending will notify Clerk Boese for reservations.

Weseloh asked the council to consider spraying for mosquitos in the city. Zwilling will get a cost estimate for spraying.

The council recessed the meeting at 8:55 p.m.

The meeting was reconvened at 9:07 p.m. and closed to conduct Public Works Director Zwilling's 6-month probationary review.

The meeting was reopened at 9:42 p.m.

Motion by Bemenderfer, seconded by Hallquist that Public Works Director Troy Zwilling had successfully completed his probationary reviews. Motion carried unanimously.

Motion by Bemenderfer, seconded by Carlson to adjourn the meeting at 9:45 p.m. Motion carried unanimously.

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ATTEST:

Ronald Hungerford
Mayor

Terri Boese
Clerk/Treasurer