

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
FEBRUARY 20, 2018, 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 February 20, 2018 at the Dassel City Hall.

Mayor Hungerford led the opening Pledge of Allegiance.

Present: Council members Bemenderfer, Carlson, Weseloh and Mayor Hungerford (4)
Absent: Hallquist (1)

APPROVAL OF MINUTES

Motion by Weseloh, seconded by Bemenderfer to approve the January 16, 2018 Public Hearing; January 16, 2018 Regular Meeting; and January 29, 2018 Special Meeting minutes as presented with 2 corrections. Motion carried unanimously.

OPEN FORUM

Larry Huhn requested the council approve his request for land donation that was submitted for review at the December, 2017 meeting. He requested a valuation of \$3,800 for the donation. Huhn also requested the council consider waiving the WAC/SAC fees for 2018.

Julie Schuman representing Discover Dassel provided an update on the planting project for 2018 and the meetings she's had with MN DOT representatives in regard to both the east and west entrances to the city. She requested permission to pursue the Partnership Program through MN DOT. Schuman invited everyone to the Discover Dassel's French Toast Breakfast fund raising event on April 21st at the Covenant Church.

Motion by Bemenderfer, seconded by Weseloh to authorize Schuman to pursue applying for the MN DOT Partnership Program. Motion carried unanimously.

ADDITION/OMISSION TO THE AGENDA:

1. Move Item 8B4. City Attorney/Miller Manufacturing to the end of the agenda.

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

CONSENT AGENDA

- A. Approve Temporary On-Sale Liquor License for Cokato Dassel Lions, March 10th at the Event Center pending the receipt of all required paperwork.
- B. Approve Raffle Permit for Cokato Dassel Lions, October 20th at Thirsty's Tavern and to waive the 30-day waiting period.

Motion by Bemenderfer, seconded by Carlson to approve Consent Agenda items A & B as listed above. Motion carried unanimously.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
FEBRUARY 20, 2018, 7:00 P.M. CONTINUED
DASSEL CITY HALL**

COUNCIL & COMMITTEE REPORTS

Council member Bemenderfer informed the council the Website Committee will be meeting on preliminary design of the website on March 13th. He will provide updates as the project progresses.

Council member Weseloh provided an update on the DC Schools Strategic Planning Committee meeting held recently. There are 3 more meetings scheduled and he will bring updates as the meetings happen.

DEPARTMENT REPORTS

Clerk/Treasurer

Clerk Boese reported on the following upcoming meetings and events:

1. Bolton & Menk proposal for GIS mapping city utilities meeting on Tuesday, February 20th and Beacon/Pictometry training will be completed on Monday, February 26th.
2. Fire Advisory Executive Board Meeting, Wednesday, February 21st, Dassel Fire Hall 6:00 p.m. followed by the Annual Fire Advisory Board Meeting at 7:00 p.m.
3. Dassel Area Historical Society Board Meeting, Tuesday, February 27th, Dassel History Center 10:00 am
4. Heartsafe Community Meeting, Wednesday, February 28th, Dassel History Center 6:00 p.m.
5. DC Trail Board Meeting, Thursday, March 1st, Cokato City Hall 5:00 p.m.
6. EDA Regular Meeting, Tuesday, March 6th, Dassel City Hall 7:00 p.m.
7. Website Committee Meeting, Tuesday, March 13th, Dassel City Hall 5:00 p.m.
The website design meetings will take place with the various departments during the day on March 13th.
8. Department Head Monthly Meeting, Wednesday, March 14th, Dassel City Hall, 7:00 a.m.

Boese provided an update on the following:

1. She participated in the Water Pricing Webinar and the Asset Management - Benefits of Mapping Your Assets Webinar through American Water Works Association (AWWA) in January/February. The webinars were very informative and once they have been uploaded to their website she will review them with the Public Works Director.
2. She also participated in the Setting Water Rates Webinar through AWWA. Through this program small cities are eligible to work with representatives from the Environmental Finance Center at the University of North Carolina. They will complete a comprehensive rate analysis through a review of our water and wastewater's financial performance and develop future rate structures using their Financial Health Checkup for Water Utilities and Water & Wastewater Rates Analysis Models. This service is provided at no cost to the participating cities.
3. The Fire Advisory Board met on January 23rd and discussed several 2019 budget options including a new pumper truck and SCBA equipment. Boese was directed to prepare budget reports for capital outlay increases in the amount of \$60,000, \$80,000 and \$100,000. The Board meets on Wednesday, February 21st to decide the amount of capital

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
FEBRUARY 20, 2018, 7:00 P.M. CONTINUED
DASSEL CITY HALL**

outlay for recommendation and approval by the council. The contracted area townships will be presenting the 2019/2020 contracts at their annual meetings in March.

4. The Marketing Hometown America planning meeting was held on January 24th. A community wide kickoff meeting is being planned. We are seeking volunteers in numerous positions.
5. She met with representatives from MN DOT and Discover Dassel to discuss landscaping options throughout the city.
6. The Cable Commission met in Buffalo on February 1st and discussed Charter's request to begin negotiating a new franchise agreement. The Commission is representing the 10 cities in the development of the new agreement, so that each city will not have to negotiate on their own.
7. She attended the United Community Action Partnership meeting along with local legislators. The meeting was provided through SWIF and was very informative. There are many programs that the city may be able to take advantage of to assist our residents/homeowners.
8. She participated in the Legacy Grant conference call with Carolyn, City Attorney and DAHS Architect to review the requirements of the grant we received to repair/replace windows at the History Center.
9. The City Engineer and Boese attended the TA/SRTS grant application presentation meeting in Granite Falls last week. DeWolf reviewed the plan in detail later in the meeting.
10. She attended the Mid Minnesota Development Commission Broadband meeting with Meeker County and local legislative representatives this week. The meeting included providers and was extremely informative. The county is working to make sure all areas of the county have access to high speed internet and that businesses looking to relocate or startup have all the speed required for their business.
11. Discover Dassel met this week to begin planning for the French Toast Bake breakfast in April.
12. Boese purchased file cabinets for the vault and the Clerk's office staff will begin completing records retention filing and destruction requirements.
13. She met with a League of MN Cities Representative to complete a city wide ADA compliance audit. Overall the city is in pretty good shape, but the city should consider updates in the city parks. Boese is waiting for the official report so she can review it with staff and make recommendations on needed updates.

Action Items:

1. Boese will schedule a council workshop meeting to review Chapter 429 Special Assessments and the 2018 Summit Hills proposed improvement project in the next few weeks.
2. Boese requested clarification on the Personnel Policy's Bereavement Leave section. Currently it does not mention allowing time for the death of in-laws. The council turned the request over to the Personnel Committee for review and recommendation back to the council.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
FEBRUARY 20, 2018, 7:00 P.M. CONTINUED
DASSEL CITY HALL**

- 3. Motion by Carlson, seconded by Bemenderfer to approve the Computer Samurai estimate of \$2,269.85 for the purchase of server to upgrade the Public Works pager email system and other city systems. The purchase will be split 1/3 each Water, Sewer and General Funds. Motion carried unanimously.**

City Attorney

Attorney Greenley provided his opinion on the request made to the city for a financial contribution to the Spring Lake Fishing Pier project. He recommended that if the council approves a donation it should be earmarked for the purchase of the pier and not site improvements. The county has raised over \$18,000 in donations and is working with the DNR on ADA required improvements at the park.

Motion by Weseloh, seconded by Hungerford to approve a contribution to the Spring Lake Fishing Pier purchase of \$5,000 from line item 101-41000-442 Unallocated. Motion carried with Carlson voting no.

Greenley presented an update on the Crown Castle tower equipment update. He has received additional materials from Crown Castle in regard to the original installation in 1997 and the FCC registration. No additional action was taken on this matter at this time.

Motion by Weseloh, seconded by Carlson to approve the Pyrotechnic contract for the Labor Day/Red Rooster fireworks display as presented. Motion carried unanimously.

Liquor Store Manager

Mayor Hungerford reviewed the liquor store report for January with sales of \$76,600.30 which is a 9% growth over last year. The department is working on new promotions and volume pricing on beer. Vetsch will be working with the website committee to develop a web presence on the new website.

Museum Director

Director Holje reported the city has received a check in the amount of \$34,911 from the Minnesota Historical Society for the window repair grant. Volunteers are working diligently on archiving photos and documents. She also invited everyone to the upcoming play 'Foxfire' by the Fungus Amongus Players.

Public Works Director

Director Zwilling reported that the MPCA annual compliance form was submitted with no violations. He has scheduled Thein Well to do the annual service check on the high service pumps at the water plant and the wastewater ponds. High service pump #1 needs to be repaired.

Motion by Bemenderfer, seconded by Weseloh to hire Stan VonBank and Joshua Schindele as Public Works Seasonal employees. Schindele will help with winter plowing and VonBank will help in the summer with mowing. Motion carried unanimously.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
FEBRUARY 20, 2018, 7:00 P.M. CONTINUED
DASSEL CITY HALL**

Motion by Weseloh, seconded by Carlson to approve the required street sweeper repairs in the amount of \$12,832.11 as presented. Motion carried with Bemenderfer voting no.

Council member Carlson requested Director Zwilling get a current cost estimate to contract out the street sweeping for the next meeting.

Council member Bemenderfer requested Zwilling get estimates on the cost of a new/used street sweeper for the next meeting.

City Engineer

DeWolf reviewed the purpose of WAC/SAC fees in relationship to the city's infrastructure.

He reported on the TAS/SRTS grant application that was submitted. The cost of the proposed project was \$184,400 and would be completed in 2022 if the city receives the grant. DeWolf explained that the panel reviewing the grant application asked the city consider adding an additional block of sidewalk into the project near the school. This would increase the cost of the project to \$288,000.

Motion by Bemenderfer, seconded by Weseloh to direct City Engineer DeWolf to resubmit the grant application including an additional block of sidewalk along William Ave as presented. Motion carried unanimously.

Sheriff's Report

Mayor Hungerford reviewed the January Sheriff's report which showed a total of 95 calls.

CLAIMS FOR PAYMENT

Motion by Weseloh, seconded by Bemenderfer to approve payment of claims in the amount of \$289,432.34. Motion carried unanimously.

OLD BUSINESS

Motion by Bemenderfer, seconded by Weseloh to adopt Resolution 2018-009 as presented below:

**RESOLUTION ACKNOWLEDGING A DONATION OF LAND FROM
LARRY HUHN**

WHEREAS, the City of Dassel will receive a donation of .667 acres of land the value of which is estimated to be to \$3,800.00, from Larry Huhn, this donation has been designated to be used for public purpose for storm water retention.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Dassel acknowledges and accepts the land donation from Larry Huhn, described as: Outlot D, Summit Hills. The value of the land being donated is agreed to be \$3,800.00.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
FEBRUARY 20, 2018, 7:00 P.M. CONTINUED
DASSEL CITY HALL**

BE IT FURTHER RESOLVED THAT the Dassel City Council expresses its thanks and appreciation for the donation.

Motion carried unanimously.

New Business

Motion by Carlson, seconded by Bemenderfer to waive the WAC/SAC fees for 2018. Motion carried unanimously.

The council recessed the meeting at 8:45 p.m. before closing the meeting to discuss pending litigation.

The meeting was reconvened and closed at 8:53 p.m.

The meeting was reopened at 9:40 p.m.

Motion by Bemenderfer, seconded by Weseloh to defer the litigation matter to the League of Minnesota Cities and allow them to pursue the appropriate defense for the litigation that has been presented and authorize City Attorney Greenley to assist in the litigation and support city staff. Further if the League of Minnesota Cities does not assume the position of representing the City of Dassel, Attorney Greenley is authorized to take immediate steps to appoint legal representation on the City's behalf. Motion carried unanimously.

Motion by Carlson, seconded by Bemenderfer to adjourn the meeting at 9:42 p.m. Motion carried unanimously.

ATTEST:

Ronald Hungerford
Mayor

Terri Boese
Clerk/Treasurer