

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
OCTOBER 16, 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 October 16, 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 Carlson, seconded by Bemenderfer to approve the September 18, 2017 Regular Meeting minutes with a correction of misspelling to the name ‘Brunes’. Motion carried unanimously.

OPEN FORUM

Julie Schuman, Discover Dassel Committee, presented plans for updating the city sign area at Hwy 12 & 15 intersection. They are proposing adding curbscaping along with the plantings and landscaping in that area. The quote for the project from LandsKapings was \$3,500. Ms. Schuman requested funding from the city for the project. She presented the proposed design. Council member Carlson suggested if the area is updated, perhaps the city should invest in a new city sign. The committee will continue to raise funds for annual plantings and will continue to take care of watering. Ms. Schuman also thanked the city’s public work’s department for their assistance with Breeds Park planters. The council agreed to discuss the funding request at the 2018 budget meeting and thanked the Discover Dassel Committee for all their hard work in beautifying the city.

Blane Driscoll, President of Spring Lake Association presented a request for a donation of \$500. This was a follow up from last month’s agenda. He stated the funds are used for weed control, mowing, installing the public dock annually, cleaning garbage out of the lake and public information newsletters. The council agreed to discuss the funding request at the 2018 budget meeting.

Larry Oberg, Red Rooster Grande Day Parade Chair, presented a request for a donation of \$1,500 for the 2018 parade. He expects 150 or more parade units next year. Mr. Oberg also solicited volunteers to help with all the Red Rooster Day activities/programs. He thanked this year’s volunteers and announcers. He also thanked the Clerk’s office for helping with the parade programs. The council thanked Mr. Oberg and his committee for all their hard work. The council agreed to discuss the funding request at the 2018 budget meeting.

ADDITIONS TO THE AGENDA

Additions: 8A2. City Clerk, Public Hearing – Easement Vacation Request; and 10B. Old Business, Water Tower Lease.

Motion by Bemenderfer, seconded by Carlson to approve the agenda with the two additions listed above. Motion carried unanimously.

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COUNCIL & COMMITTEE REPORTS

Mayor Hungerford announced a special city council workshop meeting will be held on Thursday, October 26, 2017 at 6:00 p.m. at City Hall to discuss the preliminary streets and infrastructure CIP.

Council member Bemenderfer reported on the Meeker County Broadband meeting. Design 9 has been hired to conduct a survey of current capacities and what future needs are for the county. He also reported on the Heart Safe Community planning meeting. The MN Resuscitation Consortium donated 8 Annie mannequins for CPR training and an AED training machine which will be used at the Fire Department's pork chop feed to encourage the public to get CPR/AED trained. The training was successful and 31 people participated. The next meeting is October 25th.

Bemenderfer updated the council on the Personnel Committee meeting, where they finalized the EDA Assistant/Deputy City Clerk job description; reviewed and adjusted wages/hours for Museum personnel in the 2018 budget for council approval; and explained the proposed PTO changes they have been working on adding to the Personnel Policy updates. The PTO policy will be reviewed at the special City Council meeting on October 26th along with the preliminary streets and infrastructure CIP.

Bemenderfer reported on the Website Committee meeting. The committee's goals for a new website are: easier for staff to use; ADA compliant; mobile adaptability; increase marketing brand capabilities through social media; and increase communication. The committee will be participating in demonstration webinars with the 2 vendors who have submitted proposals. The EDA and History Center have committed \$5,000 each toward the new website.

Motion by Weseloh, seconded by Hallquist to approve up to \$5,000 from unallocated line item 101-41000-442 for the new city website. Motion carried unanimously.

Council member Carlson reported that the Community Ed craft fair will be held at the high school on November 4th and they will be hosting Mid-Day Movie Club at the PAC on the 3rd Wednesday of every month. Both events are open to the public.

Council member Weseloh reported on the Planning & Zoning Commission meeting. Approval was granted to Brian & Lindsey Bessingpas for a lot line adjustment in Summit Hills.

Council member Hallquist reported that Wright County Board did not approve any funding for the DC Trail in 2018.

DEPARTMENT REPORTS

Clerk/Treasurer

Clerk Boese reported on the following upcoming meetings and events:

1. Discover Dassel, November 7th @ 5:00 p.m., History Center
2. DAHS Board Meeting, October 24th @ 10:00 a.m., History Center
3. Heart Safe Community, October 25th @ 6:00 p.m., History Center

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4. EDA, November 2 @ 7:00 p.m., City Hall
5. Red Rooster Meeting, November 2 @ 7:00 p.m., City Hall
6. Department Head Meeting, November 8th @ 7:00 am, Liquor Store
7. Website Committee, November 14th @ 5:00 p.m., City Hall
8. City Hall will be closed Friday, November 10th for Veteran's Day
9. City Council budget and CIP workshop, November 20th @ 6:00 p.m., City Hall

The council reviewed the proposed job description for the Deputy Clerk/EDA Administrative Assistant. The proposed position is full time (part-time EDA, part-time deputy clerk). This item was tabled for further review at the upcoming budget meeting.

The Council scheduled a public hearing on November 20, 2017 at 7:00 p.m. for an easement vacation request from Brian and Lindsey Bessingpas.

City Attorney

Attorney Greenley provided an overview of the new Small Cell Wireless law and the draft Small Cell Wireless Ordinance. The city will need to adopt the ordinance prior to January 1, 2018.

The council called a public hearing on November 20, 2017 (immediately following the easement vacation request hearing) to hear public input on the proposed Small Cell Wireless ordinance. Greenley will create the permit process and forms before the next meeting.

Greenley has researched the legal requirements of renaming Breeds Park. Changing the name would require a public hearing and an ordinance amendment.

Motion by Hallquist, seconded by Weseloh to hold a public hearing at 7:00 p.m. on January 16, 2018 to hear public comment on amending City Code 90.01 renaming Breeds Park to Veterans Memorial Park. Motion carried with Carlson voting no.

Greenley reported that resolution adopted by the council in regard to the Atlantic Ave street vacation request had been sent to Jim Ertz, Miller Manufacturing and Golden Angle's attorney. No response has been received from either party. No additional information has been received from either Ertz or Golden Angle.

Fire Chief

Chief Grochow updated the council on the fire truck repairs related to an accident involving the Hutchinson Health Clinic overhang. The check has been received from the League of MN Cities Insurance Trust for the repairs. He stated the department had a great turn out for the pork chop dinner fund raiser. Grochow reported a total of 236 calls year to date. The department is working on a FEMA grant for the SCBA equipment. He will be attending the Chief's conference in Rochester at the end of the week.

Liquor Store Manager

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Manager Vetsch manager reported sales for September of \$110,037.08 which is a 10% increase over last year. He felt the large increase is partly due to Sunday sales. Fall displays have been set.

Museum Director

Director Holje reported on the following upcoming events: Rooster Ruckus event was a huge success; Discover Dassel Art Tour on October 28; Dazzle in Dassel in early December; and the Fungus Amongus Players are performing Two by Two.

She stated rentals are increasing and the event center is very busy. No response has been received in regard to the grant for window repairs yet.

Public Works Director

Director Zwilling reported on the following items:

1. With one month left we have discharged 50 million gallons to the spray fields. We are permitted for 59.5 million gallons.
2. After inspecting the spray field nozzles, we will need to repair 3-4.
3. The loader is at D.C Diesel for repairs.
4. Tri State Pump pulled the #2 lift station pump last week, there was a seal issue, hoping to hear back next week.
5. Request authorization to hire part-time (on-call) snow plow driver for the winter season.

Motion by Weseloh, seconded to Hallquist to hire temporary on-call snow plow driver for the winter season at \$15.00 hour. Motion carried unanimously.

City Engineer

DeWolf presented the Greater MN Transportation Alternatives Solicitation notice for Safe Routes to School grants. If the city wants to apply for funding, a letter of intent is due by October 31, 2017. Funding of the grants will be in 2022 which falls in line with the County's timeline to redo County Rd 4 (1st Street) in 2021. There is a 20% match required for the grant.

Motion by Carlson, seconded by Bemenderfer to authorize Clerk Boese to submit a letter of intent for the Transportation Alternatives Grant application. Motion carried unanimously.

Sheriff's Report

Mayor Hungerford presented the monthly Sheriff's report which showed a total of 71 calls for September.

CLAIMS FOR PAYMENT

Motion by Hallquist, seconded by Bemenderfer to approve payment of claims in the amount of \$189,932.09 as presented. Motion carried unanimously.

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OLD BUSINESS

The council reviewed a donation request from David Backes for the proposed fishing pier project at Spring Lake Park. The request was tabled until the budget meeting.

Clerk Boese reported that the water tower lease with Xtratyme Technologies had been signed and monthly lease payments are current.

Motion by Carlson, seconded by Bemenderfer to adjourn the meeting at 8:40 p.m. Motion carried unanimously.

ATTEST:

Ronald Hungerford
Mayor

Terri Boese
Clerk/Treasurer