

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
JULY 20, 2015, 7:00 P.M.
DASSEL CITY HALL**

The regular meeting of the Dassel City council was called to order by Mayor Putnam at 7:03 p.m. on July 20, 2015 at the Dassel City Hall.

Mayor Putnam led the opening Pledge of Allegiance.

Present: Council members Asplin, Bjork, Nelson and Mayor Putnam (4)

Absent: Hungerford

APPROVAL OF MINUTES

Motion by Nelson, seconded by Bjork to approve the June 15, 2015 Public Hearing (2) minutes and June 15, 2015 Regular Meeting minutes as presented. Motion carried unanimously.

OPEN FORUM

Susan Marco, the Head of the Dassel Ambassadors was present along with Ambassadors Caitlin Latt and Kelly Busch. They applied to be placed on a World Registry that highlights locations in which Little Libraries are present and requested that the Council accept the gifts and identify a particular location on City property where they could place them.

The Little Libraries are to act as a symbol to promote literacy. People can pull a book from the Little Library and replace it with a book they have already read or no longer need. The Ambassadors will provide the initial set of books and the little library structures. They asked the city to mount them on a pole and install them.

Mayor Putnam explained that the zoning ordinance would need to be amended to allow the Little Libraries to be placed on a front yard and he stated he would be in favor of the amendment.

Motion by Nelson, seconded by Bjork to accept the gift of the two Little Libraries structures. Public Works and the Ambassador Committee will work together to find the best available locations for them. Motion carried unanimously.

ADDITIONS OR OMISSIONS TO THE AGENDA

Motion by Nelson, seconded by Bjork to approve the agenda as presented. Motion carried unanimously.

CONSENT AGENDA

Item A of the consent agenda regarding making a motion to adopt the EAB Management Plan as presented was pulled due to a lack of time to look over the Plan.

Item B: Approve temporary liquor license for Cokato Dassel Rotary, for Red Rooster Days.

Motion by Nelson, seconded by Asplin to approve Consent Agenda Item B as presented above. Motion carried unanimously.

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COUNCIL & COMMITTEE REPORTS

Grant Haapala was presented with the Mayoral Award for reaching the highest honor of Eagle Scout. Putnam commended Haapala's hard work and dedication in achieving this honor and is looking forward to his continuing leadership within the community.

City Recognition was given to Carolyn Holje for winning the MN Women in City Government Award given by the League of MN Cities. Council member Nelson attended the ceremony in Mayor Putnam's absence. Nelson read Holje's nomination letter which highlighted several of Holje's accomplishments and leadership qualities that led to her winning the award. Holje thanked the Council for their efforts in making the award possible.

DEPARTMENT REPORTS

Clerk/Treasurer

In City Clerk Boese's absence Deputy Clerk Smith presented the clerk's report. Deputy Clerk Tracey Bergum's 6 month probationary period was completed successfully and Boese recommended the council approve a \$.50/hour increase effective August 2nd, 2015 as per the hiring agreement.

Motion by Nelson, seconded by Asplin to increase Deputy Clerk Tracey Bergum's wage \$.50/hour effective August 2, 2015. Motion carried unanimously.

The Council will hold a special meeting 6:00 p.m. August 17, 2015 to conduct City Clerk/Treasurer Boese annual review.

The City Auditor, Sara Beavers of Oberloh and Associates presented the 2014 audit on July 16th and informed the council that they were heading in the right direction with holding the line on expenses and the reserve balance has increased from 6% in 2013 to 20% in 2014. She recommended the reserve balance be between of 35% and 50% in upcoming years. This will require continuing to levy for reserves.

A recommendation was made to the Council to schedule a special meeting to continue working on the sustainable utilities project which they started in June. The Council agreed to hold off scheduling a meeting until September.

Boese requested authorization to purchase 3 new computers for the clerk's office. The City has postponed purchasing computers for the last 2 years and is now starting to have issues with speed and processing time for Banyon. The cost is \$2,900 for all three computers. This would include additional monitors. The quote is for Dell computers at special city pricing. The computers were budgeted under the 101-41400-500 capital outlay which has a balance of \$26,000.

Motion by Nelson, seconded by Bjork to purchase 3 new computers at a cost of \$2,900 out of 101-41400-500 capital outlay. Motion carries unanimously.

Notice has been received from Charter regarding a merger with Time Warner Cable. The attorney for the Cable Commission is working on this item and has recommended that the

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council take no action at this time. Smith reported that Boese has the merger documentation if the council would like to review it in detail.

The public was invited to the Dassel Sings competition which will be held at the History Center on August 15, 2015.

Smith reported that Service Master will be cleaning city hall on Mondays.

Liquor Store Manager

The Council reviewed the June, 2015 report showing total gross sales of \$104,314.60 which showed an increase of 9% in the sales over last year.

Public Works Director

Director Scepaniak reported street sweeping has been completed for the month and that Pacific Avenue had been graded. The removal of a dead tree in Breeds Park was completed by Kivisto Tree service.

The Minnesota Department of Health Consumer Confidence Report has been published and copies are available to the public at city hall.

A new City Resident sign was installed at the compost to combat the recent issue of usage by non-residents. Scepaniak explained that the technology is out there such as video cameras or implementation of a passcode device for entry and mentioned that may be a potential route to consider down the line.

Mayor Putnam brought up a recent meeting back in February regarding improvements on Marcia Street. He stated that work needs to be done on this street as approved in February. The clerk's office will research to find the original developer's agreement.

Fire Chief

Assistant Chief Dale Grochow requested approval to replace the front tires on two trucks. One bid was from Binsfield Tire from Litchfield for \$960 per truck and the other was from Flatout Tire in Cokato at \$750 per truck. Grochow pointed to an incident in Cokato where there was a blown tire in route to a call and Dassel is looking to be proactive in the matter. These figures were not budgeted for but were suggested because of the age of the current tires on the two trucks.

Motion by Asplin, seconded by Bjork to approve the purchase of tires from Flatout Tire for \$750 per truck. Motion carried unanimously.

He reported that Chad Ardoff had resigned from the department and thanked him for his 8 years of service.

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As of the 16th, the department has received a total of 130 calls for the year. There have been 26 calls this month of which 14 were in the city. The total personnel on call hours year-to-date is 1,874 hours.

Grochow also mentioned that the department has 23 active members and is always looking for new volunteers.

Museum Director

Director Holje reported that 150 people came out to see the Lindsborg Swedish Folk Dancers for the Mid-Summer celebration on June 27. She said it was a terrific show and was also pleased with the turnout for the Seed Corn Exhibit Opening. Holje said that over 150 people were in attendance and there was an abundance of corn-themed food.

There will be a barbeque supper on July 24th at the History Center from 5:00 p.m. to 7:00 p.m. An accordion player will be in attendance to provide live music. Holje reminded the Council that the annual Dassel Flower show will be on August 18th. She also mentioned that there will be a speaker for Red Rooster Days on the Saturday of Labor Day weekend at 10:00 p.m. and that they are looking for marchers for the Corn Stalk Parade. All are invited to participate.

Holje reported that she applied for a \$7,900 grant to have the HVAC evaluation done on the Museum building.

Holje again thanked the efforts of her volunteers. 35 total volunteers have logged a total of 1,392.25 hours for the year. The Seed Corn Exhibit had 6 volunteers who worked 319 hours.

Discover Dassel is thriving. Planters are out and receiving great reviews. Holje thanked Laura Holm for her volunteerism watering the plants. Connie and Rob Walters have placed corn and sunflowers in large planters across the south side of Atlantic Avenue. Plans are also progressing for the Art Crawl put on by the Discover Dassel Art Tour on October 24 from 9:00 a.m. to 6 p.m. Dazzle in Dassel is scheduled in December.

Sheriff's Office

Deputy Johnson reported that there were 86 calls for the month of June, 2015. Mayor Putnam asked Johnson if they have been keeping an eye on the compost. Johnson responded that they will as time allows.

CLAIMS FOR PAYMENT

Motion by Nelson, seconded by Asplin to approve payment of claims in the amount of \$217,889.10 as presented. Motion carried unanimously.

Motion by Nelson, seconded by Asplin to adjourn the meeting at 7:53 p.m. Motion carried unanimously.

ATTEST:

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Jeff Putnam
Mayor

Terri Boese
Clerk/Treasurer