

**SPECIAL MEETING OF THE DASSEL CITY COUNCIL
OCTOBER 26, 2017, 6:00 P.M.
CITY HALL**

The special meeting of the Dassel City Council was called to order by Mayor Hungerford at 6:00 p.m. on October 26, 2017 at Dassel City Hall.

Present: Council members Bemenderfer, Carlson, Hallquist, Weseloh and Mayor Hungerford (5)
Absent: None (0)

Also present: City Engineer, Chuck DeWolf; Clerk Boese; Museum Director Holje; and Public Works Director Zwilling.

The purpose of the meeting was to review the preliminary Streets & Infrastructure Capital Improvements Plan; proposed Paid Time Off Policy; and discuss ordinance/nuisance violations.

The council reviewed the proposed Paid Time Off Policy. The following addition was recommended: Any PTO carried over from the previous year must be used by 7/1 of the following year. After much discussion on Catastrophic Sick Time Account it was agreed that additional language was needed to clarify what type of event qualifies as catastrophic; how this leave can/cannot be used; and max accrual. Clerk Boese will review the recommendations with the attorney for additional language in the policy. The PTO language will be added to the Personnel Policy and sent to council members as soon as possible for review and approval at the November regular meeting. The PTO Policy would be effective January 1, 2018 and is for non-union employees. Union employees are covered under union contract until December 31, 2018. The council requested PTO and catastrophic leave forms be created by Clerk Boese prior to implementing the new policy.

Engineer DeWolf presented the preliminary streets and infrastructure Capital Improvement Plan. The plan included proposed projects through 2027 and inventories of street and pavement surfaces, and sanitary sewer and water main lines. The plan was discussed in detail, along with present and future bond debt, project timelines and budgets. The proposed project for 2018 is Summit Cove and 5th Street North. It was agreed that the sidewalk project on Guy Street will be included with a 2018 project. The council will continue their review of the CIP at the November regular meeting. Clerk Boese will post the CIP on the website for public review. Boese was directed to work with DeWolf to prepare a resolution for presentation at the November meeting to begin the 429 assessment process on the Summit Cove project.

Motion by Bemenderfer, seconded by Weseloh to approve the estimate from Duinick Inc of \$7,150 to remove and replace the curb and gutter and patch the bituminous around the storm sewer grate on Summit Cove as presented. Motion carried.

The council discussed how to handle ordinance violation complaints. Going forward all complaints must be submitted on a complaint form. The complaints will then follow the administrative process as prescribed by the City Code.

Motion by Carlson, seconded by Bemenderfer to adjourn the meeting at 8:45 p.m. Motion carried unanimously.

ATTEST:

Ronald Hungerford
Mayor

Terri Boese
Clerk/Treasurer