

Dassel, MN

# Regular City Council Meeting

Monday, July 21, 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 for City Council meeting June 16, 2025, Red Rooster Committee May 6, 2025,

### Attachments:

- **City Council Meeting June 16, 2025** (6-16-2025\_DRAFT\_Regular\_City\_Council\_Meeting\_Minutes.pdf)
- **Red Rooster Committee May 6, 2025** (20250506\_RR\_Minutes.pdf)

## 3. Public Hearing(s)

### a. Public Hearing for the Vacation of Drainage and Utility easements in Highland Circle.

• Minn. Stat. § 412.851 governs vacation of public right of way, detailed below by the League of Minnesota Cities: o When it is in the public interest to do so, cities may abandon ownership or control over all or any part of land set aside, dedicated, or used as streets or alleys. State law sets the exclusive process for a statutory city to abandon a street, road, alley, or public way. Minn. Stat. § 412.851. o A statutory city may also vacate any publicly-owned utility easement or boulevard reserve in the same way streets or alleys are vacated by the type of city involved. o In statutory cities, the resolution ordering the vacation must pass by a four/fifths vote of all the members of the council. This means there must be four affirmative votes on a five-member council. Minn. Stat. § 462.358, subd. 7. o The steps for a statutory city to vacate a street or alley are as follows: ♣ The council may initiate the action by resolution, or a majority of property owners who abut the land to be vacated may petition for this action. ♣ The council must hold a public hearing on the proposal, following two weeks published and posted notice. ♣ The city must provide written notice to each affected property owner at least 10 days before the hearing. If the street is within a plat, all property owners within that plat should be considered as affected property owners.

#### PUBLIC NOTICE

#### VACATION OF EASEMENT

Notice is hereby given that the Dassel City Council will hold a public hearing at the Dassel City Hall, 460 Third St, Dassel, MN on Monday, July 21, 2025, at 6:00 p.m. to consider the vacation of portions of a utility and drainage easement in Highland Circle Plan Unit

Development (PUD) for portions of the following parcels owned by:

35 Blue Property Group LLC, PO Box 55, Dassel, MN 55325,

PID 23-0689000. Lot 29, Block 5, Highland Meadows (PUD Common Space).

All property is zoned PUD.

The applicant requests the vacation of portions of a drainage and utility easement in the PUD common space to support a PUD Amendment and lot line adjustment to allow for single family homes on Lots 1-4 and Lots 25-28, Block 5, Highland Meadows. Full legal descriptions of the proposed drainage and utility easement vacation are available upon request at Dassel City Hall.

All persons interested are invited to attend said hearing, at which time both oral and written comments may be presented. Written comments may be submitted at any time prior to the meeting by mail: City of Dassel, PO Box 391, Dassel, MN 55325 or by email:

renee.eckerly@dassel.com.

Sarah Swedburg, City Planner - Bolton & Menk will review her staff memo prior to public comments starting.

**Attachments:**

- **Staff Report - Highland Circle PUD Amendment** (7-7-2025\_Staff\_Report\_Council\_Highland\_Circle\_PUD\_Amendment.pdf)
- **Proposed Drainage & Utility Easement Vacations - Highland Circle** (7-2025\_Proposed\_Drainage\_\_\_Utility\_Easement\_Vacations\_-\_Highland\_Circle.pdf)
- **Lot Line Adjustment Certificate of Survey** (Survey\_Highland-Lot\_Adjustment\_-\_signed.pdf)

**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.)

Beth Janish, Cokato-Dassel Lions and someone from the Cokato-Dassel Rotary Club will be presenting seating area in front of City Hall.

Bill Ward will be present to discuss the Dassel Heritage Preservation Commission (Ordinance 156 Historic Preservation.)

**Attachments:**

- **Dassel-Cokato Lions & Rotary Picnic table project** (Janish\_-\_Picture\_of\_Canopy\_-\_Lions\_\_\_Rotary\_Project.docx)
- **Update on Dassel Heritage Preservation Commission** (Council\_Update\_on\_Dassel\_Heritage\_Preservation\_Commission.pdf)
- **City Ordinance Chapter 156** (CHAPTER\_156\_HISTORIC\_PRESERVATION.pdf)

**5. Additions or Omissions to Agenda**

**6. Consent Agenda**

**a. Payment of Claims in the amount \$457,289.01**

A list of the claims being approved is available by contact the City Clerk-Treasurer. This is a public document.

**b. Approve hiring of Desirae Nelson and Kent Shaker as part-time Liquor Store Clerks at \$12.00 per hour pending background check.**

**c. Accept resignation of Alyssa Carlen part time Liquor Store Clerks effective June 28, 2025.**

**d. Accept resignation of Dakota Cadorette part time Liquor Store Clerks**

effective June 8, 2025.

- e. **Approve the Street Closing Application for Saturday, August 30, 2025, from 4:00 p.m. to 8:00 p.m. from 2nd St N to 3rd St N on Atlantic Avenue for Red Rooster City Festival.**
- f. **Approve Al Sexton to the Planning Commission until Dec. 31, 2026 and Isaac Nelson until Dec. 31, 2027.**

Al Sexton term expired on Dec. 31, 2024. Isaac Nelson term expires Dec. 31, 2025.

The Planning Commission approved a motion unanimously to recommend the appointment terms.

## 7. Council & Committee Reports

- a. **Red Rooster Committee meeting June 17 & July 15, 2025 - Amy Gaertner**
- b. **DAHS Meeting June 24, 2025 - Eckerly**
- c. **Dassel- Cokato Trail Meeting June 30, 2025 - Landrus**
- d. **Planning Commission Meeting - June 7, 2025 - Landrus**
- e. **League of Minnesota Cities Conference - Duluth June 25, 2025 - Suchy**

## 8. Staff Reports

- a. **Museum Director**

### Attachments:

- **Museum Director report** (Museum\_Directors\_report\_-\_June\_2025.pdf)
- **Dassel History Center Newsletter** (Dassel\_History\_Center\_Newsletter.pdf)

- b. **Liquor Store Manager**

### Attachments:

- **Monthly Report** (Liquor\_Store\_Monthly\_Report\_-\_June\_2025.pdf)

- c. **Fire Chief**

### Attachments:

- **June 2025 Fire Calls** (Fire\_Calls\_for\_June\_2025.pdf)

- d. **Public Works Director**

### Attachments:

- **June 2025 Report** (Public\_Works\_Report\_July\_2025.pdf)
- **Team Lab Final Reports** (TEAM\_LAB\_Final\_Report\_\_05212025.pdf)

- e. **City Engineer**

- f. **City Administrator**

### Attachments:

- **Monthly Report** (20250721\_City\_Administrator\_Report.pdf)

- **North Star Story Map - Tracey Bergum, City Clerk-Treasurer** (North\_Star\_Story\_Map\_-\_Mushroom\_Building.pdf)
- **Coalition of Greater MN Cities Regional meeting, Thursday, Aug 7 5:00 p.m. Willmar** (Coalition\_of\_Greater\_MN\_Cities\_Regional\_Meeting\_-\_Willmar.pdf)

**g. City Attorney**

Kurt Greenley will be present to participate in the discuss with Bill Ward regarding the Dassel Heritage Preservation Commission (Ordinance 156 Historic Preservation.)

**h. Sheriff's Department**

**Attachments:**

- **Monthly Report** (Meeker\_Co\_Sheriffs\_Monthly\_Stats\_-\_June\_2025.pdf)

**9. Business Items**

**a. Motion to approve Resolution 2025-020 PUD Amendment and Lot Line Adjustment for Block 5 (Lots 1-4 and 13-28) in Highland Circle**

The Planning Commission passed the following recommendations unanimously on July 7, 2025.

Motion by Sexton, seconded by Landrus to recommend the proposed PUD Amendment meets the qualifying criteria. The approval of the request for single-family structures and 3' side yard setbacks on Lots 1 through 4 and Lots 25 through 28, Block 5, Highland Meadows should be subject to the following conditions:

1. The requested lot line adjustment by the same applicants is approved by Planning Commission.
2. The requested easement vacation by the same applicants is approved by City Council.
3. The applicant shall record the appropriate documents in the Office of the County Recorder within 120 days after the date of City Council approval and furnish the City Clerk with a copy of the recorded documents prior to issuance of a building permit.
4. All structures shall be constructed on the lots of record. No overhangs or construction over property lines shall be allowed.
5. All development in Highland Circle must comply with all city and state requirements, inclusive of building and fire codes, and must be issued a building permit with an approved grading plan prior to construction.

Motion by Sexton, seconded by Al Suchy to recommend the proposed lot line adjustment meets the qualifying criteria. The approval of the lot line adjustment as presented in the attached Certificate of Survey should be subject to the following conditions:

1. The requested PUD amendment by the same applicants is approved by Planning Commission and City Council prior to recording.
2. The requested easement vacation by the same applicants is approved by the City Council.
3. The applicant shall record the appropriate documents in the Office of the County Recorder within 120 days after the date of Planning Commission approval and furnish the City Clerk with a copy of the recorded documents prior to issuance of a building permit.
4. All structures shall be constructed on the lots of record. No overhangs or construction over property lines shall be allowed.

5. All development in Highland Circle must comply with all city and state requirements, inclusive of building and fire codes, and must be issued a building permit with an approved grading plan prior to construction.

**Attachments:**

- **Resolution 2025-020 PUD Amendment and Lot Line Adjustment for Block 5 (Lots 1-4 and 13-28) in Highland Circle** (2025-020\_Resolution\_Approving\_PUD\_Amendment\_and\_Lot\_Line\_Adjustment\_for\_Block\_5\_\_Lots\_1-4\_and\_13-28\_\_in\_Highland\_Circle.pdf)
- **Highland Circle PUD Amendment Application** (6-18-25\_Highland\_Circle\_PUD\_Amendment\_Application.pdf)
- **Lot Line Adjustment Certificate of Survey** (Survey\_Highland-Lot\_Adjustment\_-\_signed.pdf)
- **Updated PUD Proposed Amendment Chart to include Planning Commission Recommendation from 7-7-2025** (2025-07-21\_UPDATED\_LU\_Restrictions\_PUD\_Proposed\_Amendment.pdf)
- **Dassel City Code - Section 153.045 Planned Unit Development** (Dassel\_City\_Code\_-\_Section\_153.045\_Planned\_Unit\_Dev.pdf)

- b. **Motion to approve Resolution 2025-019 Approve Vacatiion of Drainage & Utility Easements in Highland Circle**

**Attachments:**

- **Resolution 2025-019 Approve Vacatiion of Drainage & Utility Easements in Highland Circle** (2025-019\_Resolution\_Vacating\_Drainage\_and\_Utility\_Easement.pdf)

- c. **Motion to approve the increase in fee to the Maintenance Permit at the Countys request from \$40.33 to \$64.00.**

**Attachments:**

- **Maintenance fee increase** (Maint\_Fee\_email.pdf)

- d. **Motion to replace the pump at the 5th St lift station in the amount of \$12,535.00 from Quality Flow with funds from 602-49450-500.**

**Attachments:**

- **Quality Flow quote to repair pump** (QUALITY\_FLOW\_Dassel\_MN\_5th\_St.\_L\_S\_Pump\_Repair\_Qote\_61125.docx)
- **Quality Flow quote to replace pump** (QUALITY\_FLOW\_Dassel\_MN\_5th\_St.\_LS\_Pump\_Qote\_61125.docx)

- e. **Motion to have hydroseeding done at the city shop and Summit Park by Neaton Brothers in the amount of \$,5000.00/\$2.00 a yard. Funds coming from 504-43000-500 for the shop and 505-45200-580 for the Summit Park.**

**f. Motion to approve Resolution 2025-018 Supporting Claim that City has Matching Funds for Library Grant**

Mitchell Lease, City Engineer will report on this item. This is the last requirement for the library grant.

**Attachments:**

- **Resolution 2025-018 Supporting Claim that City has Matching Funds for Library Grant** (2025-018\_Supporting\_Claim\_City\_has\_Matching\_Funds\_for\_MN\_Dept\_of\_Education\_-\_2024\_Library\_Grant.pdf)

**10. Announcements / Dates to Remember**

2024 Consumer Confidence Report

Letters from Charter Communications Regarding Spectrum Channel Line-up Changes

Southwest Initiative Foundation - Thank you and 2026 Budget Consideration

DAHS meeting, Tues. July 22, 2025, 10:00 a.m. History Center

Dept Head meeting, Tues. Aug. 12, 2025, 7:00 a.m. at City Hall

Red Rooster Committee meeting, Thurs. Aug. 14, 2025, at 6:00 pm at City Hall

City Council Meeting, Mon., Aug. 18, 2025, at 6:00 p.m. City Hall

Joint Trail Bid Opening, Wed., Aug. 20, 2025, at 11:00 a.m. City Hall

DAHS meeting, Tues. Aug. 26, 2025, 10:00 a.m. History Center

Red Rooster Committee meeting, Tues. Aug. 26, 2025, at 6:00 pm at City Hall

**Attachments:**

- **2024 Consumer Confidence Report** (2024\_Consumer\_Confidence\_Report.pdf)
- **Spectrum Channel Line-Up changes** (Letters\_from\_Charter\_Communicaton\_regarding\_Spectrum\_Channel\_Line-Up.pdf)
- **Southwest Initiative Foundation** (Letter\_Southwest\_Initiative\_Foundation.pdf)

**11. 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.

