

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
AUGUST 17, 2015, 7:00 P.M.
DASSEL CITY HALL**

The regular meeting of the Dassel City council was called to order by Mayor Putnam at 7:07 p.m. on August 17, 2015 at the Dassel City Hall.

Mayor Putnam led the opening Pledge of Allegiance.

Present: Council members Asplin, Bjork, Hungerford, Nelson and Mayor Putnam (5)
Absent: (0)

APPROVAL OF MINUTES

Motion by Nelson, seconded by Bjork to approve the July 20, 2015 Regular Meeting minutes as presented. Motion carried unanimously.

OPEN FORUM

Mark Forsman, the President of the DCBA youth programs presented Brett Johnson and Dale Grochow as co-chairs of the 2016 State Amateur Baseball Tournament. Forsman thanked them for their volunteer efforts. Johnson also acts as Vice President of the DCBA and an assistant coach for the D-C Saints. Forsman thanked the Council for their support of the 2016 State Amateur Baseball Tournament which Dassel will play host to and stated it will take about 350 volunteers to run the tournament.

Forsman presented bids for perimeter fencing and for tarring additional parking at the ball park. The fence will run from the maintenance shed around the park towards the walking path. The tarring project bid is \$8,075.30 with an optional bid for tarring around the horseshoe pit area would cost of \$3,251.63. Material and labor costs for the fencing would total \$14,445. He presented an optional bid for additional fencing of \$7,180.

Forsman requested financial assistance from the city for the fencing and tarring project which would potentially amount to \$32,951.93. Clerk Boese said that she would work the request into the 2016 budget to see if it is feasible. Additionally, Forsman also requested that Wi-Fi be installed for the tournament and that a burned out light bulb in the outfield lights be replaced.

ADDITIONS OR OMISSIONS TO THE AGENDA

Item 7A Minnesota Sings Competition and item 11A Marcia Street was added to the agenda.

Motion by Nelson, seconded by Hungerford to approve the agenda with the additions listed above. Motion carried unanimously.

CONSENT AGENDA

- A. Adopt an EAB Management Plan with an update on page 9.
- B. Call a Public Hearing on EDA By-laws, September 21st at 7:00 p.m.
- C. Accept Max Johnson's resignation from the EDA Board effective immediately and approve changing Paul Haekenkamp's term to begin August 17, 2015 instead of October 19, 2015.

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Motion by Hungerford, seconded by Asplin to approve Consent Agenda Items A - C as presented above. Motion carried unanimously.

COUNCIL & COMMITTEE REPORTS

Mayor Putnam announced that the council had conducted City Clerk/Treasurer Boese annual review at the previous meeting and she has successfully completed her annual review.

Mayor Putnam provided an update on recent trail meetings and mentioned they are working on development of a Joint Powers agreement to incorporate all entities involved in its maintenance. Putnam explained the trail is satisfactory at best and additional work is needed. Also drafting a maintenance plan is necessary so each entity can bring back a budget to their boards. The Council was reminded that the entities include the cities and townships of Dassel and Cokato along with the High School.

The City of Dassel congratulates Alex Cady for winning the Dassel Sings competition that took place on August 15, 2015. Alex sang the song "Bright" by Echosmith and will advance to the State competition on September 27, 2015 in Saint Paul. For \$10.00, businesses and individuals will be able to give a shout out in the program.

DEPARTMENT REPORTS

Clerk/Treasurer

Clerk Boese reported Deputy Clerk Smith had submitted his resignation effective August 21, 2015. Boese recommended the Council accept his resignation and thank him for his service. She also recommended that the City advertise to re-hire for the part-time position.

Motion by Nelson, seconded by Bjork to accept the resignation of Deputy Clerk Brett Smith effective August 21, 2015 and advertise to re-hire for the part time position. Motion carried unanimously.

Boese presented the State Demographer 2014 population estimate as it shows the April 1, 2014 population estimate for the City of Dassel was 1,460 and the household estimate was 570.

The City received a refund of Workers Comp premium from the League of MN Cities in the amount of \$1,253.00 for 2014.

Judy Barka, the City Assessor has submitted her resignation. Barka accepted another position. Boese recommended accepting Barka's resignation and thanked her for her many years of service in Dassel. The County recommended that the City hire to do future assessing. Bjork suggested that the City hire the county assessor's office for 1 year and evaluate the service after that period.

Motion by Bjork, seconded by Nelson to change the contract of the assessor from three years to a one year period if it can be approved that way with the County. Motion carried unanimously.

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**Motion by Nelson, seconded by Asplin to accept Judy Barka's resignation as City Assessor.
Motion carried unanimously.**

Boese informed the council she had received a proposal to refinance the Liquor Store bond. She recommended requesting that a representative from Northland Securities attend the next meeting to review the proposal with the council prior to making a decision.

Boese also recommended changing the date of the budget meeting to a later date in September, due to the additional budget request from the DCBA along with the need for a Personnel Committee meeting regarding 2016 wages/benefits. The committee has yet to meet due to vacation/scheduling issues. The levy does not have to be certified until September 30th. The Council also has the option to set a percentage increase as has been done in the past and then direct the clerk to create the budget within that framework. The preliminary budget meeting was set for Wednesday, September 16, 2015 at 6:00 p.m. at Dassel City Hall.

Council member Bjork inquired about the cleaning services being provided by Service Master at City Hall. Boese reported that they clean weekly on Monday, which takes approximately two hours.

Liquor Store Manager

Liquor Store Manager Vetsch reported that the July, 2015 report showed total gross sales of \$119,962.22, which is an increase of 8% in the sales over last year. Vetsch was pleased with the positive direction in sales and expressed his satisfaction with the result of being open on the 4th of July. He thanked his staff for their hard work.

Public Works Director

Director Scepaniak reported that street sweeping for the month of July has been completed and that the grading of Pacific Avenue was completed. Seal coating was completed on 5th Street Pacific and Horace Avenues.

Trees have been trimmed and weed spraying is ongoing along the bike path towards Cokato and around the sewer ponds. The water tower inspection was completed with no issues to report. He also reported that 23.202 million gallons of secondary pond effluent has been applied to the spray fields.

There have been issues regarding public information on who is eligible to use the City Compost and what the hours are. The Meeker County website now says that only City residents are allowed to use the Compost. The Council also agreed that the compost would be open every day from 12:00 p.m. to 8:00 p.m.

Mayor Putnam asked Scepaniak if Marcia Street has been cleaned up and con-bit provided in the non-blacktop areas. A letter will be sent to the Page Properties to begin the 429 assessment process. Scepaniak agreed that he would perform minor touchups to the street.

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Motion by Putnam, seconded by Bjork that a letter be sent to the Marcia Street developer/owner stating that improvements need to be made and all costs accrued by the city will be billed to the developer. Motion carried unanimously.

Fire Chief

Assistant Chief Enerson reported a total of 148 calls year to date. There have been 18 calls this month of which 9 were in the city.

The new tires have been put on both trucks that were approved last month. Council member Nelson questioned if any other equipment was outdated. Enerson responded not at this moment.

Council member Asplin complimented the Fire Department for their efforts hosting National Night Out on August 4th. Enerson said that the Department is continuing to find new ways to further improve the event.

Museum Director

Director Holje reported that the Flower Show was a success and that there were a large number of entries. Holje believes that this event will continue to bring people into Dassel.

Jeff Lindquist will be the Red Rooster Program speaker on the Saturday during Labor Day weekend. Lindquist, a 1981 graduate of Dassel-Cokato High School, now practices law in Edina and will speak about his memories growing up in Dassel.

Holje is looking to recruit citizens who will act as Corn Stalk marchers for the Red Rooster Parade on Saturday, September 5th. Singers, band members, detasseling bus riders and banner carriers are all wanted.

The History Center recently received a grant to have the HVAC Evaluation done on the History Center as a whole. There have been temperature control difficulties, and a representative from the MN Historical Society recommended that they apply for a grant to have the system evaluated. Once the evaluation is completed, they can continue to look for projects and apply for grants to have other problems solved.

Holje commended her volunteer's efforts and mentioned that 41 volunteers have documented 1,915.25 hours for the year.

Holje expressed her excitement about the upcoming Discover Dassel Art Crawl on October 24, 2015. Plans are progressing as 27 artists will be participating. Occasional Shops will be open on that date also. Holje acknowledged that this has been made possible in part by the voters of Minnesota through a \$2,824.00 grant from the SW MN Arts Council, thanks to a legislative appropriation from the arts and cultural heritage fund. The Dassel-Cokato Arts Association also provided the Historical Society for this project in the amount of \$500.

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Sheriff's Office

Deputy Johnson reported that there were 84 total calls for the month of July, 2015. Johnson said that it would not be a problem for the deputy on duty to lock the compost gate nightly at 8 p.m.

CLAIMS FOR PAYMENT

Motion by Nelson, seconded by Asplin to approve payment of claims in the amount of \$474,310.43 as presented. Motion carried unanimously.

OLD BUSINESS

Clerk/Treasurer Boese recommended that the Council amend the accessory building ordinance to allow up to 10 square feet in the front yard to adhere to the request from the Dassel Ambassadors to place Little Libraries in town. Boese said she would meet with City Attorney Greenly to draft the above ordinance amendment. A public hearing will be held September 21, 2015 immediately following the EDA by-laws public hearing.

NEW BUSINESS

City Engineer DeWolf spoke about a potential resolution to Marcia Street. He said if the Council wishes to move forward with a resolution, there would be two options. Filing a petition or going through the City Council would be necessary to get the resolution for improvements to be made to the street passed. This will start the 429 assessment process. A report needs to be written to identify where improvements need to be made and make cost estimates.

Motion by Nelson, seconded by Hungerford to authorize Bolten and Menk to draft a resolution in ordering the preparation of a report for the improvement of Marcia Street. Motion carried unanimously.

Motion by Asplin, seconded by Nelson to adjourn the meeting at 8:15 p.m. Motion carried unanimously.

ATTEST:

Jeff Putnam
Mayor

Terri Boese
Clerk/Treasurer