

Dassel, MN

Regular City Council Meeting

Monday, March 17, 2025 at 6:00 pm

1. Call to Order

a. Pledge of Allegiance

Led by Mayor Lalone

b. Roll Call

Council members Gaertner, Landrus, Suchy, Thurn & Mayor Lalone

2. Approval of Minutes Closed City Council meeting March 27, 2025, DAHS February 25, 2025, City Council meeting March 17, 2025

3. Public Hearing(s)

4. Open Forum

(The City Council invites residents to share new ideas or concerns related to city business; however, individual questions and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or consideration at a future meeting. The Mayor may use discretion if speakers are repeating views already expressed or ask for a spokesperson for groups of individuals with similar views. Speakers should state their name and home address at the podium before speaking.)

5. Additions or Omissions to Agenda

6. Consent Agenda

a. Payment of Claims \$349,462.89

b. Motion to approve the City mileage rate \$.70 cents per mile effective January 1, 2025, through December 31, 2025 .

c. Motion to approve Wine/Strong Beer license application for Cokato Dassel Lions at Saints Field for April 1, 2025, to Sept. 30, 2025 pending the receipt of all required paperwork and signatures.

d. Motion to Approve Resolution 2025-010 Appointing the City Assessor and City Building Official for 2025

Attachments:

- Resolution 2025-010 Appointing City Assessor & Building Official 2025 (2025-010_Resolution_Appointing_Assessor___Bldg_Official.pdf)

e. Motion to Approve Resolution 2025-011 Accepting a Donation to the City of Dassel

Attachments:

- Resolution 2025-011 Accepting Donation to the City of Dassel - Fire Dept (2025-011_Resolution_Accepting_Donation-FD_for_Extrication_Equip.pdf)

7. Council & Committee Reports

a. Dassel Area Historical Society Meeting February 25, 2025 - Eckerly

b. Fire Advisory Meeting - February 26, 2025 - Councilmember Thurn

c. Small Business Group Meeting - March 3, 2025 & March 10, 2025- Councilmember Gaertner

d. Planning Commission Meeting - March 10, 2025 - Councilmember Landrus

e. Red Rooster Committee Meeting - March 11, 2025 - Councilmember Gaertner

8. Staff Reports

a. Museum Director

Attachments:

- **Museum Director Report** (Museum_Director_03_17_2025.pdf)

b. Liquor Store Manager

Attachments:

- **Liquor report February 2025** (Liquor_Feb_2025.pdf)

c. Fire Chief

Attachments:

- **February 2025 Fire Calls** (Fire_Calls_February_2025.pdf)

d. Public Works Director

Attachments:

- **Public Works Director report March 2025** (Public_Works_Report_March_2025__002_.pdf)
- **Sanitary Survey** (Dassel_Sanitary_Survey.pdf)

e. City Engineer

Update on Breeds Park Restroom. Please see attached PDF of the proposed bathroom layout for Breeds Park. Based on similar projects we are estimating the construction costs for the bathroom to be in the \$80,000-\$90,000 range.

This cost includes:

- Demo and refinish the interior with easy maintenance finish.
- Demo existing siding and roofing
- New siding, louvers, and roof
- New plumbing fixtures and electrical work
- 14'x5' concrete pad along building face
- 5' concrete sidewalk from the pavilion to the bathroom

Attachments:

- **Floor Plans** (3-13-25_Breeds_Park_Restroom_A2-00_-_FLOOR_PLANS_AND_EXTERIOR_ELEVATIONS.pdf)

f. City Administrator

Attachments:

- **Monthly Report** (20250317_City_Administrator_Report.pdf)

g. City Attorney

Kurt Greenley will be in attendance to discuss Ordinance 2025-01 regarding Cannabis.

h. Sheriff's Department

Discuss email dated March 6, 2025, from Pamela, Dental Clinic Administrator regarding 2nd Street Parking sent to City Council and Eckerly, City Administrator. There will be representatives from the Meeker County Sheriffs department in attendance.

Attachments:

- **Email dated March 6, 2025, Regardin 2nd Street Parking** (March_6__2025_Email_from_Dassel_Dental_regarding_Street_Parking_and_Snow_Removal.pdf)
- **Meeker Co Sheriffs Dept Report February 2025** (Meeker_County_Sheriffs_Monthly_Stats_-_February_2025.pdf)

9. Business Items

- a. Motion to approve bid from K.A. Construction for the replacement of the doors and locks in the amount of \$6,516.00.**

Attachments:

- **Quotes for Fire Hall doors** (FH_door_quotes.pdf)

- b. Motion to approve Ordinance No. 01-2025 Regulating Cannabis Businesses and Retail Cannabis Dispensaries**

Kurt Greenley, City Attorney will be reviewing.

Attachments:

- **Ordinance No. 01-2025 Regulating Cannabis Businesses and Retail Cannabis Dispensaries** (3-7-2025_Dassel_--2025_Ordinance_Regulating_Cannabis_Businesses_-_Greenley_made_additional_minor_changes.pdf)

- c. Motion to approve Ordinance No. 02-2025 Dassel Cannabis Ordinance (zoning) and Buffer Map**

Sarah Swedburg, City Planner, this update reflects a few changes that we were provided direction on from the joint Council/Planning Commission workshop:

Removed the park south of downtown

Allowed for sales of cannabis use by Conditional Use Permit in the C1 zoning district

Included clarification of distance measurement language

Removed event language for City Attorney to include in his portion of the ordinance

Attachments:

- **Ordinance No. 02-2025 Dassel Cannabis Ordinance (zoning)** (DRAFT_Ordinance_No_02-2025_-_Dassel_Cannabis_Ordinance_02.28.25.pdf)
- **Dassel Cannabis Buffer Map** (3-3-2025_DRAFT_Dassel_CannabisBufferMap_11X17L.pdf)

d. Motion to approve purchasing DocuWare product from Metro Sales Inc in the amount of for an annual cost of \$5,569.40 and one time cost of \$3,920.00 to process and store documents digitally.

Eckerly, City Administrator, will give a report. This system would allow the city to digitally archive and store on a virtual server city records. The product comes with 10 hours of scanning assistance. The scanning assistance hours could be utilized to archive the documents in the storage room in the Sheriff's office. The older documents (prior to 2000) that are permanent could be scanned to server since they are rarely researched. A system like this would reduce staff time doing research. It would reduce paper purchasing because the documents could be directed printed into DocuWare. It would reduce the need for as much storage space. It would also improve the security of permanent documents being backup to an off-site location in the case the building would be destroyed. The system is expandable to allow for workflow processing such as for vendor invoices and form templates. I did contact LaserFiche but did not get a call back. I am in the process of contact the government references. Since the system would be to archive all departments records, I am requesting that the annual fee \$5,569.40 be taken from 500-41000-500 General Capital Outlay(\$232,460.04) for only 2025 and setup Professional Service fee \$3,920.00 be taken from 100-41000-442 Unallocated (\$13,030.00). In the future the annual fee would be budgeted under General Government.

Attachments:

- **Docuware proposal** (DocuWare_Proposal.pdf)

e. Motion to approve Option 1 with the MN Department of Transportation Street Sweeping Agreement (2025) and authorize the Mayor to sign.

The City has done Option 1 with MN Department of Transportation in the past. Kyle Moy, Public Works Director will be present to answer any questions.

Attachments:

- **MN Dept of Transportation - Street Sweeping Agreement 2025** (MN_Department_of_Transportation_-_Street_Sweeping_Agreement_2025.pdf)

f. Motion to approve Resolution 2025-012 Approve City of Dassel Official Seal

Attached are the revised option after the comments from the February City Council

meeting. I have checked with JP Cooke (the company that would be making the embosser and seal) and they are able to make all the options. After the City Council makes the selection Geoffrey Welles, local artist, will clarify the images.

Attachments:

- **Resolution 2025-012 Approve City of Dassel Official Seal** (2025-012_Resolution_to_Approve_City_of_Dassel_Official_Seal.pdf)
- **Revised City Seal Options** (Revised_City_Seal_Options_2-27-2025.pdf)

10. Adjourn

The agenda packet with all background material is located at the side table for viewing by the public. The agenda is subject to change without notice. Information and materials relating to the above items are available for review at city hall by appointment.