

**REGULAR MEETING OF THE DASSEL CITY COUNCIL  
MARCH 19, 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 March 19, 2018 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: None (0)

**APPROVAL OF MINUTES**

**Motion by Weseloh, seconded by Bemenderfer to approve the February 20, 2018 Regular Meeting and March 14, 2018 Special Meeting minutes as presented with 2 corrections.  
Motion carried unanimously.**

**OPEN FORUM**

Carolyn Holje reported she had a meeting with members of the Historical Society and the Legion along with David Scepaniak in regard to changing the name of Breeds Park. The group discussed options and came to a consensus on the matter. The Legion Commander and Holje agreed to request the Council approve installing a new sign at the park which would cover the needs of both. The sign could be installed in the current location of a swing at the top of the hill, in front of the tennis courts. This sign would say 'Breeds Park' and underneath 'Veterans Memorial'. The Council agreed this was a good compromise and thanked both groups for working diligently to find a solution. The council will direct the request to the Discover Dassel group for a recommendation on the type of sign.

John Deitering, the owner of Sunrise Diner presented a written proposal for additional signage along Hwy 12 at both the east and west ends of the City. He has leased a spot on the City's sign at Hwys 12 & 15. Deitering would like banners 4-6' x 3' and a sign at the corner of Hwy 12 and 3<sup>rd</sup> St. The request will be forwarded to the Planning & Zoning Commission for review and input.

**ADDITION/OMISSION TO THE AGENDA:**

1. Correction on 9A. Total claims should be \$177,934.16.
2. Correction on 7B and 7C, dates should be 2017 and 2018.

**Motion by Bemenderfer, seconded by Hallquist to approve the agenda with the 2 changes listed above. Motion carried unanimously.**

**CONSENT AGENDA**

- A. Approve Temporary On-Sale Liquor License for Cokato Dassel Lions, April 7, 2018 at the Event Center, pending receipt of all required paperwork.
- B. Adopt Resolution 2018-010 MN DOT Community Roadside Landscape Partnership Program.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL  
MARCH 19, 2018, 7:00 P.M. CONTINUED  
DASSEL CITY HALL**

**RESOLUTION FOR APPLICATION TO THE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
COMMUNITY ROADSIDE LANDSCAPE PARTNERSHIP PROGRAM  
AND DESIGNATING AUTHORIZED PRIMARY CONTACT PERSON**

**BE IT RESOLVED** by the City of Dassel will act as the sponsoring unit for the project identified as Discover Dassel's Beautification Project on US 12 and State Trunk Highway 15 to be conducted during the period of April, 2018 and September, 2019.

**BE IT FURTHER RESOLVED THAT** Terri Boese, City Clerk/Treasurer is hereby authorized to apply to the Minnesota Department of Transportation for funding of this project on behalf of the City of Dassel.

- C. Adopt Resolution 2018-011 Receiving Feasibility Report & Calling Hearing on Summit Hills Improvement Project

**RESOLUTION RECEIVING FEASIBILITY REPORT  
AND CALLING FOR A HEARING ON IMPROVEMENT  
2018 IMPROVEMENT PROJECT**

**WHEREAS**, pursuant to resolution of the Council adopted November 20, 2017, a report has been prepared by Bolton & Menk, Inc. with reference to the proposed 2018 Improvement Project, the improvement of the following described areas:

- Summit Cove
- Hilltop Drive
- 5th Street adjacent to Summit Hills Addition

and this report was received by the Council on March 14, 2018, and

**WHEREAS**, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement project; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DASSEL,  
MINNESOTA:**

1. The Council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement

**REGULAR MEETING OF THE DASSEL CITY COUNCIL  
MARCH 19, 2018, 7:00 P.M. CONTINUED  
DASSEL CITY HALL**

pursuant to the Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$742,800.00.

2. A public hearing shall be held on such proposed improvement on the 16<sup>th</sup> day of April, 2018, in the Council Chambers of the City Hall at 7:00 p.m. and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.
- D. Adopt Resolution 2018-012 Ordering Preparation of Report on Improvement on Pacific Avenue Project

**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT  
2018 IMPROVEMENT PROJECT**

**WHEREAS**, it is proposed to improve the following described area:

- Pacific Avenue from 7<sup>th</sup> Street to Sellards Drive

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Dassel:

that the proposed improvement, called the 2018 Improvement Project be referred to the City Engineer (Bolton & Menk, Inc.) for study and that that person is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels

**Motion by Bemenderfer, seconded by Hallquist to approve Consent Agenda items A-D as listed above. Motion carried unanimously.**

**COUNCIL & COMMITTEE REPORTS**

The Council reviewed the following Board/Commission Minutes:

- A. January 23, 2018 Fire Advisory Board Semi-Annual Meeting minutes and February 21, 2018 Annual Meeting *draft* minutes
- B. December 4, 2017 Planning & Zoning Commission Regular Meeting minutes and March 6, 2018 Regular Meeting *draft* minutes
- C. January 2, 2018 EDA Regular Meeting *draft* minutes were reviewed and approved.

Council member Bemenderfer provided information on the Heartsafe Community meeting. The Committee is recommending the purchase of 2 AED units to be placed at the City Hall and the

**REGULAR MEETING OF THE DASSEL CITY COUNCIL  
MARCH 19, 2018, 7:00 P.M. CONTINUED  
DASSEL CITY HALL**

History Center. Staff will be trained at each location. The units have a 4-year battery life and if used during the life the batteries will be covered under warranty and the company will replace them at no cost. The City will be able to purchase the units at a reduced price through Allina Health Systems because of the Heartsafe Community program. The Committee will also submit a grant application for matching funds. This Historical Society has agreed to split the cost of the unit for the History Center. Future needs may include a unit at the Liquor Store.

**Motion by Weseloh, seconded by Hallquist to purchase 2 AED units at a cost of \$2,167.50. Motion amended by Hungerford, seconded by Weseloh to pay for the units using line item 101-41000-442 Unallocated. Motion carried unanimously.**

Bemenderfer stated the Website Committee met with the new website designer following the strategic planning meeting held on March 13<sup>th</sup>. He thanked David Floren for leading the planning meeting and the Department Heads for their input. The first draft of the website will be available for review the 1<sup>st</sup> week of April.

Council member Weseloh reported on the DC School Strategic Planning Committee meeting and provided analysis materials completed to date. The information has been forwarded to the School Board and will be used in conjunction with the proposed bond referendum this fall.

Council member Hallquist provided an update from the DC Trail Committee meeting. The City of Dassel Public Works Department will be responsible for sweeping the entire trail this spring and spraying weed killer this summer. These tasks are shared between the City of Dassel and Cokato on an annual basis. The committee is also planning a fund raising event in May to place luminaries along the trail in memory of a loved one with hopes of having the entire trail lit between Dassel and Cokato.

#### DEPARTMENT REPORTS

##### Clerk/Treasurer

Clerk Boese reported on the following upcoming meetings and events:

- A. Discover Dassel, Tuesday, March 20<sup>th</sup> at 5:00 pm, Dassel History Center
- B. Marketing Hometown America Project, Dassel Home to Roost, Tuesday, March 20<sup>th</sup> from 6-8 pm, Thirsty's Tavern
- C. City Audit starting Monday, March 26<sup>th</sup>
- D. Heartsafe Community Meeting, Wednesday, March 28<sup>th</sup> at 6:00 pm, Dassel History Center
- E. SRTS Grant Award Meeting, Friday, March 30<sup>th</sup>
- F. Meeker EDA and Litchfield Chamber Partnership Meeting, Thursday, April 5<sup>th</sup> at 9:00 am, Dassel City Hall
- G. Red Rooster Committee Meeting, Thursday, April 5<sup>th</sup> at 7:00 pm, Dassel City Hall
- H. Farmer's Market Organizational Meeting, Tuesday, April 10<sup>th</sup> at 5:00 pm, Dassel City Hall
- I. Special City Council Meeting, Tuesday, April 10<sup>th</sup> at 6:00 pm, Dassel City Hall  
Review Pacific Avenue Improvement Report

**REGULAR MEETING OF THE DASSEL CITY COUNCIL  
MARCH 19, 2018, 7:00 P.M. CONTINUED  
DASSEL CITY HALL**

- J. Department Head Monthly Meeting, Wednesday, April 11<sup>th</sup> at 7:00 am, Fire Hall
- K. Board of Equalization Meeting, Friday, April 13<sup>th</sup>, 9 am-2 pm, Meeker County Court House
- L. City Wide Garage Sales, weekend of April 28<sup>th</sup>
- M. City Wide Clean Up, Saturday, May 19<sup>th</sup>, 9 am-1 pm – Dassel Liquor Store parking lot
- N. League of MN Cities Annual Conference, June 20-22, registration due by April 30<sup>th</sup> for Council members interested in attending

**Motion by Bemenderfer, seconded by Hallquist to approve the amended 2018 Fire Department budget as presented. Motion carried with Weseloh abstaining.**

**Motion by Bemenderfer, seconded by Hallquist to approve the proposed 2019 Fire Department budget in the amount of \$266,992.00 as recommended by the Fire Advisory Board, the City of Dassel's contract amount of \$61,717.75 and capping the Fire Relief contribution at \$35,000. Motion carried with Weseloh abstaining.**

Boese reported that she will be meeting with representatives from Again & Again Thrift Store in regard to their lease renewal in April.

The Council discussed on-sale liquor licensing and amending the City Code.

**Motion by Hungerford, seconded by Weseloh to table setting a license fee until a cost for amending the City Code is determined with review by the City Attorney. Motion carried unanimously.**

City Attorney

Attorney Greenley provided an update on the Miller Manufacturing/Golden Angle Properties litigation brought against the City of Dassel and Meeker County. He reported that the League of MN Cities has assumed defense of Dassel in this action. The League hired Paul Reuvers, an attorney with the Bloomington law firm of Iverson Reuvers Condon, to defend the city. Boese and Greenley met at length with Reuvers to provide background information and collect documents for defense of the case. Meeker County is defending through the office of the Meeker County Attorney. Answers to the Complaint were timely filed by both defendants.

A Scheduling Conference is set for April 12, 2018, at which time a time line will be set for the pre-trial proceedings and eventual trial. The pre-trial proceedings typically include exchange of relevant documents, depositions of involved individuals, and various motions including dispositive motions. Minnesota requires pre-trial Alternative Dispute Resolution (ADR) proceedings. This is a procedure by which an attempt is made to settle a case without the need of trial. ADR is typically scheduled after most of the pre-trial proceedings have been completed, but can take place earlier if the parties agree. The case has been assigned to Judge Steven Wentzell, but may be reassigned to Judge Stephanie Beckman.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL  
MARCH 19, 2018, 7:00 P.M. CONTINUED  
DASSEL CITY HALL**

Greenley discussed amending the Liquor Ordinance and informed the Council it will be a lengthy process to bring the ordinance into compliance with current MN State Statutes.

**Fire Chief**

Chief Grochow reported 19 calls in February and a total for the year to date of 59. He stated the light tower repair has not been completed satisfactorily and the City is retaining payment of the bill. Firearms safety class was held at the Fire Hall and had 25-30 participants. The department is still working on getting the generator from the City of Cokato and the Relief Association will make a donation to Cokato's Department for the equipment.

**Liquor Store Manager**

Manager Vetsch reported February, 2018 gross sales of \$74,500.46, an increase of 5% over the same period in 2017. He reported on the accident involving a customer's vehicle and the building. The City has received payment from the customer's insurance carrier and the repair will be completed as soon as the materials are received by the repair shop. The staff is getting the store ready for the summer beer sales. The Liquor Store will be closed on Easter Sunday.

**Motion by Bemenderfer, seconded by Carlson to hire Ross Anderson as a Part-time Liquor Store Clerk. Motion carried unanimously.**

**Motion by Weseloh, seconded by Hallquist to authorize Vetsch to purchase 2 PCI compliant chip card readers at a cost of \$550 each. Motion carried unanimously.**

**Museum Director**

Director Holje requested the City consider applying for a directional highway sign for Hwy 12. The only requirement is that the Museum be open 40 hours per week to have the sign. She reported that the Fungus Amoungus play was well attended and the Museum is sponsoring a local artist on the 4<sup>th</sup> floor each month. The History Center will participate in the Meeker County garden tour this summer. Holje was excited to report on the numerous reviews received from Trip Advisor's website. She encouraged the Council to check them out.

**Public Works Director**

Mayor Hungerford reviewed the Public Works report as follows:

1. Annual Generator Inspection was completed by Advance Power System on March 9 2018, everything was in good working condition.
2. Bids will be taken soon on lift station and storm drain basin cleaning.
3. Hydro Clean will be in the City of Dassel in April to clean and televise the sewer lines on the north side of the City.

**City Engineer**

DeWolf reviewed the preliminary engineering report for the 2018 Summit Hills Addition improvements with a cost of \$742,800. The assessments will follow City Policy of 40% at a cost of \$26.17/lineal foot. A public hearing will be held next month for property owners.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL  
MARCH 19, 2018, 7:00 P.M. CONTINUED  
DASSEL CITY HALL**

**Sheriff's Report**

Deputy Bondhus reviewed the February Sheriff's report which showed a total of 78 calls. Mayor Hungerford welcomed Bondhus back. Council member Carlson questioned if there had been any parking issues during the last few snow events.

**CLAIMS FOR PAYMENT**

**Motion by Weseloh, seconded by Bemenderfer to approve payment of claims in the amount of \$177,934.16 as presented. Motion carried unanimously.**

**OLD BUSINESS**

The Council forwarded the issue of signage for Breeds Park to the Discover Dassel Committee for review and recommendation. The Committee will meet on Tuesday, March 20<sup>th</sup>.

**NEW BUSINESS**

The Council forwarded the request from for additional signage from Deitering, Sunrise Diner Owner, to the Planning & Zoning Commission for review and recommendation.

**Motion by Bemenderfer, seconded by Carlson to adjourn the meeting at 8:42 p.m. Motion carried unanimously.**

ATTEST:

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Ronald Hungerford  
Mayor

\_\_\_\_\_  
Terri Boese  
Clerk/Treasurer