

Dassel, MN

Regular City Council Meeting

Monday, August 18, 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 July 21, 2025, and Red Rooster Committee July 15, 2025

Attachments:

- **City Council Meeting July 21, 2025** (7-21-2025_DRAFT_Regular_City_Council_Meeting_Minutes.pdf)
- **Red Rooster Committee Meeting July 15, 2025** (Red_Rooster_Committee_July_15_2025.pdf)

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 \$725,091.57**
- b. Accept resignation of Kent Shaker part time Liquor Store Clerks effective July 24, 2025.**
- c. Accept resignation of Jack Nesseth temporary seasonal part time Public Works effective August 13, 2025.**

7. Council & Committee Reports

- a. DAHS meeting, July 22, 2025 - Eckerly**
- b. DAEA Spring Lake Annual Meeting, July 22, 2025 - Mayor Lalone/Landrus**
- c. Red Rooster Committee meeting, Aug. 14, 2025 - Gaertner**

8. Staff Reports

a. Museum Director

Attachments:

- **Museum Director report** (Museum_Directors_August_Report.pdf)

b. Liquor Store Manager

Attachments:

- **Liquor Manager report** (Liquor_report_July_2025.pdf)

c. Fire Chief

Attachments:

- **Fire calls July 2025** (Fire_Calls_July_2025.pdf)

d. Public Works Director

Attachments:

- **Public Works July 2025 report** (Public_Works_Report_August__002_.pdf)

e. City Engineer - will not be in attendance

f. City Administrator

Attachments:

- **City Administrator report** (20250818_City_Administrator_Report.pdf)

g. City Attorney

h. Sheriff's Department

Attachments:

- **Sheriffs Dept monthly stats** (Sheriffs__Monthly_Stats_-_July_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

This item was tabled at the July 21, 2025, Council meeting.

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:

- **Notification of 60-day extension on PUD Adjustment** (7-25-25_Ltr_35_Blue_Properties_on_60_Day_Extension_on_PUD_Adjustment_Application.pdf)
- **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__1_.pdf)

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

This item was tabled at the July 21, 2025, Council meeting.

Motion to approve Resolution 2025-019 Approve Vacation of Drainage & Utility Easements in Highland Circle

Attachments:

- **Resolution 2025-019 Approve Vacation of Drainage & Utility Easements in Highland Circle** (2025-019_Resolution_Vacating_Drainage_and_Utility_Easement.pdf)

c. Discuss Bill Ward and Kurt Greenley presentation regarding the Dassel Heritage Preservation Commission (Ordinance 156 Historic Preservation.)

Attachments:

- **Bill Wards' Update on Dassel Heritage Preservation Commission** (Council_Update_on_Dassel_Heritage_Preservation_Commission.pdf)
- **City Council Minutes regarding Heritage Preservation Commission** (History_of_City_Council_Minutes_regarding_Heritage_Preservation_Commission.pdf)
- **DAHS History in Minutes regarding Historic Preservation Commission** (DAHS_History_in_Minutes_of_Heritage_Preservation_Commission.pdf)
- **History of City Attorney costs to establish Heritage Preservation Commission** (History_of_City_Attorney_cost_to_establish_Heritage_Preservation_Commission.pdf)
- **City Ordinance Chapter 156 - Historic Preservation** (CHAPTER_156_HISTORIC_PRESERVATION.pdf)

d. Motion to approve the purchase of 25 Kenwood Viking 7/800 MHz Portable Radios for Fire Department

Dave Johnson, Fire Chief will give report. He would like to utilize the 2023 Public Safety Aid (one time only) that the City of Dassel received.

Attachments:

- **2023 Public Safety Aid from State of MN** (2023_Public_Safety_Aid.pdf)
- **Quotes for new Portable 800MHz radios** (Quotes_for_new_portable_800MHZ_Radios_-_Fire_Department.pdf)

e. Motion to approve Resolution 2025-021 Setting and Approving the Annual Fee Schedule for 2025

f. ADDED: Motion to approve payment request #5 to Levanen Underground LLC in the amount of \$15,501.48.

10. Announcements / Dates to Remember

Meeker County Public Hearing for Variance Application - Tim and Mary Jo Read, 22667 708th Ave Dassel on August 19, 2025, at 5:00pm Government Center.

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

Reception for Erica Bakke, 2026 Aquatennial Princess, Wed. Aug. 20, 2025, 7:00 p.m. History Center

Joint Trail Board Meeting, Thurs. Aug. 21, 2025, at 4:30 p.m. Dassel City Hall

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

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

Red Rooster Day Festival Fri. Aug. 29, 2025, - Mon. Sept. 1, 2025.

Labor Day, Holiday - City Hall Closed Sept. 1, 2025

Dept Head meeting, Tues. Sept. 9, 2025, 7:00 a.m. at City Hall

Fire Advisory meeting, Wed. Sept. 10, 2025, 7:00 p.m. at Dassel Fire Hall

City Council meeting, Mon. Sept. 15, 2025, 6:00 p.m. at City Hall

Attachments:

- **Meeker County Public Hearing Variance - Read** (Meeker_Co_Public_Hearing_Variance_Tim_Read.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.

Contact: Renee Eckerly (renee.eckerly@dassel.com 320-275-2454) | Agenda published on 08/15/2025 at 4:38 PM

Dassel, MN

Regular City Council Meeting

Minutes

Monday, July 21, 2025 at 6:00 pm

1. Call to Order

Minutes:

Meeting called to order by Mayor Lalone at 6:05 pm.

a. Pledge of Allegiance

Led by Mayor Lalone

b. Roll Call

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

Minutes:

Members present: Gaertner, Landrus, Suchy, Thurn & Mayor Lalone Members absent:

None

Community members present: Roger & Sandi Toft, MaryAnn Krol, Janice Pederson, Donna Mattson, David Johnson, Ray Zimmermann, Beth Janish and Bill Ward.

2. Approval of Minutes for City Council meeting June 16, 2025, Red Rooster Committee May 6, 2025,

Minutes:

Motion by Gaertner, seconded by Landrus to approve the minutes as presented. Motion carried.

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.

Minutes:

Mayor Lalone opened the Public Hearing at 6:08 pm.

City Planner Sarah Swedburg addressed council and expressed that the Public Hearing is specifically for the vacation on the utility easements and the PUD Amendment and Lot Line Adjustment will be addresses later in the agenda. Swedburg gave an overview of the request. The original plat allowed 4–5-unit townhomes and one multifamily in the middle lot, in 2017 an amendment was approved to allow 10-2-unit townhomes. The applicants are now wanting to construct single family homes instead of townhomes. Since the owners are requesting lot line adjustments to enlarge the 8 lots, we are also needing to vacate the drainage and utility easements to the portion of lot 29 at the back of these parcels to be

enlarged.

Swedburg noted that all of the requests would need to be approved in order for it to work.

No one from the public was there to speak at the public hearing.

Mayor Lalone closed the Public Hearing at 6:18 pm.

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.)

Minutes:

Beth Janish, representing the Cokato-Dassel Lions and Rotary with a beautification proposal to the city. They have around \$12,000.00-\$13,000.00 along with access to grant monies. They would like to do a seating type structure in the green space outside of City Hall, similar to the ones in Cokato and Hutchinson. The project does not need to be the umbrella concept; it could also be a pergola or some other design. The space would become city space that the city would be responsible for maintaining. They would like the structure to be along Hwy 12 so people could see it while driving through town.

Bill Ward member of the Dassel Heritage Preservation Commission (Ordinance 156 Historic Preservation.) proposed to council that he would like to let the commission put on hiatus for now and potentially permanently. In 5 years only 4 properties have been added to the HPC, only 1 of those being a private residence. Ward states it is becoming more difficult to maintain membership.

Kurt Greenley stated the State and Federal Government issued the City the status of Certified Local Government with the State Historic Preservation Office. If the city decides to eliminate the HPC they would lose options for grant funding. Issues with maintaining 5 members on the commission has been and continue to be an issue. Greenley does not believe the benefits of being part of the HPC benefits the city enough to continue. Putting the commission on hold he believes sends the wrong message and he recommends having the State remove the city's certification, which will give the city the option to reapply in the future. Another option would be to renegotiate the terms of the ordinance and see if the State would allow a board of 3, which is what is currently on the board. At this time 1 member needs to be from the Meeker County Historical Society, and that is the missing member on the board. Administrator Eckerly asked what would happen to the properties given the historic status and Greenley stated they would lose their recognition.

David Johnson, 130 Linart Ave. addressed council on the concerns of doing the Breeds Park bathroom project and the library project without having the available funds prior to the start of the projects. Johnson also stated if the HPC wants to disband he believes they should be able too. He also stated that with the Highland Circle property, he hopes council takes into account what the current residents thoughts are on the project.

Johnson spoke as the Fire Chief stated in regard to the Highland Circle PUD he doesn't believe 3" off the property line should be allowed. He has concerns about sending firefighters in between the buildings in the case of a fire.

Mary Ann Krol, 125 Highland Circle. Krol is concerned for how the single-family home lot are going to affect the twin home lots next to her. If those lots are changed in the future she has

concerns with the risks of fires and other issues. Krol has concerns with her insurance company raising rates with the change.

Janice Pederson, 127 Highland Circle. Pederson expressed her concerns about the aesthetics of the neighborhood, would like to see some continuity.

Planner Swedburg addressed council and residents stating the developers will need to build in compliance with the state building code. Residents asked why the developers had not shown up for either of the meetings and it was clarified that they were aware of the meetings and time.

Donna Mattson, 129 Highland Circle. Mattson stated the county assessor told her that their townhomes are too close together and expressed concerns if there is a fire in a neighboring unit, her unit and all the others would catch fire as well and they were told when they purchased their home the PUD would be for 55+.

5. Additions or Omissions to Agenda

Minutes:

Motion by Landrus, seconded by Suchy to approve the agenda with the addition of 9g. Discuss the Dassel-Cokato Lions & Rotary Picnic table project. Motion carried.

6. Consent Agenda

Minutes:

Motion by Gaertner, seconded by Landrus to approve the Consent Agenda. Motion carried.

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

7. Council & Committee Reports

a. **Red Rooster Committee meeting June 17 & July 15, 2025 - Amy Gaertner**

Minutes:

Council member Gaertner reported on the last Red Rooster Committee meeting sharing that things are moving forward. Gaertner stated that city staff has been doing a lot of work. Administrator Eckerly stated the committee is in need of 35-40 volunteers to help with the events. The committee was unwilling to move the weekend, even though a company was willing to donate the chicken. Administrator Eckerly and City Clerk Bergum cannot do all of the planning and volunteers are needed otherwise the future of the event is uncertain. The Bike Ride and Walk/Run were in jeopardy of not happening because of lack of someone to coordinate. Kurt Jacques volunteered to coordinate the Bike Ride and James Dickey and Max Johnson volunteered to coordinate the Run/Walk. Mayor Lalone and Councilmember Suchy will be in attendance at the August 14th Red Rooster Committee meeting.

b. DAHS Meeting June 24, 2025 - Eckerly

Minutes:

Administrator Eckerly reported the last DAHS meeting last 2.5 hours. The Ergot exhibit was discussed along with which exhibits will stay, and which will be taken down. There are 3 consultants that are proposing how much a new exhibit will cost but quotes or estimates have been given. Eckerly explained the exhibit and how it would work with the QR codes, iPads would be provided or an Apple device if the visitor had one, but it would only work with Apple products. Mayor Lalone stated there needs to see the design and competitive bids for the project.

c. Dassel- Cokato Trail Meeting June 30, 2025 - Landrus

Minutes:

Council member Landrus gave an update from the June 30, 2025 meeting. The new representative from Dassel Township was introduced to the committee. Mitchell Lease, Bolton & Menk was present to go over the plans for the project, including a resident who is looking to have his driveway done so it can be coordinated with him. The meeting to proceed with the bid opening will be August 20, 2025.

d. Planning Commission Meeting - June 7, 2025 - Landrus

Minutes:

Council member Landrus reported that at the meeting the PUD amendment was discussed including the setback and future plans for the property. This will be up for a motion later in the agenda.

e. League of Minnesota Cities Conference - Duluth June 25, 2025 - Suchy

Minutes:

Council member Suchy reported she and Clerk Bergum attended the League of Minnesota Cities conference in Duluth in June. A lot of information was received, the North Star Story map, which Bergum added the Mushroom Building too. There are opportunities to get planting in town along with other monies from grants. AARP offers a grant for certain park projects. Attended a session on the tragedy in Burnsville to learn about preparedness in the case of a major event.

8. Staff Reports

a. Museum Director

Minutes:

Administrator Eckerly reported the air conditioning issues – resolved. Landscaping will be doing the spring and fall work around building and are looking at some other areas of landscaping concerns. Volunteer is mowing lawn. Staff is working on evaluation of the spaces in the History Center for exhibits and enhancing the ergot exhibit.

Upcoming programs and exhibits include: Airborn – Aug. 7, 6-9, Food and Cash Bar. Cost \$10. Crow River String Band, Aug. 16, 7:00 pm. \$15, Red Rooster Program - Aug. 30, 10 am. Galen Johnson. Food. No Charge, Reading of Our Town – Aug. 31, 2:00 pm. No Charge, Also Exhibit “Our Town” Kurt Meyer – Sept 7, 2:00 pm. No Charge, Tea, Saki,

Poetry –, Lydia Henry – Manhole Cover Rubbings – Sept. 21. 2:00 No Charge, Elaine Nordlie – Norwegian Celebration, 200th Anniversary of the Start of Norwegian Emigration Oct. 11, 9 am., Rosemaling classes, Paper heart making, Straw Ornaments, Lunch.

b. Liquor Store Manager

Minutes:

Manager Moy reported they are slowing down on purchasing as sales were down a little in June to \$98,177.71. At this point with the approval to hire the 2 applicants on the agenda we will be fully staffed. Staff is working on rotating out displays to promote the different on-going summer sales.

c. Fire Chief

Minutes:

Chief Johnson reported 26 calls for service in the month of June, 18 of which were in the city limits of Dassel and 235 year to date.

d. Public Works Director

Minutes:

Street Department: Street sweeping has been conducted as needed. Coordination ongoing with MNDOT on sidewalk and road projects. Storm sewer lines and basins along Highway 12 have been vacuumed and jetted during the highway closure. Work is nearly complete. Next steps include storm vector work, contingent on weather and ground conditions. Curb and crosswalk painting has begun, currently focused on the south side of the tracks. Parking adjustments around the Fire Hall are planned within the next couple of weeks. Parts have been received for the crosswalk sign on Highway 12. Updates will be completed and MNDOT will handle installation. Pothole patching is underway; problem areas are being addressed. Grading of gravel areas and detour routes around the tracks is ongoing. Water Department: The RPZ (Reduced Pressure Zone) valve at the Water Plant was replaced by Servin Plumbing. All City-owned RPZs have been inspected per annual requirements. Crews are managing one-call locates for MNDOT and fiber installation projects. Water monitoring and sampling continue as needed. Initial outreach to water tower cleaning companies has begun. Pricing is being gathered for potential exterior cleaning within the next couple of years, as recommended during the last inspection. Sewer Department: Team Lab conducted sonar testing of wastewater ponds. Results show less than 10% sludge levels in all ponds – excellent condition. Existing treatment practices will continue. (Report attached.) The lift pump at 5th St lift station needs replacement. A new pump (with a 5-year warranty) is recommended over a rebuilt one (1-year warranty). Suggested budget line: 602-49450-500. Spraying has been ongoing when weather permits. Due to frequent rain, night operations have been necessary to remove water. When the new lift pump is installed, the contractor will also address electrical component repairs. Main lift station siding is approximately 90% complete; delays due to concurrent projects. Ahlgren Electric will inspect one of the pivots for electrical issues. Weed spraying at the ponds continues. Equipment Updates: Grates for Red Rooster Days Chicken Feed have been replaced; basket replacements underway. Macqueen provided training on jetting truck operations.

Vac/Jet truck was serviced at DC Diesel for alternator and wiring repairs. Routine equipment maintenance and repairs are ongoing. Parks Department: Summit Park dirt work is complete. Pending motion approval, hydroseeding will proceed. Wimmer Tree Service scheduled for tree removal (previously approved). Awaiting drier ground conditions. New surface material has been added to all playground areas. Building/Property: Handrail repairs and door/entryway painting have been completed at City Hall. Awaiting MNDOT project completion before Landskaping installs irrigation and sod. Servin Plumbing has re-installed all necessary components. Dirt work at City Shop from water line repair is complete and will be seeded. A property walkthrough was conducted with the League Insurance representative for insurance evaluation. Weed spraying in downtown areas is in progress.

Councilmember Landrus inquired on the responsibility of the cottonwood tree at 910 5th St. N. since it is dead. Moy stated that is the responsibility of the property owner.

Councilmember Suchy stated the weeds at Veterans Memorial need to be taken care of, Moy stated they will get it taken care of, they haven't been doing much along Hwy. 12 due to the construction.

e. City Engineer

Minutes:

Engineer Lease reported he has done some research for available grants for the Breeds Park bathroom project. There is one grant opportunity for this project and that is the DNR Outdoor Recreational grant. This grant would be a minimum of \$25,000.00 and a max of \$350,000.00 with a 50/50 match and 10% being engineering costs. The project right now does not qualify and would need additional things added as a supporting facility.

Lease updated the council on the DC Trail project stating the plans have been certified and will be advertised this week with the bid opening scheduled for August 20th. Lease also noted the reclaim area has been extended.

Lease will reach out to MNDot to get an update on the construction project.

f. City Administrator

Minutes:

Coalition of Greater MN Cities – Regional Meeting, Thurs. Aug 7, 2025, Willmar, if anyone is wanting to attend let staff know. She had training and started developing the City of Dassel Economic Development website. The domain name is discoverdasselmn.com.

Tracey Bergum, City Clerk-Treasurer attended the League of MN Cities conference and learned about the North Star Story Map website along with much more. She gathered the information and now the Mushroom Building is one of the travel sites on the map.

Administrative staff has been working a lot on Red Rooster Days celebration. The Committee needs at least 35-40 volunteers for the Labor Day weekend. We have achieved getting new people to take over the duties of the Red Rooster Bike ride and Walk/Run.

Anyone interested in helping with chicken dinner, bike ride, walk/run please call city hall. I attended the following meeting: DAHS meeting, Municipal Impact website training, EDAM – Legislative Session Update, Planning Commission meeting, Department Head meeting, Bill

Ward regarding the Heritage Preservation Committee, Mari Pieti regarding the Lake Association Meeting and Joint Trail meeting I held a meeting on 2nd Street with Jeremy Alman, Pamela from Dassel Dental, Dave Johnson, Fire Chief, Deputy Jason Kelly, and Kyle Moy, Public Works Director to try to resolve the parking issues on this street. the 4 parking spots across from the Fire Hall will now be no parking, the Fire Hall is available for parking during daytime hours, not overnight. Kyle Moy and I gave the League of MN Cities Insurance Trust appraisal a tour of all the city property and buildings on July 8, 2025. The City will be hosting with the Litchfield Chamber of Commerce a FREE training session on Paid Family leave with Stacey Neuhaus, Vinna Human Resources on Wednesday, July 23, 2025, from 7:30am to 10:30am. We still have room, if interested call city hall. There is a new retirement act that has been implemented and we are working to get a meeting together to educate people on that.

We need to schedule a meeting for the 2026 preliminary budget. The preliminary budget is due to Meeker County on for before September 30, 2026.

g. City Attorney

Minutes:

Greenley left after Open Forum.

h. Sheriff's Department

Minutes:

Deputy Bonnick reported 139 calls for service, 82 were traffic stops, 5 damage to property, 4 arrests, 1 warrant, 4 motor vehicle accidents and 2 open doors.

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

Minutes:

Motion by Lalone, seconded by Thurn to table the Resolution 2025-020 PUD Amendment and Lot Line Adjustment for Block 5 (Lots 1-4 and 13-28) in Highland Circle. Council would like to give the developers the opportunity to answers questions prior to a decision. Motion carried.

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

Minutes:

Motion by Lalone, seconded by Thurn to table Resolution 2025-019 Vacation of Drainage & Utility Easements in Highland Circle. Council would like to give the developers the opportunity to answers questions prior to a decision. Motion carried.

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

Minutes:

Motion by Gaertner, seconded by Thurn to approve the increase in fee to the Maintenance Permit at the Countys request from \$40.33 to \$64.00. Motion carried with Lalone voting no.

- 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.**

Minutes:

Motion by Landrus, seconded by Suchy 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. Motion carried.

- 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.**

Minutes:

Motion by Landrus, seconded by Lalone to have hydroseeding done at the city shop and Summit Park by Neaton Brothers, up to \$5,000.00/\$2.00 a yard. Funds coming from 504-43000-500 for the shop and 505-45200-580 for the Summit Park. Motion carried.

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

Minutes:

Motion by Lalone, seconded by Thurn to approve Resolution 2025-018 Supporting Claim that City has Matching Funds for Library Grant. Motion carried with Landrus and Suchy voting no.

10. Announcements / Dates to Remember

Minutes:

Administrator Eckerly shared the upcoming events with council. 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

11. Adjourn

Minutes:

Motion by Gaertner, seconded by Suchy to adjourn at 9:16 pm. Motion carried.

MINUTES
Red Rooster Committee
July 15, 2025, Dassel City Hall Community Room

Call to Order: Meeting was called to order by Chair Hungerford at 6:01 p.m.

Roll Call: Ron Hungerford, Kurt Jacques, Eric Dickey, James Dickey, Randy & Marcia Dischinger, Gwen Hallquist, Amy Gaertner, Jerry Bonnifield, Kyle Moy, Renee Eckerly and Tracey Bergum.

Secretary's Report & Approval of Minutes: Motion by Jacques, seconded by Gaertner to approve the minutes with correction. Motion carried

Treasurer's Report: Eckerly reported \$3,300.00 in revenue, this coming from interest earned, vendor and parade applications coming in and donation. \$13,171.00 spent most of that is for rebuilding the grates, fireworks and Ambassador events and supplies.

Events:

Egg Hunt: Jacques reported that Barb Bolander has volunteered to take over the egg hunt.

Bike Ride: Kurt Jacques volunteered to take over the bike ride event. Volunteers are still needed to help with this event. Jacques has someone to donate the granola bars and freeze pops for the event. Embroidery Plus has designed the t-shirt. The entry fee was increased from \$5.00 to \$10.00 this year to cover the cost of the shirts.

Motion by Jacques, seconded by R. Dischinger to award FREE Chicken Dinner coupon to winner of male and female winners of the 7-mile and 17-mile events. Motion carried.

Parade: Gwen Hallquist stated registrations have been coming in. Registration form is available on the city website. Maribel & Roger Gilmer agreed to be Grand Marshals of the parade and accommodations to assist the Gilmer's during the parade were discussed. Gwen will reach out to the ladies at the History Center to see if they can put together a story on Maribel for the parade. Renee is working with the facilities department at the school to get access. We are on the schedule with SWTV. Renee has contacted MnDOT to get the special event sign and will contact them closer to the event. The parade brochure draft is completed and a QR code was created to direct people to the city website where the parade lineup will be posted, along with all of the events.

Brat Feed will now be the Brat and Burger Feed, this needs to be updated on the poster.

Ambassadors: There are 6 candidates this year, their photos have been submitted to be added to the poster.

Chicken Dinner: Tracey has been ordering supplies and asked if there is anything anyone needs get the info to her so she can get it ordered. The pits will be rebuilt in July and Amy Gaertner stated this was on the schedule at the Village Ranch. Tracey and Renee will be selling tickets and there will not be a ticket seller on the other side of the building there will only be Ticket Takers. Marcia will help with someone to run back and forth if needed.

Run/Walk: James Dickey will take over the Run/Walk event with the help of Max Johnson.

Motion by Eckerly, seconded by Jacques to award FREE Chicken Dinner coupon to winner of male and female winners of the 5 mile event. Motion carried.

Vendor Coordinator: Kurt stated vendor apps have started to come in.

The number of porta potties and trash receptacles and their placement was discussed and finalized. Renee will be reaching out to CK Septic and Waste Management to get them on the schedule.

Events for the 2025 poster were confirmed, and Tracey will be in touch with the Herald Journal to get the poster finalized and ready for printing.

Need more volunteers and T-shirts are available for sale at city hall.

Kurt Jacques has the medallions from the 25th & 50th Red Rooster Days, wants the committee to think ahead for the 75th.

Next meeting: Thursday August 14, 2025, and Tuesday August 26, 2025 at 6:00 p.m. at the city hall.

Adjourn: Motion by Hallquist, seconded by Gaertner to adjourn the meeting at 7:06 p.m. Motion carried.

Submitted by Tracey Bergum, City Clerk - Treasurer

**Directors Report
Dassel History Center
Dassel Area Historical Society**

Aug. 2025

It is more than history at the History Center. Programming, music, theatre and art bring visitors to Dassel and the History Center. It is a partnership between DAHS and City

Air conditioning issues. New air conditioner or repair. Daston working on it estimates.

Landskaping will be doing the spring and fall work around building. Landskaping came last week and cleaned around building.

Looking at some other areas of landscaping concerns

Volunteer mowing lawn

Working on evaluation of the spaces in the History Center for exhibits. Enhancing the ergot exhibit

**Programs, Music, Theatre
Scheduled**

Airborn – Aug. 7, It was a good show.

Crow River String Band, Aug. 16, 7:00 pm. \$15

Red Rooster Program - Aug. 30, 10 am. Galen Johnson. Food. No Charge

**Reading of *Our Town* – Aug. 31, 2:00 pm. No Charge
Also Exhibit “Our Town”**

**Kurt Meyer – Sept 7, 2:00 pm. No Charge
Tea, Saki, Poetry –**

Lydia Henry – Manhole Cover Rubbings – Sept. 21. 2:00 No Charge

**Elaine Nordlie – Norwegian Celebration, 200th Anniversary of the Start of Norwegian
Emigration Oct. 11, 9 am
Rosemaling classes, Paper heart making, Straw Ornaments, Lunch,
Displays or exhibits**

Exhibits – Temporary

We work to have changing exhibits to bring new information so that visitors will come often.

Scheduled

Level 2

Berkey – Star Wars artist. Down Aug. 12. Many came to see it.

What's in a Name? Dassel, Minnesota 55325. -- Aug. 16-Sept. 14

Lydia Henry – Manhole Cover Rubbings – Sept.20 -Oct. 19.

Level 3

Kurt Meyer – Sept. 7 – Oct. 25, level 3. Program

Asian. Wall art and fabric, fans, poetry. Can touch. Install Janice and Joyce. Tea. Saki, Poetry

Liquor Store											
2025	Gross Sales	Cost of Good Sold	Gross Profit	Gross Profit %	Growth %	2024	2023	2022	2021	2020	2019
Jan	\$ 79,068.15	\$ 57,285.85	\$ 21,782.30	28%	0%	\$ 78,902.39	\$ 83,519.07	\$ 86,497.18	\$ 103,006.56	\$ 84,851.41	\$ 83,468.67
Feb	\$ 74,933.06	\$ 53,787.42	\$ 21,145.64	28%	-5%	\$ 79,114.27	\$ 88,229.64	\$ 88,822.30	\$ 93,595.13	\$ 84,679.83	\$ 77,335.16
Mar	\$ 83,986.37	\$ 60,276.87	\$ 23,709.50	28%	-6%	\$ 89,400.77	\$ 96,207.42	\$ 94,419.40	\$ 105,366.78	\$ 125,469.96	\$ 93,680.21
Apr	\$ 90,944.43	\$ 65,505.31	\$ 25,439.12	28%	1%	\$ 89,932.83	\$ 101,729.09	\$ 101,990.20	\$ 111,477.81	\$ 135,457.28	\$ 95,525.43
May	\$112,153.13	\$ 80,822.59	\$ 31,330.54	28%	-11%	\$ 125,343.99	\$ 133,711.11	\$ 125,300.13	\$ 137,816.79	\$ 166,196.43	\$ 119,647.00
Jun	\$ 98,177.71	\$ 71,067.41	\$ 27,110.30	28%	-13%	\$ 112,939.87	\$ 146,918.07	\$ 143,156.80	\$ 142,970.10	\$ 152,792.72	\$ 124,815.85
Jul	\$114,826.81	\$ 82,704.68	\$ 32,122.13	28%	-8%	\$ 125,446.41	\$ 135,529.73	\$ 148,990.37	\$ 157,498.35	\$ 170,289.30	\$ 134,229.90
Aug			\$ -	#DIV/0!	-100%	\$ 114,273.28	\$ 121,073.47	\$ 121,411.40	\$ 126,696.75	\$ 146,544.48	\$ 133,046.50
Sep			\$ -	#DIV/0!	-100%	\$ 86,769.92	\$ 117,082.11	\$ 125,522.69	\$ 118,904.19	\$ 126,685.79	\$ 97,976.90
Oct			\$ -	#DIV/0!	-100%	\$ 89,274.25	\$ 98,507.27	\$ 106,315.17	\$ 114,317.15	\$ 122,201.79	\$ 96,634.58
Nov			\$ -	#DIV/0!	-100%	\$ 91,941.22	\$ 100,091.46	\$ 104,464.97	\$ 105,407.93	\$ 117,977.05	\$ 97,387.40
Dec			\$ -	#DIV/0!	-100%	\$ 105,066.39	\$ 113,228.84	\$ 117,422.03	\$ 122,868.03	\$ 139,890.73	\$ 111,026.33
YTD	\$654,089.66	\$ 471,450.13	\$182,639.53	28%	100%	\$1,188,405.59	\$ 1,335,827.28	\$ 1,364,312.64	\$1,439,925.57	\$ 1,573,036.77	\$1,264,773.93
Annual % Growth							-2%	-6%	-8%	24%	5%
	Doing cycle counts on inventory										
	Cyber security equipment upgrade										
	Start inventory switch up to more fall like products in August										
	Please contact me with any question and concerns										
	Thank you										
	Heather Moy										

City of Dassel Calls for July 2025

Incident Type Report (Summary) with Zones

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
321 - EMS call, excluding vehicle accident with injury	7	53.85%				
324 - Motor vehicle accident with no injuries.	1	7.69%				
Total: 8		Total: 61.54%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
444 - Power line down	3	23.08%				
Total: 3		Total: 23.08%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 8 - Severe Weather & Natural Disaster						
815 - Severe weather or natural disaster standby	2	15.38%				
Total: 2		Total: 15.38%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Total: 13		Total: 100.00%	Total:			

Total Calls for July 2025

Incident Type Report (Summary) with Zones

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 1 - Fire						
151 - Outside rubbish, trash or waste fire	1	2.50%	0.00	0.00	0.00	
	Total: 1	Total: 2.50%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
321 - EMS call, excluding vehicle accident with injury	19	47.50%				
322 - Motor vehicle accident with injuries	4	10.00%				
324 - Motor vehicle accident with no injuries.	2	5.00%				
	Total: 25	Total: 62.50%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
444 - Power line down	7	17.50%				
	Total: 7	Total: 17.50%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 6 - Good Intent Call						
611 - Dispatched and cancelled en route	1	2.50%				
6111 - EMS Dispatched and cancelled en route	1	2.50%				
	Total: 2	Total: 5.00%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
740 - Unintentional transmission of alarm, other	1	2.50%				
743 - Smoke detector activation, no fire - unintentional	1	2.50%				
746 - Carbon monoxide detector activation, no CO	1	2.50%				
	Total: 3	Total: 7.50%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 8 - Severe Weather & Natural Disaster						
815 - Severe weather or natural disaster standby	2	5.00%				
	Total: 2	Total: 5.00%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
	Total: 40	Total: 100.00%	Total: 0.00			

Public Works Director Report

Street Department:

- We have been out painting curbs and crosswalks as weather allows.
- We had about a weeks' worth of clean up from the storms we got. Lots of debris in roadway and resident cleanup that followed. We still have some follow up areas to do as time allows.
- We did have to hire Wimmer Specialties to come remove a couple hung up limbs that were taken down during storm. They were hung up in tree higher than we could reach.
- We have been out pothole patching. The city streets have been taking quite a bit of abuse with 12 being closed.
- We of course have been out street sweeping to clean up with all the storms.
- We should be installing the RRFID on 1st and Parker this week.
- We have been out vaccing and jetting storm basins and the Vactors.
- We will closing parking on 2nd street this week to do the parking changes around fire hall. Not positive on day yet with weather. I will notify businesses in area prior to plan.

Water Dept.

- We have been doing regular sampling and testing.
- We did have a third party with the Department of Health out to do some PFAS chemical sampling.

Sewer Dept.

- We had Quality Flow out to replace the pump at 5th St Lift station. After further inspection they had decided that it was a good possibility that the electrical surge was the cause of failure. With that we were able to submit that invoice in with our insurance claim.
- We have been having to do repairs to pivots and spay heads in fields. This is just to be expected with age of the system.
- We will be getting a Pivot repair company out to do a repair and also do some training with us as well as Ted Algren will be there.
- Siding at Main lift has been put on hold for a little bit to ty and catch up. We have very little left to finish just not the time. We will be waiting until fall to begin on 5th ST.
- With the weather we have been struggling to get water out. With that when we are able to we have been running late into the night. We are in no danger of over flowing just having issues getting rid of it.

Equipment

- We did have to bring the Vac back to DC Diesel for a warranty alternator.
- We had new tires installed o Ford.
- The air compressor at top shop died. We purchased a new smaller model that we can load up and use.

Personnel

- Jack's last day was 8/13/25.
- Will continue to utilize Stan and Dale into fall part time.
- We have been a little short staffed with people taking time off but we are getting through it.

Parks

- The Maple Tree behind the Band Stand has been removed. The company will be out at a later date to grind all stumps at same time. While there we were able to have him trim a little on other larger maple tree.
- The remaining trees at breeds should be getting removed before Labor Day as long as weather agrees.
- The tree that we decided to wait on that over hung the bathroom at Breeds had to come down. After the storms it was discovered that it cracked in the split and would crush the restroom. So we had them come out and chain together until they could remove it.
- The hydro seeding at Summit Park is complete. We will be installing the benches when the grass gets going.

Building/Property

- The sod and irrigation is completed at the Mushroom Building. We will be working on repairing and replacing the landscaping there this fall.

Red Rooster

- We have had a lot of time into replacing the grating for the chicken grates and baskets.
- We are preparing for the event. Gathering supplies and cleaning up town.

City Administrator August 2025 Report

1. Tracey Bergum and I attended MCFOA meeting at the City of Kingston. We learned about MN Paid Family Leave law, Cybersecurity and how cities are utilizing AI to do tasks. It was interesting to hear how other cities are handling these items. It was very informative.
2. The city hosted with the Litchfield Chamber of Commerce a free training session on MN Paid Family Leave law presented by Stacey Neuhaus, Vinna Human Resources at the History Center to 29 business. The was great feedback on the 2-hour meeting.
3. Administrative staff has been working a lot on Red Rooster Days celebration. The Committee needs at least 35-40 volunteers for the Labor Day weekend. We are down to the final tasks. Anyone interested in helping with chicken dinner, bike ride, walk/run please call city hall.
4. I attended the following meeting: DAHS meeting, Municipal Impact website training, EDAM – Block 52 Redevelopment in Monticello – awesome webinar, Department Head meeting, Robyn Hoerr, MN Rural Water – Wellhead Protection.
5. Administrative staff did research into the Heritage Preservation Committee Ordinance.
6. Tracey Bergum attended the meeting with Cokato-Dassel Lions, Dan Landrus and Kyle Moy regarding selecting a location for the donated covered picnic table.

Questions:

- 1. May need a Special City Council meeting to approve the Joint Trail reconstruction bid. The bids for the project will be opened on July 20th and the Joint Trail Board will be meeting on July 21, 2025 to take action.**



Meeker County Sheriff's Office

Brian Cruze, Sheriff ★ Bill Hudson, Chief Deputy

326 North Ramsey Avenue • Litchfield, MN 55355 • Phone 320-693-5400 • Fax 320-693-5424 • www.co.meeker.mn.us

Dassel Monthly Stats - City Council Report

Printed on August 2, 2025

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
911 Hang Up Total: 1					
07/25/25 18:39:29	CFS25010037		125JK	911 Hang Up	Clear
911 Mis Dial Total: 2					
07/21/25 14:40:03	CFS25009799		816AM	911 Mis Dial	Clear
07/29/25 14:20:43	CFS25010239		806RC	911 Mis Dial	Clear
Alarm Total: 3					
07/07/25 00:33:20	CFS25009074		105IC	Alarm	Clear
07/22/25 07:20:14	CFS25009829		110TB	Alarm	Cancelled
07/27/25 23:47:15	CFS25010155		125JK	Alarm	Clear
Animal Total: 1					
07/17/25 14:24:25	CFS25009585		817AB	Animal	Clear
Child Abuse - Neglect - Maltreatment Total: 2					
07/21/25 08:11:37	CFS25009771		112JC	Child Abuse - Neglect - Maltreatment	No Report Taken
07/23/25 09:52:35	CFS25009890		112JC	Child Abuse - Neglect - Maltreatment	Report Taken
Civil Total: 4					
07/11/25 17:05:58	CFS25009287		125JK	Civil	Clear
07/13/25 18:27:44	CFS25009404		125JK	Civil	Report Taken
07/16/25 15:16:43	CFS25009543		128SB	Civil	Assisted
07/23/25 15:21:29	CFS25009908		125JK	Civil	Clear
Disabled Vehicle Total: 1					
07/12/25 12:54:21	CFS25009328		110TB	Disabled Vehicle	Referred to Other Agency
Disturbance Total: 1					
07/14/25 13:52:03	CFS25009439		117JI	Disturbance	Gone On Arrival (GOA)/Unable to Locate (UTL)
Domestic Total: 3					
07/10/25 20:37:27	CFS25009238		108ZL	Domestic	Report Taken
07/14/25 21:10:26	CFS25009463		125JK	Domestic	Handled By Officer / Deputy
07/22/25 00:22:29	CFS25009823		118JO	Domestic	Report Taken
Driving Complaint Total: 3					
07/03/25 09:45:28	CFS25008877		114RM	Driving Complaint	Clear
07/16/25 17:30:43	CFS25009553		128SB	Driving Complaint	Warning

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
07/30/25 13:16:03	CFS25010277		806RC	Driving Complaint	Referred to Other Agency
Drug Take Back Total: 1					
07/07/25 12:27:12	CFS25009093		103RS	Drug Take Back	Handled By Officer / Deputy
HRO Violation Total: 1					
07/08/25 17:58:23	CFS25009143		104JD	HRO Violation	Report Taken
Medical Total: 1					
07/06/25 14:08:49	CFS25009048		MAYO1, 128SB, DFR1	Medical	EMS Transport
Motorist Assist Total: 1					
07/11/25 23:59:04	CFS25009310		125JK	Motorist Assist	Clear
Motor Vehicle Accident Total: 3					
07/02/25 07:33:45	CFS25008799		DFR1, 125JK, MAYO1	Motor Vehicle Accident	Citation Issued
07/14/25 00:06:52	CFS25009419		127DW	Motor Vehicle Accident	Report Taken
07/28/25 10:14:39	CFS25010172		128SB	Motor Vehicle Accident	Report Taken
Noise Total: 1					
07/27/25 08:58:09	CFS25010113		812SH	Noise	Clear
Ordinance Violation Total: 1					
07/15/25 06:36:23	CFS25009475		114RM	Ordinance Violation	Clear
Parking Total: 3					
07/14/25 14:02:10	CFS25009440		125JK	Parking	Clear
07/17/25 10:02:24	CFS25009575		125JK	Parking	Clear
07/29/25 10:14:12	CFS25010224		128SB	Parking	Warning
Public Assist Total: 6					
07/13/25 10:26:30	CFS25009382		110TB	Public Assist	Handled By Officer / Deputy
07/19/25 10:38:20	CFS25009680		117JI	Public Assist	Clear
07/19/25 23:56:02	CFS25009721		109RS	Public Assist	Clear
07/23/25 06:55:05	CFS25009879		128SB	Public Assist	Handled By Officer / Deputy
07/25/25 15:11:29	CFS25010017		805AH	Public Assist	Referred to Other Agency
07/27/25 15:17:52	CFS25010133		125JK	Public Assist	Clear
Public Works / Utilities Total: 2					
07/05/25 10:05:30	CFS25009000		117JI	Public Works / Utilities	Clear
07/28/25 21:50:19	CFS25010204		133HH	Public Works / Utilities	Clear
Scam Total: 1					
07/29/25 17:54:36	CFS25010251		120ND	Scam	Clear
Suspicious Activity Total: 2					

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
07/04/25 05:51:42	CFS25008942		118JO	Suspicious Activity	Gone On Arrival (GOA)/Unable to Locate (UTL)
07/21/25 11:53:36	CFS25009785		104JD	Suspicious Activity	Report Taken

Suspicious Person Total: 2

07/11/25 15:37:56	CFS25009280		128SB	Suspicious Person	Clear
07/13/25 23:22:33	CFS25009417		125JK	Suspicious Person	Clear

Suspicious Vehicle Total: 2

07/02/25 21:50:09	CFS25008862		118JO	Suspicious Vehicle	Gone On Arrival (GOA)/Unable to Locate (UTL)
07/23/25 16:16:57	CFS25009912		125JK	Suspicious Vehicle	Clear

Theft Total: 2

07/04/25 09:52:55	CFS25008948		114RM	Theft	Report Taken
07/28/25 08:23:08	CFS25010167		128SB	Theft	Report Taken

Traffic Hazard Total: 2

07/25/25 13:43:42	CFS25010012		110TB, DFR2	Traffic Hazard	Handled By Officer / Deputy
07/27/25 18:47:53	CFS25010141		125JK	Traffic Hazard	Clear

Traffic Stop Total: 56

07/03/25 16:41:15	CFS25008907	ATLANTIC AV W	125JK	Traffic Stop	Warning
07/03/25 16:47:35	CFS25008908	3 ST S	125JK	Traffic Stop	Warning
07/03/25 16:53:22	CFS25008909	3 ST S	125JK	Traffic Stop	Warning
07/03/25 16:59:58	CFS25008910	3 ST S	125JK	Traffic Stop	Warning
07/03/25 17:10:51	CFS25008912	3 ST S	125JK	Traffic Stop	Warning
07/03/25 17:16:46	CFS25008913	3 ST S	125JK	Traffic Stop	Warning
07/03/25 17:26:04	CFS25008914	3 ST S	125JK	Traffic Stop	Warning
07/03/25 18:14:47	CFS25008919	ATLANTIC AV W	125JK	Traffic Stop	Warning
07/03/25 19:58:47	CFS25008922	3 ST S	125JK	Traffic Stop	Warning
07/07/25 07:43:58	CFS25009077	5 ST N	125JK	Traffic Stop	Warning
07/08/25 11:39:35	CFS25009122	PACIFIC AV W	125JK	Traffic Stop	Warning
07/08/25 14:40:20	CFS25009131	3 ST S	125JK	Traffic Stop	Warning
07/09/25 13:32:51	CFS25009164	CSAH 6	125JK	Traffic Stop	Warning
07/10/25 14:02:13	CFS25009207	US HWY 12	128SB	Traffic Stop	Citation Issued
07/11/25 14:15:29	CFS25009273	MN HWY 15	128SB	Traffic Stop	Warning
07/11/25 16:29:19	CFS25009283	3 ST S	125JK	Traffic Stop	Warning
07/11/25 16:47:08	CFS25009285	3 ST S	125JK	Traffic Stop	Warning
07/11/25 17:43:03	CFS25009294	ATLANTIC AV W	125JK	Traffic Stop	Warning
07/11/25 19:51:34	CFS25009301	MN HWY 15	125JK	Traffic Stop	Warning
07/11/25 23:28:46	CFS25009308	PACIFIC AV W	125JK	Traffic Stop	Warning
07/12/25 20:55:42	CFS25009352	3 ST S	125JK	Traffic Stop	Warning
07/12/25 22:25:41	CFS25009362	MN HWY 15	125JK	Traffic Stop	Warning
07/12/25 22:59:28	CFS25009365	4 ST S	125JK	Traffic Stop	Warning
07/13/25 23:01:09	CFS25009416	PARKER AV W	125JK	Traffic Stop	Warning
07/15/25 15:09:14	CFS25009494	ATLANTIC AV E	128SB	Traffic Stop	Citation Issued

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
07/16/25 17:24:03	CFS25009552	PARKER AV W	128SB	Traffic Stop	Warning
07/16/25 22:17:52	CFS25009563	MN HWY 15	128SB	Traffic Stop	Warning
07/17/25 15:14:45	CFS25009589	MARCIA ST	125JK	Traffic Stop	Warning
07/17/25 15:31:19	CFS25009590	3 ST S	125JK	Traffic Stop	Warning
07/19/25 23:20:43	CFS25009717	3 ST S	109RS	Traffic Stop	Warning
07/19/25 23:37:19	CFS25009719	3 ST S	109RS	Traffic Stop	Warning
07/20/25 16:25:29	CFS25009741	730 AV	128SB	Traffic Stop	Citation Issued
07/20/25 17:26:43	CFS25009744	730 AV	128SB	Traffic Stop	Warning
07/21/25 18:27:09	CFS25009806	4 ST S	128SB	Traffic Stop	Warning
07/22/25 15:21:41	CFS25009848	3 ST S	125JK	Traffic Stop	Warning
07/22/25 22:54:30	CFS25009871	MN HWY 15	125JK	Traffic Stop	Warning
07/22/25 23:24:03	CFS25009872	US HWY 12	125JK	Traffic Stop	Warning
07/22/25 23:30:36	CFS25009873	US HWY 12	125JK	Traffic Stop	Warning
07/23/25 09:01:06	CFS25009886	SIMON AV W	128SB	Traffic Stop	Warning
07/23/25 10:12:21	CFS25009891	SIMON AV W	128SB	Traffic Stop	Warning
07/23/25 11:51:11	CFS25009894	US HWY 12	128SB	Traffic Stop	Handled By Officer / Deputy
07/23/25 19:39:15	CFS25009922	ATLANTIC AV W	125JK	Traffic Stop	Warning
07/24/25 18:01:55	CFS25009979	2 ST N	122EA	Traffic Stop	Warning
07/24/25 19:04:04	CFS25009981	3 ST N	128SB	Traffic Stop	Warning
07/24/25 20:40:02	CFS25009985	3 ST N	128SB	Traffic Stop	Citation Issued
07/25/25 16:28:15	CFS25010021	SIMON AV W	125JK	Traffic Stop	Warning
07/25/25 16:35:29	CFS25010022	3 ST S	125JK	Traffic Stop	Citation Issued
07/25/25 18:26:01	CFS25010035	US HWY 12	125JK	Traffic Stop	Warning
07/25/25 21:33:29	CFS25010046	3 ST S	125JK	Traffic Stop	Warning
07/26/25 00:53:54	CFS25010063	MN HWY 15	125JK	Traffic Stop	Warning
07/27/25 16:54:21	CFS25010135	PARKER AV W	125JK	Traffic Stop	Warning
07/28/25 18:16:03	CFS25010191	PARKER AV W	133HH	Traffic Stop	Warning
07/29/25 12:50:43	CFS25010233	3 ST S	128SB	Traffic Stop	Warning
07/31/25 20:21:14	CFS25010345	5 ST N	125JK	Traffic Stop	Warning
07/31/25 20:44:36	CFS25010347	3 ST S	125JK	Traffic Stop	Warning
07/31/25 21:41:07	CFS25010351	US HWY 12	125JK	Traffic Stop	Warning

Transfer Total: 2

07/16/25 20:22:25	CFS25009560		807MS	Transfer	Referred to Other Agency
07/28/25 02:28:29	CFS25010156		807MS	Transfer	Referred to Other Agency

Trespass Total: 1

07/24/25 17:04:56	CFS25009975		305BM, 122EA	Trespass	Report Taken
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Vehicle Lock Out Total: 1

07/15/25 22:32:08	CFS25009520		128SB	Vehicle Lock Out	Assisted
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Vehicle Off Roadway Total: 1

07/18/25 23:18:06	CFS25009668		128SB	Vehicle Off Roadway	Handled By Officer / Deputy
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CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
Welfare Check Total: 2					
07/14/25 12:46:21	CFS25009434		125JK, MAYO1	Welfare Check	Report Taken
07/28/25 10:35:55	CFS25010175		8811MM	Welfare Check	Handled By Officer / Deputy

Total Records: 115



July 25, 2025

35 Blue Property Group, LLC
501 Atlantic Ave W
Dassel, MN 55325

Grayson and Annika Londerville
45 Lakeview Dr NW
Cokato, MN 55321

RE: Conditional Use Permit, Lot Line Adjustment, and Easement Vacation for Highland Meadows PUD Amendment

Dear Applicants,

On July 21, 2025, the Dassel City Council made a motion to table Resolution 2025-019 Approve Vacation of Drainage & Utility Easements in Highland Circle and Resolution 2025-020 PUD Amendment and Lot Line Adjustment for Blocks 5 (Lots 1-4 and 13-28) in Highland Circle to August 18, 2025 and instruct staff to notify Developer of the extension. The City Council is requesting the following additional information:

- Approximate building areas and height
- Staging and timing of development
- Rendering/photos of proposed building types

Minnesota Statutes Section 15.99 requires the City act on complete applications within sixty (60) days of their receipt. The sixty (60) day timeline was originally scheduled to expire on August 15, 2025. As a result of the need for additional information, the City is extending the deadline for action to October 14, 2025, as permitted by Minnesota Statutes Section 15.99.

The City Council intends to review this additional information at its August 18, 2025 meeting. They also specifically request your presence to answer any additional questions that may arise at this meeting.

If you have any questions, please contact the City at 320-275-2454.

Sincerely,

Sarah Swedburg, AICP
City Planner Consultant

The city is an equal opportunity provider and employer.

**CITY OF DASSEL CITY COUNCIL
RESOLUTION NO. 2025-020**

**RESOLUTION AMENDING THE PLANNED UNIT DEVELOPMENT KNOWN AS HIGHLAND MEADOWS TO
ALLOW SINGLE FAMILY DWELLINGS**

WHEREAS, the Planned Unit Development (PUD) known as Highland Circle consists of approximately 4.5 acres, and is legally described as:

Lots 1 through 10, Block 1, Highland Meadows;
Lots 1 through 14, Block 2, Highland Meadows;
Lots 1 through 4, Block 3, Highland Meadows;
Lots 1 through 4, Block 4, Highland Meadows;
and Lots 1 through 29, Block 5, Highland Meadows;

WHEREAS, the City of Dassel adopted approved the final plat and PUD in March 2003; and

WHEREAS, Lots 1 through 29, Block 5, Highland Meadows is also known as Highland Circle; and

WHEREAS, the owners and developer of Lots 1 through 4, Lots 25 through 28, and Lot 29, Block 5, Highland Meadows requested an amendment to the PUD to allow single family dwellings on Lots 1 through 4 and Lots 25 through 28; and

WHEREAS, the same applicants submitted a request for a lot line adjustment and associated drainage and utility easement vacation to enlarge Lots 1 through 4 and Lots 25 through 28, Block 5, Highland Meadows to accommodate this PUD amendment; and

WHEREAS, the City of Dassel Planning Commission considered the proposed PUD amendment at a public hearing on July 7, 2025; and

WHEREAS, the Planning Commission proceeded to hear all persons interested in this issue and persons interested were afforded the opportunity to present their views and objections related to the PUD amendment; and

WHEREAS, the City of Dassel City Council considered the PUD amendment for Highland Meadows on July 21, 2025; and

WHEREAS, the City Council finds the amendment to PUD is compatible with the stated purposes and intent of Chapter 153.045 of the Zoning Regulations.

NOW THEREFORE BE IT RESOLVED, the City Council of Dassel hereby adopts the following Findings of Fact:

- (1) **General intent.** The amendment to the PUD is consistent with intent and purpose of Chapter 153.045 of the Dassel Zoning Regulations, and is consistent with the original development concept for Summit Hills.

- (2) **Effect.** The amendment to the PUD will not adversely the surrounding uses either directly or indirectly by caused by traffic, noise, pollution and the like. The PUD consists of existing platted and buildable lots.
- (3) **Off-street parking and loading.** The amendment to the PUD has no impact on the off-street parking for the proposed uses.
- (4) **Recreation.** The amendment to the PUD will not impact the outdoor living space for the occupants of the homes in Block 5, Highland Meadows.
- (5) **Coverage and plantings.** The PUD will continue to provide suitable yards for the proposed single family and townhome uses with the amendment.
- (6) **Feasibility.** The amendment to the PUD is not in conflict with other development, existing or planned.
- (7) **Traffic circulation.** The amendment to the PUD does not impact access and internal circulation for the traffic expected to be generated by this development and for ease of maintenance, fire, and police.
- (8) **Site data.** The amendment to the PUD requirements and development standards is specified in the attached table.

THEREFORE BE IT FURTHER RESOLVED, the City Council of Dassel hereby approves the amendment to the Summit Hills Planned Unit Development subject to the following conditions:

- 1. The following Exhibits are attached to this resolution and shall be made part thereof:
 - A. Highland Meadows PUD Requirements, dated March 2003, and amended June 2017, October 2023, and July 2025
 - B. Block 5, Highland Meadows Certificate of Survey Dated June 2025
- 2. The requested lot line adjustment and 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 _____, seconded by _____, the resolution was approved and unanimously carried, this 21st day of July 2025.

ATTEST:

Bob Lalone
Mayor

Tracey Bergum
City Clerk/Treasurer

EXHIBIT A

HIGHLAND MEADOWS PLANNED UNIT DEVELOPMENT REQUIREMENTS Final Plat Approved by Council March 2003 Amended June 2017 Amended October 2023 Amended July 2025		
	Single Family Development Lots 1 through 10, Block 1, Highland Meadows; Lots 1 through 14, Block 2, Highland Meadows; Lots 1 through 4, Block 3, Highland Meadows; Lots 1 through 4, Block 4, Highland Meadows;	Townhouse Development Lots 1 through 29, Block 5, Highland Meadows (also known as Highland Circle)
Permitted Uses	<p>One to Two-family Residential Dwellings.</p> <p>Accessory uses secondary to the principal building.</p>	<ul style="list-style-type: none"> • <u>Lots 1 through 4 and Lots 25 through 28, Block 5, Highland Meadows are intended as single-unit dwellings (07-2025 proposed amendment)</u> • Lots 1 through 4 and Lots 13 through 2428, Block 5, Highland Meadows are intended as two-unit townhomes four-unit townhomes (06-2017 amendment, 07-2025 proposed amendment) • Lots 5 through 12, Block 5, Highland Meadows are intended as a single, eight-unit townhome structure • Lot 29, Block 5, Highland Meadows is intended as common areas for the multifamily and townhouse developments. No buildings are permitted in this area, unless the PUD is amended • Any replatting shall be done for single-family detached residential development only or require an amended PUD
Lot Area	<p>Lots shall be conforming as platted in the Highland Meadows Plat dated March 2003, 06-2017 approved lot line adjustment, <u>and 07-2025 approved lot line adjustment.</u> Any replatting must conform to the R-2 Zoning District or require an amended PUD.</p>	

Lot Depth	As platted in the Highland Meadows Plat dated March 2003, 06-2017 approved lot line adjustment, and 07-2025 approved lot line adjustment. Any replatting must conform to the R-2 Zoning District or require an amended PUD.	
Lot Width	As platted in the Highland Meadows Plat dated March 2003, 06-2017 approved lot line adjustment, and 07-2025 approved lot line adjustment. Any replatting must conform to the R-2 Zoning District or require an amended PUD.	
Minimum Floor Area	<p>Single Family Dwellings: 800 square feet</p> <p>Two-Family Dwellings: 750 square feet per unit</p>	<p>Efficiency: 350 square feet per dwelling unit</p> <p>1 bedroom: 600 square feet per dwelling unit</p> <p>2 bedroom: 700 square feet per dwelling unit</p> <p>3 bedroom: 900 square feet per dwelling unit</p>
Height Limit	2 1/2 stories or 35 feet, whichever is less	
Front Setback	<p>12 feet as shown on the Highland Meadows Plat dated March 2003. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.</p>	<p>Zero feet as shown on the Highland Meadows Plat dated March 2003. Full building, including overhangs, must be constructed on the buildable lots. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.</p>
Rear Setback	<p>12 feet as shown on the Highland Meadows Plat dated March 2003. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.</p>	<ul style="list-style-type: none"> • Zero feet as shown on the Highland Meadows Plat dated March 2003. Full building, including overhangs, must be constructed on the buildable lots. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD. • Lots 17-21, Block 5, must comply with the electrical utility easement.

<p>Side Yard Setback</p>	<p>6 feet as shown on the Highland Meadows Plat dated March 2003. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.</p> <p>Lots 1 through 2 4, Block 3, Highland Meadows allow for a shared party wall between Lots 1 and 2 and Lots 3 and 4. A shared party wall agreement shall be required for this these units. <i>(10-2023 amendment split Lot 3 between Lots 2 and 4, allowing for a duplex on Lots 1-2 and the west portion of Lot 3, leaving the east portion of Lot 3 and Lot 4 for a single family home)</i></p>	<ul style="list-style-type: none"> • <u>3 feet between all side yard lot lines and the exterior foundation on Lots 1 through 4 and Lots 25 through 28, Block 5, Highland Meadows (07-2025 proposed amendment)</u> • Zero feet on exterior lines and shared party walls for each two-unit townhome as shown on the Compton Lot Line Adjustment Exhibit <u>on Lots 13 through 24, Block 5, Highland Meadows Highland Meadows Plat dated March 2003. (06-2017 amendment, 07-2025 proposed amendment)</u> • 6 feet on interior-most side lot lines between each two-unit townhome structure <u>on Lots 13 through 24, Block 5, Highland Meadows. (06-2017 amendment, 07-2025 proposed amendment)</u> <ul style="list-style-type: none"> • Full building, including overhangs, must be constructed on the buildable lots. Shared party walls and declarations shall be required for these units. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.
<p>Accessory Structures</p>	<p>Accessory structures must comply with R-2 Zoning District and the setbacks as listed above.</p>	<p>No accessory structures are permitted</p>
<p>Garages</p>	<p>A garage on any such building lot shall be of construction and architectural type similar to the residence of such lot.</p>	<p>Garages must be attached to the primary structure and must be constructed on the buildable lots.</p>
<p>Driveway</p>	<p>Bituminous or Masonry product</p>	
<p>Construction</p>	<p>Must complete construction within 12 months of commencement.</p>	

Grading / Runoff	Must control surface water runoff and prevent sedimentation per MPCA stormwater permit. Must perpetuate drainage patterns per original design.	Must control surface water runoff and prevent sedimentation per MPCA stormwater permit. Must perpetuate drainage patterns per original design. <u>For single family structures on Lots 1 through 4 and 25 through 28, Block 5, Highland Circle, grading may need to be modified to accommodate a larger house. Final grading plans shall be reviewed as part of the building permit process. (07-2025 proposed amendment)</u>
Variance	Any request to change the requirements or standards for single family or 2-family homes in this PUD must be processed through a variance application.	Townhomes must be constructed fully within the buildable lots.
Outlots	All of Outlot A is drainage and utility easement.	

Highland Circle PUD – Proposed Amendment for Block 5 (Lots 1–4 and 13–28)

This amendment supersedes prior PUD language, including the 06-2017 Amendment and the Highland Meadows Plat dated March 2003, as it pertains to permitted uses, setbacks, and lot configurations for Block 5 of Highland Meadows.

1. Permitted Uses

- **Lots 1 through 4 and Lots 13 through 28, Block 5**
These lots are re-designated for development with single-unit (detached) townhomes, replacing the previous two-unit townhome designation. Each lot may contain one detached dwelling. Shared party walls are not required.
 - **Lots 5 through 12, Block 5**
Remain designated for one eight-unit townhome structure, consistent with prior approvals.
 - **Lot 29, Block 5**
Remains designated as a common area for the multifamily and townhome development. No buildings are permitted on Lot 29 unless approved by future PUD amendment.
 - **CIC Membership**
Lots 1–4 and 13–28 remain full members of the Common Interest Community (CIC) and retain access to shared green space, infrastructure, and amenities including Lot 29.
-

2. Setbacks and Building Placement

- **Front and Rear Setbacks**
Remain at zero feet, consistent with the Highland Meadows Plat dated March 2003.
 - **Side Yard Setbacks**
All lots within the CIC may utilize zero-foot side yard setbacks, including walls placed directly on interior lot lines.
 - **Building Envelope**
All structures, including eaves and overhangs, must be located fully within the boundaries of their respective lot.
-

3. Building Separation and Fire Code Compliance

- **Minnesota State Building Code** governs separation between structures, regardless of zoning setbacks. Accordingly:
 - A minimum of 5 feet must be maintained between buildings with wall openings (e.g., windows/doors).
 - A minimum of 3 feet 6 inches may be allowed between buildings with no openings if fire-resistant construction is used.
 - These requirements apply building-to-building, not building-to-property-line.
-

4. Lot Line Adjustments

- Lot line adjustments are permitted to expand or reconfigure Lots 1–4 and 13–28 as needed, provided that:
 - All buildings remain fully within the new lot boundaries;
 - The lot remains within the CIC; and
 - No zoning variances shall be required under this PUD amendment, as long as buildings comply with required building-to-building separation.

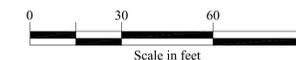
Thanks!
-Clint w/B&P

This is a lot line adjustment survey of part of:
Lots 1-4, 25-29, Block 5, HIGHLAND MEADOWS
Section 34, T119N-R29W, Meeker County, Minnesota



This drawing prepared by:
Bonnema Runke Stern Inc.
Professional Land Surveyors
4566 Hwy 71 NE - Suite 1
Willmar, MN 56201
Office (320) 231-2844 Fax (320) 231-2827

Requested by: 35 BLUE PROPERTY GROUP LLC



LEGEND

- Water Valve
Water Shut-Off / Curb Stop
Fire Hydrant & Water Valve
Communications Pedestal
Hand Hole - Pull Box
Electric Transformer
Sanitary Sewer
Storm Inlet (Square)
Light Pole
Set Bonnema Runke Stern Inc. Capped Iron Monument
Found Iron Monument
Building Foot Print
Concrete Surface
Transmission Easement

NOTE: Elevations and improvements shown are from field survey information located on 6/7/2024. Elevations are based on NAVD 88 elevations and are shown for reference purposes.

All Documents referred to on this survey can be found on file in the office of the County Recorder

Bonnema Runke Stern Inc. is not giving a title opinion or abstract of this parcel. We suggest that you contact your attorney or a title insurance company for that purpose. Easements or neighboring deed conflicts may exist which affect this parcel and are not shown on this survey.

The distances shown from improvements to the property lines are shown for reference purposes only and are NOT intended for determining the property line location. Property corner monuments shall always be used when establishing the property line.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. THE FIELD WORK WAS COMPLETED ON JUNE 13, 2025.

Signature of Joshua M. Stern
Date: June 16, 2025 License No. 46169

Parcel "A" - 3,349 sq.ft.:

That part of Lots 1 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet to the point of beginning of the land to be described;
- thence South 60 degrees 07 minutes 24 seconds West, 49.37 feet;
- thence South 32 degrees 52 minutes 20 seconds East, 79.45 feet to the southerly line of said Lot 1;
- thence North 57 degrees 07 minutes 40 seconds East, along said southerly line and its easterly extension, 38.01 feet;
- thence northerly 77.75 feet along a non-tangential curve concave to the northeast having a radius of 555.00 feet, a central angle of 8 degrees 01 minutes 37 seconds, a chord distance of 77.69 feet and a chord bearing of North 24 degrees 31 minutes 07 seconds West, to the point of beginning.

Parcel "B" - 3,057 sq.ft.:

That part of Lots 1, 2, 3 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 49.37 feet to the point of beginning of the land to be described;
- thence continuing South 60 degrees 07 minutes 24 seconds West, 38.05 feet;
- thence South 32 degrees 52 minutes 20 seconds East, 81.43 feet to the southerly line of said Lot 3;
- thence North 57 degrees 07 minutes 40 seconds East, along the southerly line of said lots 1, 2 and 3, a distance of 38.00 feet to its intersection with a line bearing South 32 degrees 52 minutes 20 seconds East from the point of beginning;
- thence North 32 degrees 52 minutes 20 seconds West, 79.45 feet to the point of beginning.

Parcel "C" - 3,132 sq.ft.:

That part of Lots 3, 4 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 87.42 feet to the point of beginning of the land to be described;
- thence continuing South 60 degrees 07 minutes 24 seconds West, 38.05 feet;
- thence South 32 degrees 52 minutes 20 seconds East, 83.42 feet to the southerly line of said Lot 4;
- thence North 57 degrees 07 minutes 40 seconds East, along the southerly line of said lots 3 and 4, a distance of 38.00 feet to its intersection with a line bearing South 32 degrees 52 minutes 20 seconds East from the point of beginning;
- thence North 32 degrees 52 minutes 20 seconds West, 81.43 feet to the point of beginning.

Parcel "D" - 3,208 sq.ft.:

That part of Lots 4 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 125.47 feet to the point of beginning of the land to be described;
- thence continuing South 60 degrees 07 minutes 24 seconds West, 38.05 feet;
- thence South 32 degrees 52 minutes 20 seconds East, 85.41 feet to the southwesterly extension of the southerly line of said Lot 4;
- thence North 57 degrees 07 minutes 40 seconds East, along said southerly line of said Lot 4 and its extension, a distance of 38.00 feet to its intersection with a line bearing South 32 degrees 52 minutes 20 seconds East from the point of beginning;
- thence North 32 degrees 52 minutes 20 seconds West, 83.42 feet to the point of beginning.

Parcel "E" - 3,420 sq.ft.:

That part of Lots 27, 28 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 163.52 feet;
- thence South 46 degrees 18 minutes 47 seconds West, 60.83 feet to the point of beginning of the land to be described;
- thence South 19 degrees 06 minutes 53 seconds West, 38.00 feet;
- thence South 70 degrees 53 minutes 07 seconds East, 90.00 feet to the easterly line of said Lot 27;
- thence North 19 degrees 06 minutes 53 seconds East, along the easterly line of said Lots 27 and 28 and there northerly extension, 38.00 feet;
- thence North 70 degrees 53 minutes 07 seconds West, 90.00 feet to the point of beginning.

Parcel "F" - 3,420 sq.ft.:

That part of Lots 26, 27 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 163.52 feet;
- thence South 46 degrees 18 minutes 47 seconds West, 60.83 feet;
- thence South 19 degrees 06 minutes 53 seconds West, 38.00 feet to the point of beginning of the land to be described;
- thence continuing South 19 degrees 06 minutes 53 seconds West, 38.00 feet;
- thence South 70 degrees 53 minutes 07 seconds East, 90.00 feet to the easterly line of said Lot 26;
- thence North 19 degrees 06 minutes 53 seconds East, along the easterly line of said Lots 26 and 27, 38.00 feet to its intersection with a line bearing South 70 degrees 53 minutes 07 seconds East from the point of beginning;
- thence North 70 degrees 53 minutes 07 seconds West, along last said line, 90.00 feet to the point of beginning.

Parcel "G" - 3,420 sq.ft.:

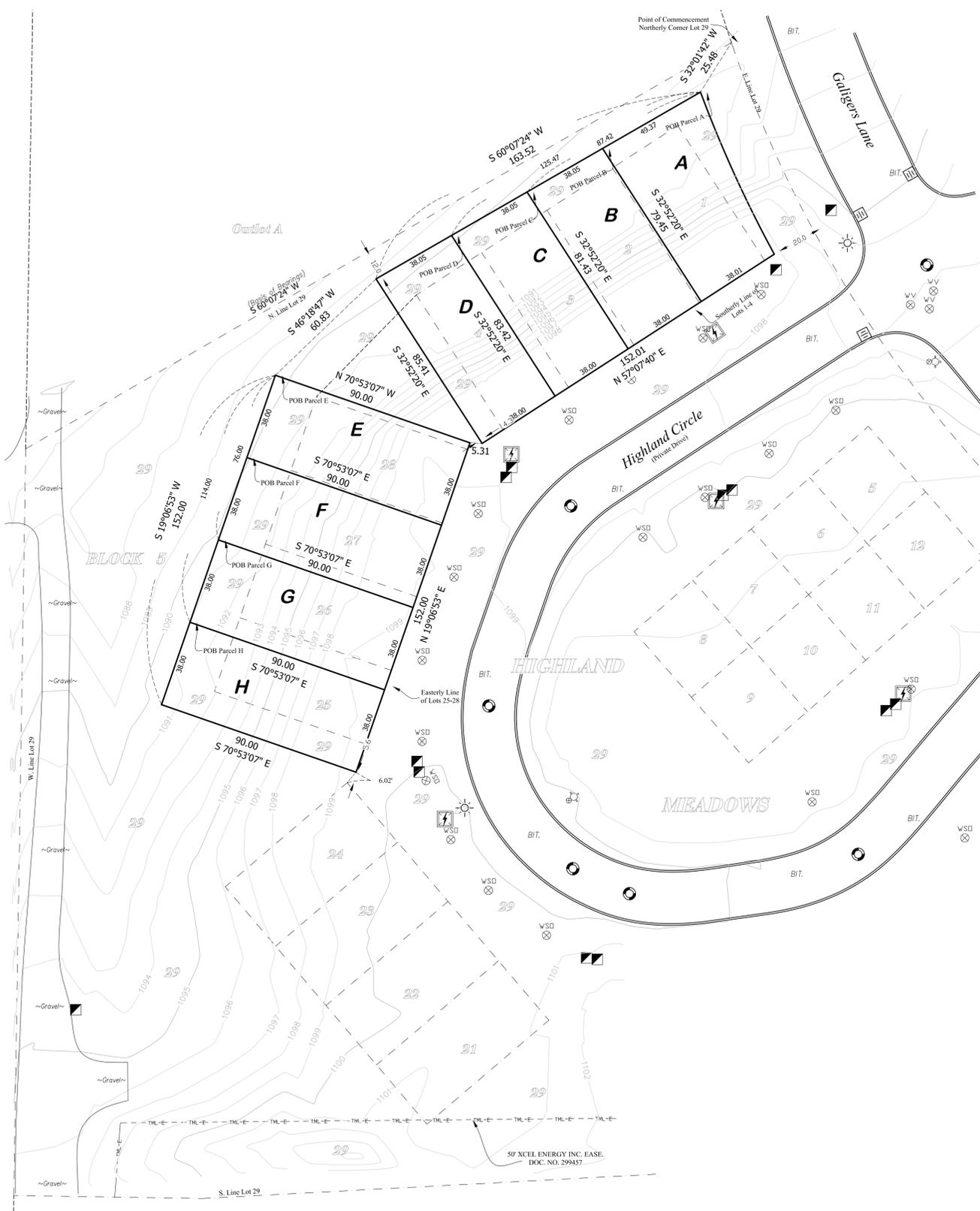
That part of Lots 25, 26 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 163.52 feet;
- thence South 46 degrees 18 minutes 47 seconds West, 60.83 feet;
- thence South 19 degrees 06 minutes 53 seconds West, 76.00 feet to the point of beginning of the land to be described;
- thence continuing South 19 degrees 06 minutes 53 seconds West, 38.00 feet;
- thence South 70 degrees 53 minutes 07 seconds East, 90.00 feet to the easterly line of said Lot 25;
- thence North 19 degrees 06 minutes 53 seconds East, along the easterly line of said Lots 25 and 26, 38.00 feet to its intersection with a line bearing South 70 degrees 53 minutes 07 seconds East from the point of beginning;
- thence North 70 degrees 53 minutes 07 seconds West, along last said line, 90.00 feet to the point of beginning.

Parcel "H" - 3,420 sq.ft.:

That part of Lots 25 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 163.52 feet;
- thence South 46 degrees 18 minutes 47 seconds West, 60.83 feet;
- thence South 19 degrees 06 minutes 53 seconds West, 114.00 feet to the point of beginning of the land to be described;
- thence continuing South 19 degrees 06 minutes 53 seconds West, 38.00 feet;
- thence South 70 degrees 53 minutes 07 seconds East, 90.00 feet to the southerly extension of the easterly line of said Lot 25;
- thence North 19 degrees 06 minutes 53 seconds East, along said Lot 25 and its extension, 38.00 feet to its intersection with a line bearing South 70 degrees 53 minutes 07 seconds East from the point of beginning;
- thence North 70 degrees 53 minutes 07 seconds West, along last said line, 90.00 feet to the point of beginning.



Highland Meadows PUD Requirements
7/18/2025

Final Plat Approved by Council March 2003
Amended June 2017
Amended October 2023
Amended July 2025

	<p>Single Family Development Lots 1 through 10, Block 1, Highland Meadows; Lots 1 through 14, Block 2, Highland Meadows; Lots 1 through 4, Block 3, Highland Meadows; Lots 1 through 4, Block 4, Highland Meadows;</p>	<p>Townhouse Development Lots 1 through 29, Block 5, Highland Meadows (also known as Highland Circle)</p>
Permitted Uses	<p>One to Two-family Residential Dwellings. Accessory uses secondary to the principal building.</p>	<ul style="list-style-type: none"> • <u>Lots 1 through 4 and Lots 25 through 28, Block 5, Highland Meadows are intended as single-unit dwellings (07-2025 proposed amendment)</u> • Lots 1 through 4 and Lots 13 through 24²⁴²⁸, Block 5, Highland Meadows are intended as two-unit townhomes four unit townhomes (06-2017 amendment, <u>07-2025 proposed amendment</u>) • Lots 5 through 12, Block 5, Highland Meadows are intended as a single, eight-unit townhome structure • Lot 29, Block 5, Highland Meadows is intended as common areas for the multifamily and townhouse developments. No buildings are permitted in this area, unless the PUD is amended • Any replatting shall be done for single-family detached residential development only or require an amended PUD
Lot Area	Lots shall be conforming as platted in the Highland Meadows Plat dated March 2003, 06-2017 approved lot line adjustment, <u>and 07-2025 approved lot line adjustment</u> . Any replatting must conform to the R-2 Zoning District or require an amended PUD.	
Lot Depth	As platted in the Highland Meadows Plat dated March 2003, 06-2017 approved lot line adjustment, <u>and 07-2025 approved lot line adjustment</u> . Any replatting must conform to the R-2 Zoning District or require an amended PUD.	
Lot Width	As platted in the Highland Meadows Plat dated March 2003, 06-2017 approved lot line adjustment, <u>and 07-2025 approved lot line adjustment</u> . Any replatting must conform to the R-2 Zoning District or require an amended PUD.	
Minimum Floor Area	<p>Single Family Dwellings: 800 square feet Two-Family Dwellings: 750 square feet per unit</p>	<p>Efficiency: 350 square feet per dwelling unit 1 bedroom: 600 square feet per dwelling unit 2 bedroom: 700 square feet per dwelling unit 3 bedroom: 900 square feet per dwelling unit</p>
Height Limit	2 1/2 stories or 35 feet, whichever is less	
Front Setback	12 feet as shown on the Highland Meadows Plat dated March 2003. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.	Zero feet as shown on the Highland Meadows Plat dated March 2003. Full building, including overhangs, must be constructed on the buildable lots. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.
Rear Setback	12 feet as shown on the Highland Meadows Plat dated March 2003. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.	<ul style="list-style-type: none"> • Zero feet as shown on the Highland Meadows Plat dated March 2003. Full building, including overhangs, must be constructed on the buildable lots. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD. • Lots 17-21, Block 5, must comply with the electrical utility easement.
Side Yard Setback	<p>6 feet as shown on the Highland Meadows Plat dated March 2003. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.</p> <p>Lots 1 through 2-4, Block 3, Highland Meadows allow for a shared party wall between Lots 1 and 2 and Lots 3 and 4. A shared party wall agreement shall be required for this these units. (10-2023 amendment split Lot 3 between Lots 2 and 4, allowing for a duplex on Lots 1-2 and the west portion of Lot 3, leaving the east portion of Lot 3 and Lot 4 for a single family home)</p>	<ul style="list-style-type: none"> • <u>3 feet between all side yard lot lines and the exterior foundation on Lots 1 through 4 and Lots 25 through 28, Block 5, Highland Meadows (07-2025 proposed amendment)</u> • Zero feet on exterior lines and shared party walls for each two-unit townhome as shown on the Compton Lot Line Adjustment Exhibit <u>on Lots 13 through 24, Block 5, Highland Meadows</u> Highland Meadows Plat dated March 2003. (06-2017 amendment, <u>07-2025 proposed amendment</u>) • 6 feet on interior-most side lot lines between each two-unit townhome structure <u>on Lots 13 through 24, Block 5, Highland Meadows</u>. (06-2017 amendment, <u>07-2025 proposed amendment</u>) • Full building, including overhangs, must be constructed on the buildable lots. Shared party walls and declarations shall be required for these units. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.
Accessory Structures	Accessory structures must comply with R-2 Zoning District and the setbacks as listed above.	No accessory structures are permitted
Garages	A garage on any such building lot shall be of construction and architectural type similar to the residence of such lot.	Garages must be attached to the primary structure and must be constructed on the buildable lots.
Driveway	Bituminous or Masonry product	
Construction	Must complete construction within 12 months of commencement.	
Grading / Runoff	Must control surface water runoff and prevent sedimentation per MPCA stormwater permit. Must perpetuate drainage patterns per original design.	Must control surface water runoff and prevent sedimentation per MPCA stormwater permit. Must perpetuate drainage patterns per original design. <u>For single family structures on Lots 1 through 4 and 25 through 28, Block 5, Highland Circle, grading may need to be modified to accomodate a larger house. Final grading plans shall be reviewed as part of the buidling permit process. (07-2025 proposed amendment)</u>
Variance	Any request to change the requirements or standards for single family or 2-family homes in this PUD must be processed through a variance application.	Townhomes must be constructed fully within the buildable lots.
Outlots	All of Outlot A is drainage and utility easement.	

	A	R1	R2	R3	R4	C1	C2	I1	I2
Accessory Dwelling Unit		C	C	C					
Renting of Accessory Dwelling Unit			C	C					
h. Accessory									
Accessory Structures/Uses		P	P		C		P	P	P
Home Occupations		P	P						
Retail Solar	P	P	P	P	P	P	P	P	P
Wholesale Solar	C					C	C	C	C

CANNABIS	A RR	Ci.	C2	Ii.	I2
A. Agriculture					
Cannabis cultivation, indoor	-			-	-
Cannabis cultivation, outdoor	C P			C	C
D. Commercial/Retail/Service					
Cannabis mezzobusiness		C *Sales Only	C *Sales Only	C	C
Cannabis microbusiness		C *Sales Only	C *Sales Only	C	C
Cannabis sales		C	C	C	C
E. Industrial					
Cannabis manufacturing					C
Cannabis testing facility					C
Cannabis wholesaling					P
Lower-Potency Hemp Edible Sales		P	P	P	
Lower-Potency Hemp Edible Manufacturing					C

(Ord. Am. - - passed 10-21-13, 3-17-25)

§ 153.045 PUD - PLANNED UNIT DEVELOPMENT.

(A) *Purpose.* It is the purpose of this district to encourage and permit creative design and sound planning, possible mixing of compatible uses, to accommodate

unique, functioning and land conserving development and to prevent deleterious effect on surroundings.

(B) *Location and districts.* The owner of a tract of land of one acre or more may submit to the Council for forwarding to the Planning Commission a plan for use and development of all of such tract and/or for alterations of existing developments with a request for rezoning if required to the following district: PUD-R (Residential).

(C) *Commission findings.* It shall be the duty of the Planning Commission, Council and appropriate governmental units to investigate and ascertain the proposed planned development complies with the following conditions.

(1) *General intent.* That development is consistent with intent and purpose of this chapter.

(2) *Effect.* That surroundings are not adversely affected by the development or indirectly by traffic, noise, pollution and the like caused by the development.

(3) *Off-street parking and loading.* Adequacy for use in accord with this chapter, adapted in consideration of staggered usage and aggregate number of stalls.

(4) *Recreation.* That indoor and outdoor recreation areas and facilities are provided and are commensurate with the needs generated by the project.

(5) *Coverage and plantings.* That portion of land occupied by structures is compatible with use and adjacent land use and that landscaping, screening and yards are adequate, planned and will be included in the development.

(6) *Feasibility.* The PUD is well located for adequate but not excessive in size, not in conflict with other development, existing or planned.

(7) *Traffic circulation.* That PUD is located for adequate traffic capacity to and from the site for ease of maintenance, fire and police protection and for proper on-site traffic and parking.

(8) *Site data.* To be presented in a preliminary form for initial review and then in final development plan upon which final recommendation will be issued and rezoning process begun.

(D) *Plats.* Any planned unit development of one acre or more shall be plated or replated.

(E) *Signs.* Signs are subject to the appropriate district regulations as defined in the sign regulations of this chapter.

(F) *Provisions.* Any planned unit development shall comply with all of the provisions of this chapter and the subdivision regulations set forth in Chapter 152, as amended from time to time, except as specifically modified, altered or deviated in writing from the ordinance.

(Am. Ord. 25.200, passed 4-21-86)

(C) *Procedure.* A PUD will generally adhere to the following process

(1) *Step one:* Pre-application meeting.

- (a) Meet with city staff to review contemplated project in relation with community development objectives, the comprehensive plan, and this zoning ordinance. The pre-application meeting will determine the requirements of the applicant. Comments received at the pre-application meeting shall not be binding.
- (b) Review information on review and processing charges for consultants and city staff.

(2) *Step two:* Conceptual development (sketch plat) plan review. A site plan application shall include the following for consideration by city staff, the planning commission, and the city council:

- (a) Submittal of application, signed by the owner of the property with review fees as determined by the fee schedule.
- (b) Erect sign on property identifying name of development, developer, and city meeting dates and times. Said sign shall be placed on the site at least ten days prior to neighborhood meeting.
- (c) Submit five full sized hard copies, five reduced sized (11×17) along with an electronic copy of all material to city staff of the concept plan with the following information:
 - i. Property description, acreage, identification of owner and developer.
 - ii. Existing conditions within 600 feet, relationship to the comprehensive plan, existing land uses, transportation, zoning, utilities, etc.
 - iii. Existing natural features, topography (contours at two-foot intervals), soils, vegetation cover, waters, streams, marshes, wetlands, protected wetlands and classifications, and their implications on development.
 - iv. Preliminary tree preservation and replacement plan.
 - v. Type and square footage of specific land use.
 - vi. Approximate building areas, pedestrian ways and road locations.
 - vii. Height, bulk and square footage of specific land uses.
 - viii. Number of dwelling units.
 - ix. Staging and timing of the development.
 - x. Renderings/photos of proposed building types.
 - xi. Net densities.
 - xii. Tiered density calculation if within Shoreland Overlay district.
 - xiii. Location of parkland (if applicable) to be dedicated to city.
 - xiv. Location of storm water management features.

- xv. General location of trunk utilities.
 - xvi. Useable open space.
 - xvii. Proposed transportation, recreation and development staging.
 - xviii. Proposed land use objectives, assumptions, rationale, type and character of building(s).
 - xix. Preliminary landscaping plan identifying street-scaping and general site beautification.
- (d) Staff review of application for completeness. Staff may provide comments and questions to the applicant that must be addressed and mitigated prior to presentation to the planning commission or city council.
 - (e) Planning commission review to provide feedback and comment on PUD site plan application.
 - (f) City council review to provide feedback and comment on the PUD conceptual development review plan application based on information discussed at the planning commission meeting as well as additional discussion and comment.
- (3) *Step three:* Preliminary development plan. A preliminary development plan shall include the following for consideration by city staff, the planning commission, and the city council:
- (a) The development plan shall include the following:
 - i. Site plan showing lot lines, building location, height, bulk and square footage, parking lots, parks and private/common open space, and recreational improvements.
 - ii. Type and square footage of specific land uses.
 - iii. Number of dwelling units, net density and usable open space.
 - iv. Detailed street and utility locations and sizes.
 - v. Grading and drainage plan, including location and size of pipes and water storage areas and, where appropriate, building pad elevations.
 - vi. Preliminary landscape plan.
 - vii. Traffic study or other information on the impacts of the development on surrounding sites.
 - viii. Colorized plan for uniform signs and lighting, showing size and location.
 - ix. General floor plans for each type of building.
 - x. Provide a matrix or graphic of zoning provisions that are not addressed by the underlying zoning.
 - xi. Updated tiered density calculation if within Shoreland district if different from information submitted at time of concept plan.
 - (b) Staff review of application for completeness. Staff may provide comments and questions to the applicant that must be addressed and mitigated prior to presentation to the planning commission or city council. Information discussed at the time of concept plan should be addressed and/or corrected at time of preliminary development plan submittal to the city.
 - (c) Planning commission review to hold a public hearing and provide recommendation of approval or disapproval to the city council.
 - (d) City council review to act on approval or disapproval of preliminary development plan.
 - (e) No application for a final PUD shall be processed until the application for a preliminary PUD has been approved by the city council unless staff determines the preliminary PUD and final PUD may be processed simultaneously.
 - (f) Denial of a preliminary PUD restricts the applicant or owner from reapplying for the same or similar development on the same property for six-months from the day of denial.

- (4) *Step four*: Final development plan. A final development plan shall include the following for consideration by city staff, the planning commission, and the city council:
- (a) The development plan shall include the following:
 - i. Detailed utility, street, grading and drainage plans.
 - ii. Detailed building elevations and floor plans, except single family detached homes.
 - iii. Detailed landscaping, sign, lighting and parking plans.
 - iv. Construction drawings (can be draft version).
 - v. Detailed tree replacement, if applicable.
 - vi. The final site and building plan must be in substantial compliance with the approved PUD development plan.
 - vii. Pay balance due, if any.
 - (b) Staff review of application for completeness. Staff may provide comments and questions to the applicant that must be addressed and mitigated prior to presentation to the planning commission or city council. Information discussed at the time of preliminary plan should be addressed and/or corrected at time of final development plan submittal to the city. The development must comply with the prescribed zoning at the time of final development plan.
 - (c) Planning commission review to provide recommendation of approval or disapproval to the city council.
 - (d) City council review to act on approval or disapproval of final development plan.
 - (e) The city council shall consider the final PUD development plan. If the city council deems it necessary, it may set a public hearing for consideration of the final development plan. The city council may deny or approve the final development plan in whole or in part.
 - (f) Denial of a preliminary PUD restricts the applicant or owner from reapplying for the same or similar development on the same property for six-months from the day of denial.
 - (g) Approval granted to the applicant shall not be transferable.
 - (h) Approval of the PUD development plan shall indicate approval of the previously listed items and, after the approval of the PUD, nothing shall be constructed nor shall there be any new use of the property on the PUD site, in conformance with the approved plans.
 - (i) Proposed development of land for which a PUD has been approved or modifications to an existing project which does not conform to the approved final plan shall be processed and approved in the same manner as a preliminary and final development plan except that submission requirements shall be modified as appropriate by city staff to reflect the nature of the proposed amendment.

SPECIAL REGULATIONS

**CITY OF DASSEL
COUNTY OF MEEKER
STATE OF MINNESOTA**

RESOLUTION NO. 2025-019

**RESOLUTION VACATING DRAINAGE AND UTILITY EASEMENTS FOR PROPERTY LOCATED WITHIN
BLOCK 5, HIGHLAND MEADOWS**

WHEREAS, a request for vacation of drainage and utility easements was received from Blue 35 Property Group, LLC, for portions of Block 5, Highland Meadows as legally described in Exhibit A;

WHEREAS, a public hearing to consider the vacation of such drainage and utility easements was held on the 21st day of July, 2025, before the City Council after due published and posted notice had been given on the 11 and 18 days of July, 2025, as well as personal mailed notice to all affected property owners by the City Clerk on the 11 day of July, 2025 and all interested and affected persons were given an opportunity to voice their concerns and be heard;

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public interest because the easements are no longer needed in their present location due to the intent to amend the Highland Meadows Planned Unit Development (PUD) to allow for single family dwellings on Lots 1 through 4 and Lots 25 through 28, Block 5, Highland Meadows and associated lot line adjustments; and

AND WHEREAS, at least four-fifths of all members of the City Council concur in this resolution.

NOW THEREFORE BE IT RESOLVED, the City Council of Dassel hereby approves the drainage and utility easement as legally described in Exhibit A and authorizes the Mayor and City Clerk to sign all documents necessary to effectuate the intent of this resolution and file a notice of this vacation as required by law subject to the following conditions:

1. The requested PUD amendment and lot line adjustment by the same applicants is approved by City Council prior to recording.
2. 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.
3. All structures shall be constructed on the lots of record. No overhangs or construction over property lines shall be allowed.
4. 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 _____, seconded by _____, the resolution was approved and unanimously carried, this 21st day of July 2025.

ATTEST:

Bob Lalone

Mayor

Tracey Bergum

City Clerk/Treasurer

EXHIBIT A

That part of the drainage and utility easement on Lot 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota that falls within the following described parcels:

Parcel "A" - 3,349 sq.ft.:

That part of Lots 1 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

Commencing at the most northerly corner of said Lot 29; thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet to the point of beginning of the land to be described; thence South 60 degrees 07 minutes 24 seconds West, 49.37 feet; thence South 32 degrees 52 minutes 20 seconds East, 79.45 feet to the southerly line of said Lot 1; thence North 57 degrees 07 minutes 40 seconds East, along said southerly line and its easterly extension, 38.01 feet; thence northerly 77.75 feet along an non-tangential curve concave to the northeast having a radius of 555.00 feet, a central angle of 8 degrees 01 minutes 37 seconds, a chord distance of 77.69 feet and a chord bearing of North 24 degrees 31 minutes 07 seconds West, to the point of beginning.

Parcel "B" - 3,057 sq.ft.:

That part of Lots 1, 2, 3 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

Commencing at the most northerly corner of said Lot 29; thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet; thence South 60 degrees 07 minutes 24 seconds West, 49.37 feet to the point of beginning of the land to be described; thence continuing South 60 degrees 07 minutes 24 seconds West, 38.05 feet; thence South 32 degrees 52 minutes 20 seconds East, 81.43 feet to the southerly line of said Lot 3; thence North 57 degrees 07 minutes 40 seconds East, along the southerly line of said lots 1, 2 and 3, a distance of 38.00 feet to its intersection with a line bearing South 32 degrees 52 minutes 20 seconds East from the point of beginning; thence North 32 degrees 52 minutes 20 seconds West, 79.45 feet to the point of beginning.

Parcel "C" - 3,132 sq.ft.:

That part of Lots 3, 4 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

Commencing at the most northerly corner of said Lot 29; thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet; thence South 60 degrees 07 minutes 24 seconds West, 87.42 feet to the point of beginning of the land to be described; thence continuing South 60 degrees 07 minutes 24 seconds West, 38.05 feet; thence South 32 degrees 52 minutes 20 seconds East, 83.42 feet to the southerly line of said Lot 4; thence North 57 degrees 07 minutes 40 seconds East, along the southerly line of said lots 3 and 4, a distance of 38.00 feet to its intersection with a line bearing South 32 degrees 52 minutes 20 seconds East from the point of beginning; thence North 32 degrees 52 minutes 20 seconds West, 81.43 feet to the point of beginning.

Parcel "D" - 3,208 sq.ft.:

That part of Lots 4 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

Commencing at the most northerly corner of said Lot 29; thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet; thence South 60 degrees 07 minutes 24 seconds West, 125.47 feet to the point of beginning of the land to be described; thence continuing South 60 degrees 07 minutes 24 seconds West, 38.05 feet; thence South 32 degrees 52 minutes 20 seconds East, 85.41 feet to the southwesterly extension of the southerly line of said Lot 4; thence North 57 degrees 07 minutes 40 seconds East, along said southerly line of said Lot 4 and its extension, a distance of 38.00 feet to its intersection with a line bearing South 32 degrees 52 minutes 20 seconds East from the point of beginning; thence North 32 degrees 52 minutes 20 seconds West, 83.42 feet to the point of beginning.

Parcel "E" - 3,420 sq.ft.:

That part of Lots 27, 28 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

Commencing at the most northerly corner of said Lot 29; thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet; thence South 60 degrees 07 minutes 24 seconds West, 163.52 feet; thence South 46 degrees 18 minutes 47 seconds West, 60.83 feet to the point of beginning of the land to be described; thence South 19 degrees 06 minutes 53 seconds West, 38.00 feet; thence South 70 degrees 53 minutes 07 seconds East, 90.00 feet to the easterly line of said Lot 27; thence North 19 degrees 06 minutes 53 seconds East, along the easterly line of said Lots 27 and 28 and their northerly extension, 38.00 feet; thence North 70 degrees 53 minutes 07 seconds West, 90.00 feet to the point of beginning.

Parcel "F" - 3,420 sq.ft.:

That part of Lots 26, 27 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

Commencing at the most northerly corner of said Lot 29; thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet; thence South 60 degrees 07 minutes 24 seconds West, 163.52 feet; thence South 46 degrees 18 minutes 47 seconds West, 60.83 feet; thence South 19 degrees 06 minutes 53 seconds West, 38.00 feet to the point of beginning of the land to be described; thence continuing South 19 degrees 06 minutes 53 seconds West, 38.00 feet; thence South 70 degrees 53 minutes 07 seconds East, 90.00 feet to the easterly line of said Lot 26; thence North 19 degrees 06 minutes 53 seconds East, along the easterly line of said Lots 26 and 27, 38.00 feet to its intersection with a line bearing South 70 degrees 53 minutes 07 seconds East from the point of beginning; thence North 70 degrees 53 minutes 07 seconds West, along last said line, 90.00 feet to the point of beginning.

Parcel "G" - 3,420 sq.ft.:

That part of Lots 25, 26 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

Commencing at the most northerly corner of said Lot 29; thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet; thence South 60 degrees 07 minutes 24 seconds West, 163.52 feet; thence South 46 degrees 18 minutes 47 seconds West, 60.83 feet; thence South 19 degrees 06 minutes 53 seconds West, 76.00 feet to the point of beginning of the land to be described; thence continuing South 19 degrees 06 minutes 53 seconds West, 38.00 feet; thence South 70 degrees 53 minutes 07 seconds East, 90.00 feet to the easterly line of said Lot 25; thence North 19 degrees 06 minutes 53 seconds East, along the easterly line of said Lots 25 and 26, 38.00 feet to its intersection with a line bearing South 70 degrees 53 minutes 07 seconds East from the point of beginning; thence North 70 degrees 53 minutes 07 seconds West, along last said line, 90.00 feet to the point of beginning.

Parcel "H" - 3,420 sq.ft.:

That part of Lots 25 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

Commencing at the most northerly corner of said Lot 29; thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet; thence South 60 degrees 07 minutes 24 seconds West, 163.52 feet; thence South 46 degrees 18 minutes 47 seconds West, 60.83 feet; thence South 19 degrees 06 minutes 53 seconds West, 114.00 feet to the point of beginning of the land to be described; thence continuing South 19 degrees 06 minutes 53 seconds West, 38.00 feet; thence South 70 degrees 53 minutes 07 seconds East, 90.00 feet to the southerly extension of the easterly line of said Lot 25; thence North 19 degrees 06 minutes 53 seconds East, along said Lot 25 and its extension, 38.00 feet to its intersection with a line bearing South 70 degrees 53 minutes 07 seconds East from the point of beginning; thence North 70 degrees 53 minutes 07 seconds West, along last said line, 90.00 feet to the point of beginning.

Update on Dassel Heritage Preservation Commission

Established 2020.

Dassel designated as a Certified Local Government with the State Historic Preservation Office.

Operated under a Dassel City Ordinance establishing a Heritage Preservation Commission.

Mission – Identification, designation and preservation of specific buildings with historical significance.

Accomplishments

- Completion of Context Report
- Successful \$10,000 grant application to fund Property Survey
- Completion of Property Survey
- Assignment of four properties to the Dassel Historic Properties list
- Development of Preservation Guidelines

Challenges

- Lack of motivated commission members
- Lack of historically interesting properties
- Lack of leadership interest
- Lack of staff to carry forward the work including technically trained staff for renovation oversight
- Lack of a mission that is of value to the city

Recommendation

Mothball the HPC and CLG status until such future date as it may be more practical to restore the function of the HPC. Shift the responsibility for developing the historical story of Dassel's buildings to the Dassel Area Historical Society, where the work of recording the story of each business is already a multi-year ongoing project.

We, William Ward, Darren Sombke and Aron Lewandowski recommend the above action.

Justification – After five years we fail to see value in, or opportunity for finding value in, preservation of the physical buildings that make up the community of Dassel. As a voluntary opportunity, there is little value to a property owner, and potentially there is restriction of what a property owner of a designated building can do in building modifications. Most Dassel buildings do not offer anything unique in either architecture or historic story. As currently populated, the Commission has relied on one individual, a part-time Dassel resident to do all the actual work of running the commission as an unpaid/volunteer staff member. That has become impractical. While the vision of the HPC was inviting in 2020, five years of experience has shown little of practical value in the work.

REGULAR MEETING OF THE DASSEL CITY COUNCIL
JULY 16, 2018, 7:00 P.M. CONTINUED
DASSEL CITY HALL

City Attorney

Attorney Greenley provided an update on Miller Manufacturing and Golden Angle Properties vs. City of Dassel and Meeker County. The plaintiffs' original counsel has withdrawn from the case. Miller Manufacturing will be represented by Matt Anderson and Golden Angle Properties will be represented by Steve Sperry. Mayor Hungerford and one other council member will attend the mediation at Meeker County Court House on August 15, 2018.

Fire Chief

Mayor Hungerford read the Fire Chief's report. There were 27 calls in June bringing the year-to-date total to 182 calls. The generator donated by the City of Cokato has been delivered.

Liquor Store Manager

Manager Vetsch presented the monthly report which showed June sales of \$122,531.16, an increase of 3% over last year. Staff is busy day to day keeping the shelves stocked. July is looking good and on track for a 5% increase for the year.



Museum Director

Director Holje asked the council for approval to look into to establishing a Historic Preservation Commission.

Motion by Hungerford, seconded Bemenderfer to authorize Holje to create a committee to look into, investigate and present to the City Council a recommendation on creating a Historic Preservation Commission and ordinance. Motion carried unanimously.

Holje reported the following: Meeker County Master Gardeners' tour in Dassel was a success; Art on Four is going on; Jeff Keller's Photography will be on display until July 25, 2018; Kurt Meyer's Vases and Vessels art collector is on display until August 4; Tiffany replica lamp exhibit will be on in September and October; Summer Music Jam sessions are the fourth Monday in July and August; Dassel Story Slow Roll will be the second Saturday of the month July through October; music at the Mushroom on July 19 and July 26; performance by the Sun Dogs on July 26th and a flower show also that day.

Public Works Director

Director Zwilling reported that 11.45 million gallons were discharged in June. Hydro Engineering has completed repairs on the broken line and valve. Zwilling reminded residents to blow their grass clippings away from the street.

City Engineer

DeWolf reviewed the bids received for the 2018 Improvement Project. The overall low bidder was Mid-Minnesota Hot Mix, Inc., on four out of the seven bid alternates. All of the bid amounts are below or near the Engineer's Estimate with the exception of Bid Alternate 2. The City Engineer recommended bid alternates #1, #3, #5, #6 and #7 in the amount of \$572,734.05. Bid alternate #2, the bid amount is approximately 20 percent over the estimate, which could be

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
OCTOBER 15, 2018, 7:07 P.M. CONTINUED
DASSEL CITY HALL**

6. Centerpoint Energy needs to upgrade the Fire Department's regulator for the backup emergency generator. This will be completed within the next two months.
7. Long range plans include upgrading fire trucks and turn-out gear. The Relief Association may contribute from their general fund towards the turn-out gear upgrade.

Liquor Store Manager

Manager Vetsch reported the following:

1. September sales were \$103,933.21, down 6% for the year. There is a 3% growth year to date.
2. Seasonal products are coming in for the Holiday Season.
3. The Liquor Store is preparing for the year-end audit.

Museum Director

Director Holje reported the following:

1. The Heritage Preservation Committee recommends moving forward with the Heritage Preservation Ordinance and Commission. Dr. Daniel Haapala has been working with the committee and has proposed the formation of a Heritage Preservation Commission and a Certified Local Government to pursue and protect all of Dassel's historic sites. A Heritage Preservation Commission ordinance would provide protection, but the Certified Local Government would make the City eligible to receive grants from many governmental and nonprofit organizations. The State of Minnesota provides online resources for the establishment of an HPC and a CLG.
2. Heart Healthy Community training will be October 17th at 1:00 p.m. at the History Center.
3. Art on Four has a Tiffany Replica Lamp Exhibit through October 27th.
4. The Summer Music Jam was fun and the Dassel Story Roll was a great success.
5. On October 25th at 7:00 p.m. Actor Patrick Skully will present Poet Walt Whitman free of charge. Mr. Skully received a grant from the Minnesota State Arts Board, has been touring Minnesota and will appear at the Guthrie Theatre's Dowling Stage in July of 2019.
6. October 27th is the Discover Dassel Fine Art Tour. This tour is funded in part by a grant from the Southwest Minnesota Arts Council through the Arts & Cultural Heritage Fund. This event draws a very large crowd.
7. The FungusAmongus performance of "Finishing School" at the History Center is scheduled for October 12th, 13th, 14th, 19th, 20th, and 21st. The performance is getting rave reviews.
8. City Attorney Greenley commented on the establishment of an HPC ordinance. Attorney Greenley, Mayor Hungerford and Council member Bemenderfer will meet to discuss the draft ordinance.

Public Works Director

Mayor Hungerford reported the following:

**SPECIAL MEETING OF THE DASSEL CITY COUNCIL
NOVEMBER 14, 2018, 6:00 P.M.
DASSEL HISTORY CENTER**

The Special Meeting of the Dassel City Council was called to order by Mayor Hungerford at 6:00 p.m. on November 14, 2018 at the Dassel History Center.

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

Also present: City Attorney Greenley, Museum Director Holje, Dan Haapala and Dan Sexton

The informational meeting was to hear a presentation by Michael Koop, Historic Preservation Specialist and Certified Local Government Coordination from the MN State Historic Preservation Office.

Koop provided a history of preservation and explained the requirements of adopting a Historic Preservation Commission (HPC) Ordinance; appointing a Commission; and obtaining Certified Local Government (CLG) status. Local designation equals the strongest protection for protecting Dassel historic resources. He explained how getting buildings on the National Historic Register opens up the possibility of obtaining grant funds; and becoming a CLG opens up even more opportunities for grants. Koop has been working with the City Attorney on a draft ordinance for Council review. Additional work on the ordinance language is necessary. He thanked the Council for the opportunity to present information on preservation and is excited to work with the city as going forward. Koop encouraged the Council and members of the public to reach out to him if they have any questions about either the HPC or CLG.

Motion by Hallquist, seconded by Carlson to adjourn the meeting at 8:05 p.m. Motion carried unanimously.

ATTEST:

Ronald Hungerford
Mayor

Terri Boese
Clerk/Treasurer

**REGULAR MEETING OF THE DASSEL CITY COUNCIL CONTINUED
DECEMBER 17, 2018, 6:47 P.M.
DASSEL CITY HALL**

The Council reviewed the proposed Sign Ordinance City Code Chapter 155 as presented and recommended by the Planning & Zoning Commission. After numerous questions, the Council agreed to send written comments/suggestions to Clerk Boese who will refer them back to the Planning & Zoning Commission for review.

DEPARTMENTAL REPORTS

Clerk/Treasurer

Clerk Boese reported on the following upcoming meetings and events:

1. Discover Dassel meeting, Tue, Dec 18th at 5pm, Dassel History Center
2. Website training, Wed, Dec 19th at 10 am, Dassel City Hall
3. City Hall will be closing early on Mon, Dec 24th and Mon, Dec 31st and will be closed all day on Tue, Dec 25th and Tue, Jan 1st
4. Monthly Department Head Meeting, Wed, Jan 9th at 7am, City Shop
5. Discover Dassel meeting, Tue, Jan 15th at 5pm, Dassel History Center
6. City Hall will be closed on Mon, Jan 21st in observance of Martin Luther King day the January regular council meeting will be held the following day Tue, Jan 22nd

Other Items:

No action was taken on the Mural Agreement with Ryan Properties for the mural on the Red Rooster grocery store building.

Motion by Hungerford, seconded by Bemenderfer to approve the Loan Agreement and Promissory Note with Elicia Brantley as presented. Motion carried with Carlson voting no.

Motion by Weseloh, seconded by Carlson to adopt the Expenditure Policy as presented with 2 changes. Motion carried unanimously.

Motion by Bemenderfer, seconded by Weseloh to approve the 2019 Liquor Fund Budget as presented. Motion carried unanimously.

Motion by Bemenderfer, seconded by Carlson to approve the 2019 General Fund Budget as presented. Motion carried unanimously.

The Water, Sewer and Storm Sewer budgets were moved to the Public Works Department portion of the agenda for further discussion.

City Attorney

Attorney Greenley provided an update on the Historic Preservation Commission Ordinance. He met with Michael Koop from SHPO and will have a final draft for council review at the January, 2019 meeting.

Fire Chief Report

Motion by Carlson, seconded by Hallquist to ratify the following slate of Fire Department Officers for 2019:



**REGULAR MEETING OF THE DASSEL CITY COUNCIL CONTINUED
JANUARY 22, 2019 7:00 P.M.
DASSEL CITY HALL**

3. Public Hearing(s)
4. Open Forum
5. Additions or Omissions to Agenda
6. Consent Agenda
7. Council & Committee Reports
8. Staff Reports
9. Business Items
10. Adjournment

Motion by Weseloh, seconded by Carlson to hire Mitchell Otten for Public Works Director at an annual salary of \$60,000, with increases as he earns additional water and wastewater licensures. Motion carried unanimously.

DEPARTMENTAL REPORTS

Clerk/Treasurer

Clerk Boese reported on the following upcoming meetings and events:

1. Fire Advisory Board meeting, Wed, Jan 30th at 7pm, Dassel Fire Hall

Motion by Hungerford, seconded by Hallquist to approve the quote from Quality Flow to repair the main lift station pump at a cost of \$2,798.00. Motion carried unanimously.

Motion by Hallquist, seconded by Hollaran to purchase holiday decorations from Temple Display in the amount of \$5,600 from the General Capital Outlay account 101-41000-500. Motion carried with Carlson voting no.

Motion by Hungerford, seconded by Carlson to hire Scott Sandquist as seasonal snow plow driver. Motion carried unanimously.

City Attorney



Attorney Greenley provided an update on the Historic Preservation Commission Ordinance stating he has met with Michael Koop 3 times. He has recommended that the liquor ordinance be separate from the micro brewery ordinance. He is still working on updating the nuisance ordinance as well as the sign ordinance. Also stated that the personnel committee needs to follow Roberts Rules of Law and also needs to take minutes. These items will be discussed further at the next meeting.

Fire Chief Report

Chief Johnson reported that the new air packs are now in service. There were 303 calls in 2018 which sets a new record. The department banquet will be held on January 26th. Chief Johnson requested permission to either sell or donate the old air packs. Chief Johnson will get prices to replace the batteries for the radios and present it at the Fire Advisory Board meeting.

Motion by Weseloh, seconded by Hollaran to grant permission to the Fire Department to sell or donate the old air packs as long as there is no liability to the City. Motion carried unanimously.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL CONTINUED
JANUARY 22, 2019 7:00 P.M.
DASSEL CITY HALL**

Liquor Store Manager

Mayor Hungerford reviewed the Liquor Store report which showed sales of \$110,298.50 for the month of December and total sales of \$1,208,948.44 for 2018, an increase of 3% over 2017. Gross profits sagged a little and will continue to aim for the 23% mark. The store finished the year in good shape and they are ready for 2019.

Museum Director

Director Holje presented her monthly report which included the following:

- 
1. The three board members whose terms had expired decided to run again. They are David Floren, Bob Wilde and Mary Jane Ahrens.
 2. An extension for the window restoration grant was approved and is proceeding, it is expected to be finalized by July 30th.
 3. DAHS received a grant for \$7,375.00 from the State of Minnesota Historical Society Legacy fund to evaluate the building lighting and exhibit lighting in the museum.
 4. Meeker County Heritage Preservation group and representatives from the Haapala property have met with other city organizations in regard to Historic Preservation.
 5. The DAHS Board will meet on Tuesday, December 18th and will be evaluating 2018 programs and projects for 2018 and planning for 2019.

Public Works Department

Mayor Hungerford presented the Public Works report:

1. New employee Aaron Peterson started on January 2, 2019 and has been working on much needed equipment maintenance.
2. One furnace out of 4 is working at the water plant, the parts are on order for the other 3 and should be fixed soon.
3. Numerous locates were completed this month.

Sheriff's Report

Deputy Sheriff Bondhus reported 74 calls for the month of December.

City Engineer

Motion by Hungerford, seconded by Hallquist to approve Bolton & Menk to prepare the CIP for the Fire Hall at a cost of up to \$4500.00. Motion carried with Weseloh voting no.

The main lift generator has been experiencing some issues and parts are difficult to find due to the age of the equipment. Several switches need to be replaced. He suggested that if the maintenance company is unable to repair it that another company should be brought in to perform the work.

Motion by Weseloh, seconded by Hollaran to authorize Bolton & Menk to contact Generac to get the switches replaced and the generator repaired. Motion carried unanimously.

CLAIMS FOR PAYMENT

Motion by Carlson, seconded by Hallquist to approve payment of claims as presented for a total of \$457,297.64. Motion carried unanimously.

OLD BUSINESS

MN DOT Landscape Partnership Grant to go to the Park and Rec commission for review. A meeting will be scheduled.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL CONTINUED
FEBRUARY 19, 2019 7:00 P.M.
DASSEL CITY HALL**

City Attorney

Attorney Greenley reviewed the requirements for a special election on the split liquor referendum.

Dan Ward, owner of Thirsty's Tavern urged the council to hold the election as soon as possible so he could apply for an on-sale license.

The Council directed Greenley to draft the question for the ballot and bring it back for approval at the March meeting. Clerk Boese will research the election requirements.



Greenley presented the Chapter 156-Historic Preservation Ordinance for the Council's review. He recommended the City also apply for CLG status. He outlined the process for adoption of the ordinance, creation of a Commission and state approval requirements.

The Council agreed to hold a public hearing on the ordinance at the April 15th meeting.

Fire Chief Report

Chief Johnson reported 26 calls for the month of January, 2 were in Dassel. A 5-member group has been put together to start planning the future growth needs of the department. The Relief Association agreed to spend \$8,000 to replace the fill station bottles on the rescue truck. The firefighters cleaned around city hydrants on Monday and Johnson asked for the public's assistance to keep the snow clear of hydrants on their property. The generator is almost operational the final wiring will be completed soon.

Motion by Hungerford, seconded by Carlson to approve the purchase of Suburban type medical response vehicle through the state bid site not to exceed \$100,000. The purchase will be made through the current year's capital outlay fund line item 226-42280-500 and any additional monies will come from the Fire Fund reserves. Motion carried unanimously.

Liquor Store Manager

Manager Vetsch reported gross sales for January of \$83,468.67, which is an increase of 9%. Best January sales ever mostly due to nice weather at the beginning of the month.

Motion by Weseloh, seconded by Hallquist to hire Samantha Baatz and Marilee Callan as part time liquor store clerks. Motion carried unanimously.

Museum Director

Director Holje provided a recap of 2018 activities. 13 programs had attendance of approximately 2000. 24 volunteers logged nearly 2000 hours. Grants received include window restoration, scanning photos and lighting evaluation. Current exhibits are: Seed Corn with Dioramas; Photos of old Dassel; Brodin Sculptures and an Art Exhibit. She encouraged everyone to visit the facility and experience the programming and displays that happen there throughout the year.

Public Works Department

Director Otten stated his department has been working hard to keep up with the accumulating piles of snow around the city. He is gathering quotes for a snow pusher for the loader which will save time and money and get better results moving snow. Otten will be meeting with the City Engineer to discuss the water plant rehab project and is cleaning up the plant to allow for a

**REGULAR MEETING OF THE DASSEL CITY COUNCIL CONTINUED
MARCH 18, 2019 7:00 P.M.
DASSEL CITY HALL**

- D. Park & Rec Board meeting, Tue, Apr 2nd, 5:30 pm, Dassel City Hall
- E. Dept Head meeting, Wed, Apr 10th, 7 am, City Shop
- F. Board of Appeals & Equalization meeting, Apr 12th, 9 am-2 pm, Meeker County Court House
- G. Public Hearing – Historic Preservation Commission Ordinance, Mon, Apr 15th, 7 pm, Dassel City Hall
- H. Update on the 2018 elections and upcoming 2020 elections from Barb Loch, Meeker County Auditor

Motion by Weseloh, seconded by Hallquist to approve adding the Timecard Module from Banyon at a cost of \$3,490 from capital outlay 101-41000-500. Motion carried with Carlson voting no.

Motion by Hungerford, seconded by Weseloh to accept the \$10,000 MN DOT Partnership Grant and proceed with the project this spring. Motion carried unanimously.

City Attorney

Attorney Greenley presented the 2 on-sale intoxicating liquor ballot questions for Council review and approval. The Council discussed adding additional language to question number 1 to further clarify 'closing time Saturday night'.

Motion by Weseloh, seconded by Hallquist to approve the 2 Liquor Ballot questions presented, with additional language to be provided by the City Attorney, and schedule a special election on August 12, 2019. Motion carried unanimously.



Greenley presented the Historic Preservation Ordinance for the Council's final review prior to the Public Hearing scheduled on April 15th.

Motion by Carlson, seconded by Hollaran to approve the new alcohol policy/application for the Dassel Event Center and History Museum as presented. Motion carried unanimously.

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New batteries for the portable radios have been received and installed.

Liquor Store Manager

Manager Vetsch reported gross sales for February of \$77,335.16, which is an increase of 4%. February sales were great considering the weather. They are ready to move into the spring and summer seasons.

Museum Director

Mayor Hungerford reviewed the Museum Director's report on grant projects: window restoration; scanning photos; and lighting evaluation. The Meeker County Heritage Preservation group on marketing opportunities using Dan Hoisington's evaluation. The Seed Corn Dioramas will be opening Saturday, April 20th along with early Dassel photos. Fungus Amoungus competed in Austin on March 15th and 16th and won Best of Festival and will compete in Aberdeen, SD in April.

Jan 15th 2019

3. Public Hearing(s)
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DEPARTMENTAL REPORTS

Clerk/Treasurer

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CLAIMS FOR PAYMENT

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OLD BUSINESS

MN DOT Landscape Partnership Grant to go to the Park and Rec commission for review. A meeting will be scheduled.

NEW BUSINESS

Council member Carlson stated he would prefer to see the electronic signature removed from the check writing process and have the checks physically signed by both parties.

Motion by Carlson, seconded by Hollaran to have Mayor Hungerford sign checks for prepaids and claims. Motion carried unanimously.

City Attorney

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- D. Park & Rec Board meeting, Tue, Apr 2nd, 5:30 pm, Dassel City Hall
- E. Dept Head meeting, Wed, Apr 10th, 7 am, City Shop
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Public Works Department

Director Otten reviewed the current issues with well #1. Last year it was pumping 142 gpm and after the annual pump test this year it is down to 70 gpm. It will be necessary to rehab this well or drill a new well in the near future.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
APRIL 15, 2019, 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 April 15, 2019 at the Dassel City Hall.

Mayor Hungerford led the opening Pledge of Allegiance.

Present: Council members Carlson, Hollaran, Hallquist, Weseloh and Mayor Hungerford (5)
Absent: None (0)

APPROVAL OF MINUTES

Motion by Carlson, seconded by Weseloh to approve the March 18, 2019 Regular Meeting minutes as presented. Motion carried unanimously.

PUBLIC HEARING

Carolyn Holje spoke on behalf of the DAHS Chairman, David Floren who was unable to attend the meeting. She stated the Board is in favor of the Council adopting the ordinance.

OPEN FORUM

Sheriff Brian Cruze presented the 2018 Activity Report. Call were up for the City in 2018. Total hours of coverage were 4,231, contracted hours were 4,160. Ordinance violations and animal complaints were up over previous year. Drug seizures were up significantly county wide. Assaults and thefts were down.

Council member Weseloh thanked Sheriff Cruze for the job his department has been doing and for providing a presence at Dassel events like National Night Out.

ADDITIONS/OMISSIONS TO AGENDA

Add to item 8F. Purchase dock for sewer ponds

Correct total claims on 6A to \$210,713.94

Motion by Weseloh, seconded by Hallquist to approve the agenda with one addition and one correction as listed above. Motion carried unanimously.

CONSENT AGENDA

- A. Approve payment of claims in the amount of \$210,713.94
- B. Approve Cokato-Dassel Lions Club On-Sale 3.2 Liquor License application for the Saints ballfield May 15 – Sep 2, 2019 pending the receipt of all required paperwork.
- C. Adopt Heritage Preservation Commission Ordinance, City Code Chapter 156
- D. Approve AFSCME memorandum of Agreement as presented.

Council member Weseloh requested item C be removed from the Consent Agenda. This item was moved to Business Item 9C.

Motion by Weseloh, seconded by Carlson to approve consent agenda items A, B and D listed above. Motion carried unanimously.

COUNCIL & COMMITTEE REPORTS

Council member Hallquist reported on the Discover Dassel French toast breakfast last weekend.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL CONTINUED
MARCH 16, 2020, 7:00 P.M.
DASSEL CITY HALL**

- d. Council member Weseloh provided information from the League of MN Cities meeting attended recently.

8. Staff Reports

- a. City Clerk/Treasurer
Upcoming meetings: DAHS Board Meeting, Tue, Mar 24th at 10:00 am, History Center; Census Day, Apr 1st; Planning & Zoning Meetings, Mon, Apr 6th & Mon Apr 13th at 3 pm, City Hall; Park & Rec Board Meeting, Tue, Apr 7th at 5:30 pm, City Hall; Monthly Department Head Meeting, Wed, Apr 8th at 7:00 am, City Hall; 2020 Board of Appeal & Equalization meeting, Friday, Apr 10th 9:00 am – 2:00 pm, Meeker County Court House, Litchfield

Monthly Citizen Concerns:

Complaint 2020-01, Notice sent to abate nuisance (snow mobiles, parts, etc.) was sent to property owner at, 521 Maple St.

Complaint 2020-02, Notice to abate nuisance was sent to property owner at 520 Simon Ave (pictures below). The property has not been cleaned up. Additionally, the property owner was cited by the County for the trash blowing unto the neighbor's property.

Motion by Carlson, seconded by Weseloh to notify the property owner at 520 Simon of a hearing on April 20th to determine if a nuisance exists and set forth abatement requirements. Motion carried.

Clerk Boese will work with the City Attorney on the process to get the fence, that was erected without a permit, at 470 4th Street removed.

Action Items:



Mayor Hungerford was appointed to serve as the Council liaison to the History Preservation Commission.

Motion by Weseloh, seconded by Hallquist that the City pursue legal action against Ms. Brantley for collection of the outstanding balance of the EDA loan. Motion carried.

Motion by Hungerford, seconded by Carlson to approve sending out and RFP for updating the city's zoning ordinance and comprehensive plan. Motion carried.

Motion by Hungerford, seconded by Weseloh to hire Kyle Moy at \$20.25 per hour as a full time Public Works employee. Motion carried.

- b. City Attorney
Motion by Carlson, seconded by Hallquist to approve the Occupancy and Use Contract between the City and the Dassel Area Historical Society as presented. Motion carried.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL CONTINUED
APRIL 20, 2020, 7:00 P.M.
DASSEL CITY HALL**

- f. Museum Director
Mayor Hungerford presented Director Holje's report.



Motion by Hungerford, seconded by Carlson to appoint David Floren, Mary Jensen, Sherilyn Bjork, Bill Ward, Carl Wilkins, Darren Sombke, and Aaron Levandowski to the Heritage Preservation Commission. Mayor Hungerford will represent the City Council and Al Sexton will represent the Planning Commission. Dan Haapala and Kevin Anderson will serve as non-voting Consultants. Kurt Greenley will serve as the non-voting Legal Consultant. Motion carried.

- g. Public Works Director
Director Otten reported the following: Street sweeping is under way. We had a couple small repairs and an annual service done this spring. GIS mapping is starting this week with hopes of finishing the rest of the mapping this year. Working on quotes for the 2020 seal coating. We have some work scheduled for the parks this summer, once load restrictions are lifted, I will be able to order the materials needed for that. I will also be ordering some fill and gravel to fix some drainage issues at the sewer plant and the put it/ take out of the dock.

Water Dept. / Water Plant- Hydrant flushing will start soon. They have replaced pumps, gotten the 2nd filter ready to disinfect and put online, and more electrical, HVAC left but making great progress.

Sewer Department- We will be starting irrigating within the next week or so. Repairs were done to the pivots. Had an issue with the 5th street lift station and the main lift station. The alarm system went down and when we had a power failure. The control board that tells the main lift generator to run for emergency power did not work. Waiting on quotes for those parts but we need to look further in the future to our needs as the current generator will not adequately run the whole lift station.

Buildings/ Equipment- Working on organizing throughout the PW buildings. We've got the piping and component painted at the sewer plant with some walls and floors left. The 4000-hour service for the loader is scheduled.

Motion by Hungerford, seconded by Hallquist to advertise for part-time public works seasonal worker. Motion carried.

- h. City Engineer
DeWolf reviewed the two bids that were received for the 2020 Improvement Project: Duininck Inc \$3,032,762.50; and JR Ferche, Inc \$3,299,931.00. The bids came in much higher than expected.

Motion by Weseloh, seconded by Carlson to reject the bids for the 2020 Improvement Project and rebid the project immediately with the following revisions:

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
SEPTEMBER 21, 2020, 7:00 P.M.
DASSEL CITY HALL**

1. **Call to Order** by Mayor Hungerford at 7:00 p.m.
 - a. **Pledge of Allegiance** led by Mayor Hungerford
 - b. **Roll Call**
Council members Present: Carlson, Hallquist, Hollaran, Weseloh and Mayor Hungerford
Absent: None

2. **Approval of Minutes**
August 17, 2020 Regular Meeting and August 20, 2020 Special Meeting

Motion by Weseloh, seconded by Hollaran to approve the minutes as presented. Motion carried.

3. **Public Hearing**

4. **Open Forum**

5. **Additions/Omissions to Agenda**
Add Business Items: 9B. Cares Act Grant Application; 9C. American Legion Sign Request; add Staff Reports: 8H1. Sheriff's Department staffing

Motion by Weseloh, seconded by Carlson to approve the agenda with the additions listed above. Motion carried.

6. **Consent Agenda**
 - a. Payment of Claims \$697,649.49
 - b. Approve Final Pay Request #12, Municipal Builders, \$25,000.00
 - c. Approve Pay Request #1, Kuechle Underground \$372,409.12

Motion by Hallquist, seconded by Hollaran to approve consent agenda items a - c as presented above. Motion carried.

7. **Council & Committee Reports**
Motion by Carlson, seconded by Weseloh to approve the Park Board recommendation of creating a fund for Pennies for Parks program, through a rounding up of monthly utility bills. Motion carried.

Motion by Hollaran, seconded by Hallquist to approve the Planning & Zoning Commission's recommendation to accept the low bid from MSA for \$31,900 to update the City's Comprehensive Plan and Zoning Ordinance. Motion carried.



Motion by Carlson, seconded by Hallquist to approve a contribution of \$5,000 for the preparation of the Historic Preservation Context report. Motion carried with Weseloh voting no.

Mayor Hungerford will host Coffee with the Mayor, a Casual Conversation about Taxes at the History Center on Monday, September 28 at 11:30 am.

**REGULAR MEETING OF THE DASSEL CITY COUNCIL CONTINUED
SEPTEMBER 21, 2020, 7:00 P.M.
DASSEL CITY HALL**

Mayor Hungerford provided an update on Nelson Tubs facility and a meeting has been scheduled to meet with company representatives on Thursday.

8. Staff Reports

a. City Clerk/Treasurer

Boese reported the following upcoming events:

1. DAHS Board Meeting, Tue, Sep 22nd, 10:00 am, Dassel History Center
2. Park & Rec Commission Meeting, Tue, Oct 6th, 5:30 pm, City Hall
3. Department Head Meeting, Wed, Oct 14th, 7:00 am, City Hall
4. Heritage Preservation Commission Meeting, Wed, Oct 14th, 5:15 pm, Dassel History Center

Monthly citizen complaints:

1. Complaints received (via email & phone): Nelson Tubs facility 5
2. Nuisance complaints – 103 Summit Ave & 200/220 7th St S, Council approved sending notices on these two properties

Action Items:

Motion by Weseloh, seconded by Hallquist to approve 2021 Preliminary General Fund levy of \$940,722 and schedule the Truth in Taxation Hearing on Monday, December 21, 2020 at 6:30 pm. Motion carried.



- b. City Attorney Greenley explained the need to amend the Historic Preservation Ordinance Section 156.03, Subd 3 to allow for staggering the initial terms of the first Board members. The Council approved the amendment and will hold a public hearing.

Greenley explained the Gillman property paperwork, Quite Title action has been completed.

Greenley provided an updated on the nuisance complaint at 520 Simon Ave. He is preparing the Summons to proceed through the District Court. The Lis Pendens will be filed with the County Recorder.

c. Fire Chief

Chief Johnson presented the Fire Department report, which showed a total of 35 calls for August of which 17 were in the City. Total calls for the year were 219. New tires were put on the tanker.

Johnson reported that the Department had received a \$2,500 DNR grant for turnout gear and wildfire equipment.

The civil defense siren has been repaired and is good working order.

The Department member have been discussing changing the response time in an effort to recruit more members. Additional information will be coming to the Council at a later date.

**CANVASS MEETING OF THE DASSEL CITY COUNCIL
NOVEMBER 13, 2020, 5:32 P.M.
DASSEL CITY HALL**

The Canvass Meeting of the Dassel City Council was called to order by Mayor Hungerford at 5:32 p.m. on November 13, 2020 at the Dassel City Hall.

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

Motion by Weseloh, seconded by Hollaran to adopt Resolution 2020-019 Certifying Election Results of the 2020 General Election as follows:

WHEREAS, the Dassel City Election was held at the General Election on Tuesday, November 3, 2020, to vote on one 2-year Mayor position and two 4-year Council member positions and the official returns of the judges of election were presented;

AND WHEREAS, said returns were duly examined, approved and placed on file in the Office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED by the Dassel City Council that it is hereby determined and declared that the City Election held in and for the City of Dassel on Tuesday, November 3, 2020 was in all respects duly held and the returns thereof have been duly canvassed, the 838 votes cast at said election were:

MAYOR (2-Year Term)		
Ronald Hungerford		702
Write-ins		25
COUNCIL MEMBER (two 4-Year Terms)		
Robert Lalone		630
Nicole Carlen		107
Write-ins		53

AND BE IT FURTHER RESOLVED, that the following candidates for the office of Mayor and City Council elected at the November 3, 2020 City Election for the respective terms to commence January 1, 2021 are as follows:

Mayor 2-Year Term	Ronald Hungerford
Council member 4-Year Term	Robert Lalone
Council member 4-Year Term	Nicole Carlen

Roll call: Weseloh-yes; Hallquist-yes; Hollaran-yes; Hungerford-yes. Motion carried unanimously.



The Council agreed on budget option #4 of the 2021 General Fund Budget with the following changes: reduce Public Works Capital Outlay to \$45,000 and eliminate the \$5,000 for the Historic Preservation Commission and presented for approval at the regular November meeting.

Council reviewed a notice from MN Department of Health in regard to Covid positive rate in excess of 5% for Meeker County.

Mayor Hungerford reviewed the complaint he received in regard to the Liquor Store. The Council agreed to give clear guidance to the Department Heads that all city employees are

**REGULAR MEETING OF THE DASSEL HISTORIC PRESERVATION COMMISSION
JULY 14, 2020 5700 P.M.
DASSEL HISTORY CENTER**

The regular meeting of the Dassel Historic Preservation Commission was called to order by Museum Director Holje at 7:00 p.m. on July 14, 2020 at the Dassel History Center.

Present: Commission members David Floren, Mary Jensen, Sherrie Bjork, Bill Ward, Carl Wilkins and Aaron Levandowski

Absent: Commission member Darren Sombke; Consultants Dan Haapala & Kevin Anderson; City Rep Ron Hungerford

Also present were: Terri Boese, Carolyn Holje, Al Sexton and Legal Representative Kurt Greenley (via Zoom)

This was the first meeting of the Commission since their Council appointment.

Director Holje presented background information on the development and creation of the Commission.

Clerk Boese reviewed the City Ordinance establishing the Commission and discussed the powers and duties.

Attorney Greenley explained the process of becoming a Certified Local Government (CLG).

1. Establishment of a Commission by City Council passing an ordinance and appointing members.
2. Election of Officers (Chair/Vice Chair & Secretary)
3. Submit member resumes along with letter from the Mayor to SHPO
4. Inventory of potential sites for historic preservation
5. Draft and agreement with SHPO which will be reviewed by the National Park Service and returned to SHPO when approved

Director Holje will work with Dan Hoisington to develop a budget to submit to the City Council for approval.

Motion by Bjork, seconded by Jensen to elect David Floren-Chair, Aron Levandowksi-Vice Chair, and Bill Ward-Secretary. Motion carried.

It was agreed to watch the video of the Haapala Tower at the next meeting, which will be held on Wednesday, August 12, 2020 at 7:00 p.m. at the History Center.

Another item to be discussed at the next meeting is in regard to the Open Meeting Law.

Motion by Ward, seconded by Wilkins to adjourn the meeting at 7:52 p.m. Motion carried.

ATTEST:

David Floren
Chairman

Terri Boese
City Clerk/Treasurer

Renee Eckerly

From: researchdassel@gmail.com
Sent: Tuesday, August 5, 2025 1:38 PM
To: Renee Eckerly; anddrea.juneau@dassel.com
Cc: Rae
Subject: Dassel Historical Preservation Commission

Renee –

In looking at the minutes starting in 2017, the first time the Historical Preservation Commission comes up is 2018. I've attached all conversation below from 2018 and 2019. Please let me know if you would like more.

July 2018:

- Carolyn attended a city council meeting to talk about a committee to study a Historical Preservation Commission.
- Dan Haapala suggested having a Historic Preservation Committee in Dassel. Carolyn asked if any board members are willing to be on the committee, to please let her know. There have been no meetings yet.

August 2018:

- More information is needed to study having a “Historical Preservation Commission.”

September 2018 –

- There are pros and cons concerning a Dassel Historical Preservation Commission. Should we adopt this?
DAHS will get more money if we have this foundation and the Haapala Tower would be important also in getting funds under this preservation commission.

October 2018 –

Historic Preservation: Dan Haapala wants to come up with a CLG (Certified Local Government) and a HPC

(Historic Preservation Commission). He is looking at drafting an ordinance for the Dassel City Council to consider.

- Brandon Maness, who photographed & edited photos from the Haapala Building, appreciated the money sent to him.
- Meeker County Historical Preservation has received a grant and has published a tourism

booklet

including historic sites in Meeker County.

November 2018 –

Haapala Building:

History:

- Dassel has 3 historic seed corn company buildings within the city limits. The following concerns one of them.
- A committee has gone through the Haapala Tower Building & video taped the present condition.
- Establishing a preservation commission to designate historic places in Dassel has been discussed. The city of Dassel is working on evaluating property and making recommendations.
- Dan Haapala attended a Dassel City Council meeting to discuss advantages and disadvantages.
- Dan Haapala has met with Michael Koop from the Minnesota Historical Society.

Property:

- The complete property south of the Ergot Building is 2.2 acres & includes 300,000 sq. ft. of storage.
- Question: Would the owner donate the tower part at this time?
- It is likely the owner would consider selling the complete property at \$325,000 today. The accessed value is not available yet.

Looking forward:

---Dan Haapala would like support – meet, plan, raise funds for purchase of property. Donors are needed

to help pay for the property.

fund
complete
restoring the buildings. A total of 1 – 1.5 million dollars would be needed to restore the property.

it,
---Dan Haapala suggested “Crowd Funding” - a fund-raising website for non-profit organizations. This could be set up by the DAHS including the project’s aspirations. The DAHS would need to back it, sell it, and support it financially in the future.

---Dan Haapala suggested having a task force which would include an IT person.

---All members of the DAHA board supported the suggestions, with the idea that a smaller group/ a study group be formed to discuss the objectives, name the task, and lay the groundwork.

---The following people are willing to be members of the study group: Dan Haapala, Carolyn Holje, David Floren, Julie Lindquist, and John Sandstede.

Motion:

David F. made a motion: With the support of the members of the board, a study group of five members (mentioned above) will form basic fundraising plans to purchase the property (2.2 acres) to the south of the present Ergot Building. Seconded by Bob Wilde. Motion carried.

January 2019 –

---Haapala Building: Several Dassel groups (Fungus Amongus, Red Rooster Committee, Seed Corn Group, artist community) met to discuss possibilities of use of the Haapala Building. Some of the dreams expressed were: parking, playground, theater, future exhibits, roof-top viewing of the ball park, micro-brewery, snack bar, etc. etc.

--- Meeker County Preservation Committee met and discussed the possibilities of Dassel sites/facilities being included in their advertising. It will create good connections and expand exposure.

April 2019 –

Discussion concerning a Dassel Historic Preservation Committee:

Ron Hungerford shared that qualifications needed to be an eligible voting member of this committee:

1. Must be a city resident
2. Must have some expertise in historic preservation
3. Must be a member of the Meeker County Historical Society

In addition to this voting committee of five to seven members, the committee can also consist of non-voting members, for example, people with knowledge about planning and zoning. Dan Haapala, a non-resident, would be an example of a non-voting member.

Moving forward: 1. Establish a committee, 2. Get certified, 3. Professional survey evaluating which buildings/districts in Dassel would meet the criteria as a historic preserved building(s). 4. Apply for grants for funding. This above work could take several months.

Question raised by Sherrie B. regarding ordinances on privately owned buildings. Ron shared that historic ordinances are the same as zoning ordinances. Ron said “We are preserving history for the future.”

Question raised by David F.: Could this process be beneficial for us in getting grants for the Haapala Buildings south of the Ergot Building? Ron Hungerford replied that grant money for historic preservation pays a certain percentage to repair buildings. He recommended to first apply for a grant from the state to have the survey done and then move forward.

E 101-41610-304	Legal Fees	HPCOrc 20221101CLMS 20221108	011851	11/22/2022	\$343.75	OCTOBER 2022 LEGAL - HPC
E 101-45000-492	HISTORIC PRESERVATION C	HPCOrc 20220908CLMS 202208	011624	9/20/2022	\$1,437.50	HPC
E 101-41610-304	Legal Fees	08/06/20 CLM 20200805	009223	7/29/2020	\$125.00	HPC
E 101-41610-304	Legal Fees	HPCOrc 04/03/19 CLM 20190314	007516	4/16/2019	\$125.00	HPC
E 101-41610-304	Legal Fees	HPCOrc 04/23/19 PRE 20190408	007575	4/29/2019	\$156.25	HPC
E 101-41610-304	Legal Fees	HPCOrc 02/11/19 CL 20190212	007308	2/20/2019	\$250.00	JANUARY 2019 - HPC
E 101-41610-304	Legal Fees	12/10/18 CL 20181204	007137	12/18/2018	\$406.25	LEGAL FEES - HPC
					\$2,843.75	

Payments to Kurt Gurewky, City Attorney regarding Historical Preservation Commission creation and drafting Ordinance.

CHAPTER 156—HISTORIC PRESERVATION

AN ORDINANCE ESTABLISHING A HERITAGE PRESERVATION COMMISSION AND GRANTING AUTHORITY TO RECOMMEND DESIGNATION OF HISTORIC PRESERVATION SITES.

THE CITY COUNCIL OF THE CITY OF DASSEL DOES ORDAIN:

That the Code of Ordinances of the City of Dassel, TITLE XV: LAND USAGE, is hereby amended by the addition of the following new Chapter 156, as follows:

§ 156.01 DECLARATION OF PUBLIC POLICY AND PURPOSE.

The Council of the City of Dassel hereby declares as a matter of public policy that the preservation, protection, perpetuation, and enhancement of buildings, structures, areas and districts and other objects having a special historical, community, or aesthetic interest or value, is in the interest of the prosperity, civic pride and general welfare of the citizens of Dassel. To this end, a Heritage Preservation Commission is hereby established and charged with the stewardship of Dassel's heritage.

The purposes of this ordinance are to:

- a) Safeguard the heritage of the City of Dassel by preserving properties which reflect elements of the City's cultural, social, economic, political, visual, or architectural history;
- b) Protect and enhance the City of Dassel's appeal and attraction to residents, visitors, and tourists, while enhancing its economic viability through the protection and promotion of its unique character as related to its history and heritage;
- c) Enhance the visual and aesthetic character, diversity and interest of the City of Dassel;
- d) Foster civic pride in the beauty and notable accomplishments of the past;
- e) Strengthen the local economy through the protection and promotion of Dassel's unique historic character;
- f) Promote the preservation and continued use of historic properties for the education and general welfare of the people of the City of Dassel; and
- g) Provide educational opportunities on heritage preservation, act in an advisory capacity to its citizens, approve gifts and contributions for heritage preservation purposes and recommend use of gifts and contributions to advance heritage preservation.

§ 156.02 DEFINITIONS:

As used herein, the following terms have the following meanings.

ALTERATION. Any act that changes the exterior architectural appearance or exterior feature of a structure, site or area.

ADDITION. Any act or process which changes the exterior architectural features of a building or structure designated for preservation by adding to, joining with, or increasing the size or capacity of the structure.

COMMISSION. The Dassel Heritage Preservation Commission established by the Dassel City Council pursuant to this Chapter.

CONSTRUCTION. The act of altering an existing structure, building an addition to an existing structure, or the erection of a new principal building or accessory structure on a lot or property.

CONTRIBUTING. A designation applied to a building, structure or site which adds to the overall character and significance of an historic district due to its architectural or historical merit and its compatibility with other buildings, structures and sites within a historic district. A contributing structure has its major character defining features intact and although minor alterations may have occurred, they are generally reversible.

DEMOLITION. Any act that destroys or removes more than 30% of the building or other structure.

HISTORIC DESIGNATION ORDINANCE. An ordinance enacted supplementary to this Chapter by which the Dassel City Council designates a landmark, a historic district, or a historic resource for historic preservation.

HISTORIC DISTRICT. A contiguous geographical area containing one or more landmarks or historic resources and designated as a “Historic District” by ordinance of the City Council according to the criteria and procedures set forth in this Chapter.

HISTORIC RESOURCE. A landmark, site or structure located within a designated historic district having historic significance contributing to the district.

HISTORIC SIGNIFICANCE. Having character, interest or value as part of the development, heritage or culture of the community, county, state or nation, as the location of an important event, or through identification with a person or persons who made important contributions to the development of the community, county, state or nation.

HISTORIC SURVEY. An investigation of, followed by an identification and inventorying of potential landmarks, historic districts, and historic resources within the City of Dassel, and including a written report citing applicable criteria and standards that support the historic significance of each.

LANDMARK. A property, site, structure or object designated as a “Landmark” by the City Council as having a high degree of historical, cultural and/or architectural significance.

NATIONAL REGISTER OF HISTORIC PLACES. The nation's official list of properties worthy of preservation as designated by the United States Department of Interior, National Park Service. Nominations of properties within Minnesota to this list are made through the auspices of the Minnesota State Historic Preservation Office.

NEW CONSTRUCTION. The building of a new principal building or accessory structure within a historic district or on a landmark site.

NONCONTRIBUTING. A building, structure, site or object located within a historic district that does not have architectural or historic significance, and does not add to the character and significance of an historic district, due to a lack of architectural or historical merit or its incompatibility with other buildings, structures and sites.

OBJECT. As distinguished from buildings and structures, objects are those creations that are primarily artistic in nature or are relatively small in scale. Examples of objects include: fountains, murals, monuments, sculptures or statuary.

PERIOD OF SIGNIFICANCE. The length of time when a property or collection of properties were associated with important events, activities, or persons. With respect to a historic district, the period begins with the district's earliest remaining structures and ends when the last historically significant resource was constructed.

PROPERTY OWNER(S). An individual, individuals or entities that have title or ownership interest in a proposed landmark or in a contributing historic resource located within a proposed historic district.

SITE ALTERATION PERMIT. Written approval authorizing specified alternations to a designated landmark or to a contributing historic resource that do not adversely affect its historic significance.

SITE. The location of a proposed or designated landmark or contributing historic resource.

STRUCTURE. Anything created, constructed or erected having a permanent or semipermanent location in or on another structure or in or on the ground.

§ 156.03 HERITAGE PRESERVATION COMMISSION ESTABLISHED.

Subd. 1. Creation of Commission. There is hereby established a City of Dassel Heritage Preservation Commission (hereinafter, the "Commission") for the purpose of advancing the Public Policy of the City of Dassel as set forth above.

Subd. 2. Membership of the Commission. The Commission shall consist of the following:

- a) Not less than five (5) and not more than seven (7) voting members appointed by the City Council. Any voting member appointed to serve on the Commission shall be a resident of Dassel and have a demonstrated interest in historic preservation.
- b) At least one (1) voting member shall also be a member of the Meeker County Historical Society. The Chairperson or designee of the Dassel Planning & Zoning Commission shall be an ex-officio, non-voting member of the Commission. The City Council shall appoint a Council member to act as a non-voting liaison between the City Council and the Commission.
- c) The composition of the Commission shall include as a voting member, or if not a resident of Dassel as a nonvoting advisor, up to two (2) preservation related professionals with

training or expertise in architecture, architectural history, archaeology, planning, real estate, design, building trades, landscape architecture, or law.

Subd. 3. *Appointments to Commission and Terms of Office.* Appointments of members to the Commission shall be for a term of three years commencing on the date of City Council appointment. In the case of appointments made to fill a vacancy on the Commission, the term of the appointment shall be for the remainder of the term vacated. If the vacancy occurs with less than 45 days remaining in the term, the Council may allow the term to expire without appointing a person to fill the vacancy for the balance of the term, after which the Council shall appoint a member for the new full term. Members may be reappointed for consecutive terms.

The terms of office of any non-voting advisors shall be determined by the Council at the time of their appointments.

Subd. 4. *Member Compensation.* Members appointed to the Commissioners shall serve without compensation.

Subd. 5. *Commission Meetings.* The Commission shall hold its first meeting within 30 days after the minimum five (5) voting members of the Commission have been appointed. Thereafter, the Commission shall hold regular quarterly meetings and in addition shall meet more frequently as needed when called by the Chair to review and address organizational matters arising out of or relating to historic preservation issues. All meetings shall be properly noticed and open to the public in accordance with open meeting requirements.

Subd. 6. *Commission Organization.* At the first meeting of the Commission it shall elect from its voting members a chairperson, vice chairperson and secretary. The chair person shall preside over meetings of the Commission and shall have the right to vote. The vice chairperson shall, in cases of absence or disability of the chairperson, perform the duties of the chairperson. The secretary shall keep a record of all resolutions, proceedings and action of the Commission

The Commission shall make such by-laws as it may deem advisable and necessary for the conduct of its affairs and for the purpose of carrying out the intent of this Chapter which bylaws shall be consistent with the ordinances of the City of Dassel and the laws of the State of Minnesota.

Subd. 7. *Quorum and Voting.* A majority of the voting members shall constitute a quorum. Each voting member of the Commission shall be entitled to one (1) vote. Except as otherwise expressly provided in other provisions of this Chapter, the affirmative vote of a majority of Commission members present at a meeting shall be required for the approval of plans or the adoption of any resolution, motion or other action of the Commission.

§156.04 COMMISSION INVOLVEMENT IN DESIGNATING HISTORIC PRESERVATION LANDMARKS AND DISTRICTS.

Subd. 1. *Purpose.* This section provides the Commission with authority to undertake identification and recommendation to the City Council of historic properties, objects, and districts for preservation.

To accomplish the intent and purpose of this section, the city shall provide the Commission with staff support and supplies as reasonably necessary.

Subd. 2. *Preliminary Identification of Potential Landmarks and Districts.* The Commission shall undertake, or cause to be undertaken a historic survey to identify and inventory potential landmarks, historic districts, and historic resources that are of historical, architectural, archaeological, engineering, or cultural significance and that meet the criteria of a landmark or historic district.

The Commission may recommend to the Council that a professional individual or individuals with expertise in conducting historic surveys be retained for this survey. If the Council authorizes the retention of such an expert, the Commission shall work with the city in pursuing grants or other funding to finance a professional historic survey.

Subd. 3. *Criteria for Designation of Landmarks or Historic Districts.* The historic survey and the designation of potential landmarks or historic districts shall take into consideration the following criteria:

- a) It should be at least 50 years old, unless it has achieved historic significance and is of exceptional importance.
- b) It possesses character, interest, or value as part of the development, heritage, or cultural characteristics of the City of Dassel, the State of Minnesota, or the United States.
- c) It has maintained its physical integrity, in that it retains original design features, materials, and/or character, or has been accurately restored.
- d) It is at its original location, or is at a site of a significant historic event.
- e) It is identified with a person or persons who significantly contributed to the culture and development of the City of Dassel or Minnesota.
- f) It is an embodiment of distinguishing characteristics of an architectural style, period, form or treatment.
- g) It exemplifies cultural, political, economic, or social heritage of the Dassel area community.
- h) It is identified as work of an architectural or master builder whose individual work has influenced the development of the City of Dassel.
- d) It embodies elements of architectural design, detail, material, or craftsmanship which represent a significant architectural innovation.
- i) Its unique location, scale or other physical characteristics represent an established and familiar visual feature of a neighborhood, a district, the community, or the City of Dassel.

Subd. 4. *Commission Findings, Recommendations, and Report.* If, based upon the historic survey the Commission determines that certain properties, structures, sites, or

geographical areas are eligible for designation as a landmark or as an historic district, it shall prepare written findings, recommendations and a report supporting this determination. The report shall include but is not necessarily limited to the following:

- a) A physical description of each proposed landmark or proposed district;
- b) A statement explaining the historic significance of each;
- c) Maps depicting the boundaries of each landmark or historic district; and
- d) Representative photographs.

Subd. 5. *Public Informational Hearing on Preliminary Designations.* Following the historic survey and completion of the Commission's findings, recommendations and report, and prior to the Commission taking any further action or making any recommendation to the City Council, the Commission shall hold a public informational hearing to educate and receive public input. The Commission shall cause to be published in the City's official newspaper a notice of the public informational hearing at least ten (10) days prior to the date of the hearing. Additionally, a notice of the hearing shall be mailed at least (10) days before the day of the hearing to all property owners of record of properties proposed to be designated for heritage preservation, and to all owners of property situated wholly or partly within 300 feet of the proposed historic preservation site. The notice shall state that a copy of the historic survey and a copy of the Commission's findings, recommendations, and report is available for viewing at the Dassel City offices during normal business hours.

Subd. 6. *Modifications to the Commission's Initial Findings, Recommendation, and Report Following Public Hearing.* Following the public hearing the Commission may make such modifications concerning its findings, recommendations, and report as it deems appropriate in consideration of the input received at the public hearing. These modifications may include a recommendation to initially proceed with historic preservation action only on certain but not all of the properties, structures, sites or geographical areas identified, and defer action on the others. The Commission may later pursue preservation action on any properties for which preservation action had been deferred.

Subd. 7. *Planning & Zoning Commission Review.* Following the public informational hearing the Commission shall by majority vote preliminarily determine which if any of the proposed landmarks or districts may be designated for historic preservation. The Commission shall advise the Planning & Zoning Commission (P&Z) of this determination, and transmit to the P&Z for a 60-day review the complete historic survey and the Commission's findings, recommendations, and report.

The Commission shall request from P&Z its comments on the proposed designations as it may relate to the City Zoning Code or any Comprehensive Plan of the City, the effect of the proposed designation upon the surrounding neighborhood, and any other planning considerations which may be relevant to the proposed designations. The P&Z comments shall become part of the official record concerning the proposed designations.

Subd. 8. *Proposed Program for Preservation.* For each proposed landmark and for each historic resource within a proposed historic district that is being considered for recommendation to the City Council, the Commission shall create a proposed program for

rehabilitation and preservation (“Program for Preservation”). The United States Secretary of the Interior’s Standards for Treatment of Historic Properties shall be among the standards used to create this Program.

Subd. 9. *State Historic Preservation Office Review.* In accordance with Minnesota Statutes §471.193, all proposed designations, along with the historic survey and its findings, recommendations and report shall be submitted to the Minnesota State Historic Preservation Office (SHPO) for a 60-day review period. SHPO’s comments on the proposed designations shall be sent to the Commission for consideration. The SHPO review may be conducted concurrently with the P&Z review referenced in Subd. 6 of this section. Thereafter, the Commission may make such modifications concerning the proposed designation as it deems necessary in consideration of the comments by SHPO.

Subd. 10. *Commission Review and Final Recommendations to the City Council.* Following completion of the steps set forth in Subdivisions 2, 3, 4, 5, 6, 7, 8 and 9 of this section, the Commission shall undertake a final review and determine by majority vote which historic preservation designations, if any, should be recommended to the City Council.

§156.05 CITY COUNCIL ADOPTION OF HISTORIC DESIGNATION ORDINANCE

Subd. 1. *Submittal of Commission’s Recommendation and Support Documentation to City Council.* The Commission shall forward to the City Council the Commission’s final findings, recommendations and report, together with the historic survey and the comments of P&Z and SHPO. As part of this submittal, the Commission shall also submit a proposed Historic Designation Ordinance incorporating the Commission’s recommendation.

Subd. 2. *Public Hearing and Adoption of Historic Designation Ordinance.* The City Council shall schedule and hold a public hearing on adoption of the proposed Historic Designation Ordinance. Final adoption of this ordinance requires a three-fifths vote of all City Council members to be effective.

Subd. 3. *Objection by Property Owner(s) to Proposed Designations.* If a majority of property owners within a proposed historic district, or if the owner or owners of a proposed landmark or of a proposed historic resource located within a proposed historic district objects to the designation, such objection shall be submitted in writing, shall state the basis for the objection, and shall be submitted to the City Council at or before the scheduled public hearing. If a written objection is timely received by the City Council and not withdrawn, final adoption of the Historic Designation Ordinance requires a four-fifths vote of all Council members to be effective.

Subd. 4. *Post-Designation Public Notice.* Within 30 days following the adoption of the designation ordinance the property owner(s) of each designated Landmark or historic resource within a designated historic district shall be given notice of the designation and the necessity of obtaining a Site Alteration Permit prior to undertaking any material change in the exterior appearance of the site.

Subd. 5. *Identification Plaque.* Landmarks or historic resources within a historic district having been designated for historic preservation by the City Council may be awarded a

numbered plaque, and with the owner's consent it may be displayed on the exterior of the site in full public view. The plaque is to remain the property of the City and shall be removed by request of the Commission should the site be altered so as to destroy its historic integrity.

Subd. 6. *Amendment of Designations.* A historic designation ordinance may be amended as appropriate to add or delete designations of landmarks, historic districts, or historic resources located within a historic district, provided any amendment is consistent with this Chapter

Subd. 7. *Recording of Preservation Sites.* The City Clerk/Treasurer shall record with the Meeker County recorder the legal descriptions of all designated landmarks, historic resources and historic districts.

Subd. 8. *Renewed Recommendation to Designate Historic Properties.* If the vote by the City Council fails to approve the recommended designation of a landmark or historic district or historic resource, the Commission may, after the expiration of two (2) years from the Council vote, renew its recommendation for designation provided the then current criteria for designation are met.

§ 156.06 SITE ALTERATION PERMITS.

Subd. 1. *Circumstances Requiring a Site Alteration Permit.* A Site Alteration Permit shall be required for alteration of a designated landmark or an historic resource located within an historic district that involves any of the following:

- a) Painting, alteration of architectural details and other related exterior alterations.
- b) Installation or removal of awnings, shutters, canopies, and similar appurtenances.
- c) Application or use of exterior materials of a different kind, type, color, or texture than those already in use which will substantially cover one or more sides of the structure. This provision applies to roofing as well as siding.
- d) Installation of exterior signs.
- e) Construction of a new building or auxiliary structure.
- f) Any addition to or alteration of an existing structure which increases the square footage of the structure or otherwise alters its size, height, contour, or outline.
- g) Change or alteration of a structure's architectural style.
- h) Alteration of a roof line.
- i) Demolition in whole or in part, unless the structure is required to be demolished in accordance with Minnesota Statutes Ch. 463 or the Dassel City Code.

Subd. 2. *Circumstances Not Requiring a Site Alteration Permit.*

The following shall not require a Site Alteration Permit:

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- a) Ordinary maintenance;
- b) Work affecting only the interior of a structure;
- c) Relocating movable items such as planters or furniture;
- d) Replacement of roofing with the same type and color of roofing materials;
- e) Construction that does not affect the historically significant features of the historic resource.

Subd. 3. *Application for a Site Alteration Permit.* In addition to any other requirements that may be imposed by the P&Z, the Application for a Site Alteration Permit shall, to the extent relevant and necessary for an understanding an evaluation of the Application, be accompanied by detailed plans including a property plan, building elevations and design details and materials. In addition to the Site Alteration Permit, other relevant city permits may be required.

Two sets of the Application for a Site Alteration Permit shall be submitted by the applicant to the City; one set for the P &Z for its review and recommendations in accordance with §156.04, Subd. 6 of this Chapter; the other for the Commission for its review as set forth hereafter.

Subd. 4. *Commission Review of Applications for a Site Alteration Permit.* The Commission shall review all Applications for a Site Alteration Permit for the purpose of approval, disapproval, or approval subject to terms or conditions.

Subd. 5. *Guidelines Applicable to Commission Review.* All comments, recommendations, and decision of the Commission with respect to a requested Site Alteration Permit shall be in accordance with the final Program for Preservation generated under §156.04, Subd. 7 of this Chapter for the particular site for which the permit is sought.

The following Secretary of the Interior's Standards for Treatment of Historic Properties shall be applied by the Commission in its review of Applications for Site Alteration Permits:

- a) A site is to be used as it was historically, or given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- b) The historic character of a property is to be retained and preserved. The removal of distinctive materials or alterations of features, spaces, and spatial relationships that characterize a property should be avoided if possible.

- c) Each property is to be recognized as physical representation of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- d) Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
- e) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property are to be preserved.
- f) Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of mission features will be substantiated by documentary and physical evidence.
- g) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- h) Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures must be undertaken.
- i) New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.
- j) New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

§ 156.07 WRITTEN FINDINGS RELATING TO SITE ALTERATION PERMIT.

The Commission shall approve, disapprove, or approve with conditions an Application for Site Alteration Permit under this Chapter. In doing so the Commission shall make written Findings based on the Program for Preservation of the Landmark or historic resource as follows:

- a) In the case of a proposed alteration or addition to existing buildings, the Commission shall make written findings on how the structure may be architecturally or historically affected. To be considered are the existing exterior appearance, building height, building width, depth, or other dimensions, roof style, type of building materials, ornamentation, paving and setback.
- b) In the case of the proposed demolition of a building, prior to the approval of demolition, the Commission shall make written findings on the following:
 1. Architectural and historic merits of the building.
 2. The effect on surrounding buildings.

3. In the case of partial demolition, the effect on any new proposed construction on the remainder of the building and on surrounding buildings.

4. The economic value or usefulness of the building as it now exists, or if altered or modified, in comparison with the value or usefulness of any proposed structures designated to replace the present building or buildings.

c) In the case of a proposed new building, the Commission shall make written findings on how the building will, or by reason of its location on the property, materially affect the architectural or historic value of buildings on adjacent sites or in the immediate vicinity within the site.

§ 156.08 TIME LIMITATIONS ON COMMISSION ACTION

If within forty-five (45) days from the filing of an Application for Site Alteration Permit the Commission has neither approved nor denied the Permit application, the plans and permit application shall be deemed to have been approved by the Commission. If all other requirements of the City have been met, the City shall authorize a permit for the proposed work. No permit shall be issued and no work commenced in the event the Commission disapproves the Site Alteration Permit.

§ 156.09 APPEAL TO THE CITY COUNCIL.

The Commission, in any written decision denying a permit application shall advise the applicant of the right to appeal to the City Council and shall include a copy of this section in all such written decisions. The appeal must be brought within ten (10) working days of the date of the Commission's recommendations or decision.

The appeal shall be deemed perfected upon receipt by the City Clerk/Treasurer, or authorized city representative, of the notice of appeal and statement setting forth the grounds for the appeal. The City Clerk/Treasurer shall transmit a copy of the notice of appeal and statement to the City Council and a copy to the Commission. The City Council may overturn or modify the Commission's recommendations and/or decision by a three-fifths vote of all members of the City Council.

§ 156.010 EMERGENCY REPAIR PERMIT

In emergency situations where immediate repair is needed to protect the safety of a building or structure and its inhabitants, the City Clerk/Treasurer and/or designated City building official may approve the repair without prior Commission action. When an emergency repair permit is issued pursuant to this section, the City Clerk/Treasurer shall immediately notify the Commission of its action and specify the facts or condition constituting the emergency situation.

§ 156.011 ENFORCEMENT

In case any building or structure subject to the regulation of this Chapter is to be erected or constructed, reconstructed, altered, repaired, converted, maintained, moved, or

subjected to demolition in violation of this Chapter, the Chairman of the P&Z may, in addition to any other remedies:

a) Institute civil action for injunctive relief to stop, prevent, or abate a violation of this ordinance.

b) Issue a stop work order to prevent a continuing violation of this Chapter.

Work which proceeds in violation of this Chapter, in contravention of a stop work order, or in disregard of a court ordered injunction, shall be a public nuisance subject to the remedies available to the City under its public nuisance ordinances.

§ 156.012 ADDITIONAL POWERS AND DUTIES OF THE COMMISSION.

a) The Commission shall work in cooperation with the Meeker County Area Historical Society to fulfill the requirements of this Chapter.

b) The Commission shall ensure that annual reports are prepared by October 31st of each year as required in accordance with Minnesota Statutes §471.193 Subd. 6 for submission to the Minnesota State Historic Preservation Office and shall file copies with the Dassel City Administrator for distribution to the City Council.

c) The Commission shall periodically review the historic survey and update it as appropriate. This historic survey and updates thereto shall be maintained by the City Clerk/Treasurer at City Hall.

d) The Commission shall work for the continuing education of the citizens of Dassel focusing on civic and architectural heritage of the City.

e) The Commission may recommend to the City the acceptance of gifts and contributions for historic preservation, and work with the City staff in the preparation of applications for grants and other funding for the purpose of historic preservation.

i) On or before December 1 of each year, the Commission shall submit to the City Council for approval a proposed budget for Commission operations during the upcoming fiscal year.

§ 156.013 REPOSITORY OF DOCUMENTS

The office of the City Clerk /Treasurer is designated as the repository for at least one copy of all studies, reports, recommendations and programs required under this section. It is recommended that a second copy be kept with the Dassel Area Historical Society. These files will be maintained in accordance with Minnesota Statutes §138.17.

§ 156.014 RECORDING OF HERITAGE PRESERVATION SITES.

The office of the City Clerk/Treasurer shall record or file with the Meeker County recorder the legal description of all landmarks and historic resources located within an historic district of the City of Dassel.

This ordinance shall be in full force and effect thirty (30) days from and after its passage and publication¹²⁷ according to law.

Passed by the City Council of the City of Dassel, Minnesota, this 15th day of April, 2019.

CITY/TOWN NAME	Certified 2023 Public Safety Aid
TOTALS	\$210,000,000
Danvers city	\$4,551
Darfur city	\$3,632
Darwin city	\$15,185
Dassel city	\$64,984
Dawson city	\$64,153
Dayton city	\$351,001
De Graff city	\$4,901
Deephaven city	\$170,009
Deer Creek city	\$14,397
Deer River city	\$39,428
Deerwood city	\$23,456
Delano city	\$291,181
Delavan city	\$7,439
Delhi city	\$2,013
Dellwood city	\$51,331
Denham city	\$1,619
Dennison city	\$9,715
Dent city	\$7,483
Detroit Lakes city	\$437,165
Dexter city	\$14,397
Dilworth city	\$203,004
Dodge Center city	\$124,586
Donaldson city	\$875
Donnelly city	\$9,452
Doran city	\$1,532
Dover city	\$34,658
Dovray city	\$2,494
Duluth city	\$3,748,814
Dumont city	\$3,238
Dundas city	\$78,068
Dundee city	\$3,151
Dunnell city	\$5,776
Eagan city	\$3,023,224
Eagle Bend city	\$23,674
Eagle Lake city	\$143,621
East Bethel city	\$515,978
East Grand Forks city	\$398,438

CITY OF DASSEL

08/15/25 4:14 PM

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Receipts

Current Period: DECEMBER 2023

Receipt Batch 12.23LGA				\$279,718.00
Refer	0 STATE OF MN			
Cash Receipt	R 101-33401 LOCAL GOVERNMENT AID	Local Government Aid & Public Safety Aid Pmt for the Month Dec 2023		\$214,734.00
Cash Receipt	R 101-33441 PUBLIC SAFETY AID	Local Government Aid & Public Safety Aid Pmt for the Month Dec 2023		\$64,984.00
		Project PUBSAF		
Transaction Date	1/9/2024	PERENNIAL CHECK 10401	Total	\$279,718.00

Fund Summary

	10401 PERENNIAL CHECKING	
101 GENERAL FUND		\$279,718.00
		<u>\$279,718.00</u>

2023 Public Safety Aid

One-time Public Safety Aid

The 2023 Minnesota Legislature enacted a one-time Public Safety Aid for aids payable in 2023. The one-time appropriation of \$300 million is allocated among all counties, cities, townships of a population of 10,000 or more, and Minnesota's 11 federally recognized tribal governments.

Recipients must use the aid to provide public safety. You can find the lists of example eligible and noneligible uses that were provided in the law below.

About the Program	[+]
2023 Certification	[+]
Use of Aid	[-]

A county, tribal government, city, or town with a population over 10,000 must use the aid to provide public safety.

Eligible uses include:

- Community violence prevention and intervention programs
- Community engagement
- Mental health crisis responses

- Victim services
- Training programs
- First responder wellness
- Equipment related to fire, rescue, and emergency services
- To pay other personnel or equipment costs

An aid recipient may not use the aid toward:

- Its employer contribution to the public employees police and fire fund if the county, tribal government, or local unit received [Police State Aid](#) under Minnesota Statutes, chapter 477C, in calendar year 2022
- Any costs associated with alleged wrongdoing or misconduct
- The purchase of an armored or tactical vehicle or substantially similar vehicle
- The purchase of tear gas, chemical munitions, or substantially similar items
- The costs of construction, reconstruction, remodeling, expansion, or improvement of a police station, including related facilities.
 - "Related facilities" includes access roads, lighting, sidewalks, and utility components on or adjacent to the property on which the police station is located that are necessary for safe access to and use of the building

FAQs

[+]

Questions?

If you have questions, email us at PropTax.Admin@state.mn.us.

Last Updated

Billing Address:
 DASSEL FIRE DEPT, CITY OF
 PO BOX 391
 DASSEL, MN 55325
 US

Quote Date:01/30/2025
 Expiration Date:10/10/2025
 Quote Created By:
 Dan McCoy
 dmccoy@dsccommunications.com

End Customer:
 DASSEL FIRE DEPT, CITY OF
 Brian Massingham
 brian.massingham@co.meeker.mn.us
 (320) 275-3260

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
	APX™ N50	APX N50					
1	H25UCF9PW6AN	PORTABLE RADIO APX N50 7/800 MODEL 2	24		\$3,496.00	\$2,352.24	\$56,453.76
1a	QA02756AB	SOFTWARE LICENSE ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	24		\$1,848.00	\$1,243.44	\$29,842.56
1b	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	24		\$0.00	\$0.00	\$0.00
1c	QA08853AA	ADD: CPS ENABLEMENT	24		\$0.00	\$0.00	\$0.00
2	LSV01S03084A	APX N50/30 DMS ESSENTIAL	24	3 YEARS	\$158.40	\$158.40	\$3,801.60
3	PSV01S03059A	APX NEXT PROVISIONING WITH CPS	1		\$0.00	\$0.00	\$0.00
4	PMPN4820A	CHGR DESKTOP SINGLE UNIT IMPRES 2 EXT PS US	24		\$91.71	\$61.71	\$1,481.04
5	PMMN4128A	RM780 IMPRES WINDPORTING REMOTE SPEAKER MICROPHONE, LARGE (IP68)	24		\$184.90	\$124.42	\$2,986.08

Grand Total

\$94,565.04(USD)



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products. Page 94
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.

Motorola's quote (Quote Number: _____ Dated: _____) is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then the following Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products which is found at <http://www.motorolasolutions.com/product-terms>.

The Parties hereby enter into this Agreement as of the Effective Date.

Motorola Solutions, Inc.

Customer

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Line #	Item Number	Parametric Data
1c	QA08853AA	TEMAILAR = dmccoy@dsccommunications.com,SYSTEMID = 040F
3	PSV01S03059A	TEMAILAR = dmccoy@dsccommunications.com,CUSTNAME = Dan, McCoy,SYSTEMID = 040F



APX N50 Portable Radio Solution Description

OVERVIEW

The APX N50 offers affordable, next generation communications for without compromising P25 interoperability or voice and data quality. It offers a durable design with "pick-up-and-go" functionality, optimizing ease-of-use and focused communications in almost all environments.

DURABLE AND EASY TO USE

The APX N50 enhances operations with a front display with an upgraded user interface for better readability and loud and clear audio for reliable, everyday use. Additionally, it offers extended battery life, a shorter antenna, and Bluetooth compatibility with audio accessories, promoting efficient communications between first responders.

Adaptive Audio

For first responders in loud environments, the APX N50 offers adaptive audio that enhances voice quality and minimizes background noise. The APX N50 includes two High Dynamic Range (HDR) microphones with high overload point pickup that reproduces voice with clarity and reduces audio clipping and distortion, even when shouting. The radio has custom speakers that use noise cancellation technology to amplify loud and clear audio, and help make every syllable intelligible.

An enhanced audio engine dynamically adjusts the N50 in any environment by using algorithms to filter out unpredictable background noise and wind while using multiple microphones to track voice from every angle, allowing first responders to speak into the radio without compromising voice quality. Additional environmentally aware audio features receive volume leveling and noise sensing volume control—the radio will automatically adjust for loud or soft talkers and the changing ambient noise levels. These features allow first responders to keep their eyes forward and remain focused on situations as they unfold.

Essential and Secure P25 Communications

The APX N50 is certified compliant with P25 standards and supports digital and analog trunking, FDMA and TDMA, and Integrated Voice and Data. All P25 communications over the N50 are safe and secure—it offers software and hardware encryption, single- and multi key encryption, and P25 Authentication, protecting communications during daily operations.

Reliable Connectivity

Using the APX N50 lets first responders stay connected across disparate networks. It is equipped with Wi-Fi®, Bluetooth®, and GPS features, bringing future-ready applications, services, and best-in-class connectivity to everyday use. APX N50 radios support 7/800 MHz frequency bands across radio systems, with minimal intervention by the radio user.



SmartConnect over Wi-Fi

SmartConnect is a subscription service that allows first responders to access critical intelligence no matter where the mission takes them. When P25 networks are unavailable, the APX N50 will maintain functionality and voice quality by automatically switching to an available broadband network, enabling connectivity outside of radio system coverage. Voice information and signals between radios and control are encrypted, ensuring that all transmissions are secure.

The APX N50 can use SmartConnect when directly connected to Wi-Fi hotspots, through an in-vehicle LTE modem, or over a satellite connection. Additionally, the radio will indicate to users when SmartConnect is active by displaying a blue bar on-screen.

Managing and Provisioning Devices

APX N50 can be programmed in two ways: one-at-a-time through Customer Programming Service ("CPS") or through a combination of CPS and batch programming over Wi-Fi available with the radio management ("RM") software.

CPS is a proprietary, Windows-based application, used to configure APX subscriber radios in offline situations that include provisioning, networking, and monitoring tools that provide greater awareness and faster radio management. The CPS application offers drag-and-drop, clone-wizard, and basic import/export functions that allow the addition of new software and feature enhancements. APX N radios can be programmed one-at-a-time on a local PC, via secure USB port connection, with TLS-PSK based encryption. Once loaded, subscriber radios are read and edited, and codeplugs and templates can be saved and duplicated to program other fleet radios

Batch Programming is available through the RM software for simultaneous programming and upgrading throughout the radio fleet. With Batch Programming, up to 16 radios can be programmed at once over a Wi-Fi connection. This reduces programming time and ensures that the radio fleet is always up-to-date and ready-to-use in the field.

Device Management Services

Device Management Services ("DMS") packages provide programming, management, and maintenance services to maximize the effectiveness of this APX N50 solution, while reducing maintenance risk, workload, and total cost of ownership. DMS tackles a range of customer needs, whether the solution is self-maintained or managed by Motorola Solutions.



APX N-SERIES DEVICE MANAGEMENT SERVICES - ESSENTIAL STATEMENT OF WORK

OVERVIEW

Device Management Services ("DMS") efficiently maintains the Customer's device fleet while helping to keep devices up-to-date and fully operational in the field.

DMS Essential services provide basic hardware and software support.

This Statement of Work ("SOW"), including all of its subsections and attachments is an integral part of the applicable agreement ("Agreement") between Motorola Solutions, Inc. ("Motorola Solutions") and Customer ("Customer").

In the event of a conflict between the terms and conditions of the Agreement and the terms and conditions of this SOW, this SOW will control as to the inconsistency only. The SOW applies to the device specifically named in the Agreement.

HARDWARE REPAIR

Hardware Repair provides repair coverage for internal and external device components that do not work in accordance with published specifications. Repair services are performed at a Motorola Solutions-operated or supervised facility. The device will be repaired to bring it to compliance with its specifications, as published by Motorola Solutions at the time of delivery of the original device.

For malfunctioning devices that must be replaced, Motorola Solutions will attempt to read the codeplugs from those devices. If successful, Motorola Solutions will load the codeplug to any replacement devices. If not, Motorola Solutions will load a factory codeplug, and the Customer will need to load the previous codeplug.

Motorola Solutions will load factory available firmware to any replacement devices, which may not match the Customer's firmware version.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Repair or replace malfunctioning device, as determined by Motorola Solutions.
- Complete repair or replacement with a turnaround time of five business days in-house, provided the device is delivered to the repair center by 9:00 a.m. (local repair center time). Turnaround time represents the time a product spends in the repair process, and does not include time in transit to and from the Customer's site. Business days do not include US holidays or weekends.
- If applicable, apply periodically-released device updates, in accordance with an Engineering Change Notice.
- Provide two-way air shipping when a supported Motorola Solutions electronic system, such as MyView Portal, is used to initiate a repair. A shipping label will be generated via the electronic system.

CUSTOMER RESPONSIBILITIES

- For non-contiguous renewals, Customer must provide a complete list, preferably in electronic format, of all hardware serial numbers to be covered under the Agreement to Motorola Solutions.
- Initiate device repairs, as needed.
 - When initiating a repair via a supported Motorola Solutions electronic system, label each package correctly with the shipping label and Return Material Authorization ("RMA") number generated by the electronic system.
 - When initiating a repair via paper Return Material Form ("RMF"), the RMF must be completed for each device, included in the package with the device, and shipped to the Motorola Solutions depot specified on the RMF.



- Remove any data or other information from the device that the Customer wishes to destroy or retain prior to sending the device for repair.
- If a malfunctioning device must be replaced and the Customer has loaded information for that device to Motorola Solutions' cloud environment, the Customer will need to remove the information for the malfunctioning device and add information for the replacement device to the applicable cloud environment.

LIMITATIONS AND EXCLUSIONS

The Customer will incur additional charges at the prevailing rates for any activities that are not included or are specifically excluded from this service scope, as described below. Motorola Solutions will notify the Customer and provide a quotation of any incremental charges related to such exclusions prior to completing the repair and said repair will be subject to Customer's acceptance of the quotation.

- Replacement of consumable parts or accessories, as defined by product, including but not limited to batteries, cables, and carrying cases.
- Repair of problems caused by:
 - Natural or manmade disasters, including but not limited to internal or external damage resulting from fire, theft, and floods.
 - Third-party software, accessories, or peripherals not approved in writing by Motorola Solutions for use with the device.
 - Using the device outside of the product's operational and environmental specifications, including improper handling, carelessness, or reckless use.
 - Unauthorized alterations or attempted repair, or repair by a third party.
- Non-remedial work, including but not limited to administration and operator procedures, reprogramming, and operator or user training.
- Problem determination and/or work performed to repair or resolve issues with non-covered products. For example, any hardware or software products not specifically listed on the service order form are excluded from service.
- File backup or restoration.
- Completion and test of incomplete application programming or system integration if not performed by Motorola Solutions and specifically listed as covered.
- Accidental damage, chemical or liquid damage, or other damage caused outside of normal device operating specifications, except if optional Accidental Damage Coverage was purchased.
- Cosmetic imperfections that do not affect the functionality of the device.
- Software support for unauthorized modifications or other misuse of the device software is not covered.

Motorola Solutions is not obligated to provide support for any device that has been subject to the following:

- Repaired, tampered with, altered or modified (including the unauthorized installation of any software) — except by Motorola Solutions authorized service personnel.
- Subjected to unusual physical or electrical stress, abuse, or forces or exposure beyond normal use within the specified operational and environmental parameters set forth in the applicable product specification.
- If the Customer fails to comply with the obligations contained in the Agreement, the applicable software license agreement, and Motorola Solutions terms and conditions of service.

DEVICE TECHNICAL SUPPORT

Motorola Solutions' Device Technical Support service provides telephone consultation for device and accessory issues. Support is delivered through the Motorola Solutions Centralized Managed Support Operations ("CMSO") organization by a staff of technical support specialists.

For Device Technical Support, Motorola Solutions will respond to calls within two (2) hours during the support days. Support hours are 7 a.m. to 7 p.m. CST Monday through Friday, excluding US holidays. In addition, Customers may



contact the Call Management Center (800-MSI-HELP) at any time (24 hours a day, seven days a week) and a Motorola Solutions representative will log a technical request in Motorola Solutions Case Management System on the Customer's behalf.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Provide technical support for devices, assessing and troubleshooting reported issues.
- Receive and log Customer support requests, and assign a technical representative to respond to a Customer incident per the defined timeframes.

CUSTOMER RESPONSIBILITIES

- Use the provided methods to contact Motorola Solutions technical support.
- Provide sufficient information to allow Motorola Solutions technical support agents to diagnose and resolve Customer issues.
- Provide contact information for field service technicians in the event that Motorola Solutions has to follow up.

LIMITATIONS AND EXCLUSIONS

- Device support does not include Land Mobile Radio ("LMR") network, Wi-Fi, and LTE network troubleshooting.

Software Maintenance

Motorola Solutions is continually developing new features and functionality for our portfolio of public-safety-grade radios. By purchasing software maintenance, the Customer can take advantage of these firmware releases and future-proof their communications investment.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Test all firmware releases to minimize software defects.
- Announce new firmware releases and post release notes in a timely manner via MyView Portal.
- Provide firmware updates. Motorola Solutions makes no guarantees as to the frequency or timing of firmware updates.
- Provide upgrade capability through supported Programming Tools.
- Provide programming and service tools and technical support through the firmware support window.
- Provide documentation via MyView Portal with each release detailing new features, bug fixes, and any known issues.

CUSTOMER RESPONSIBILITIES

- Periodically check MyView Portal for firmware update announcements.
- Keep the radio fleet updated with firmware versions within the support window.

MyView Portal Access

MyView Portal is the single location to track the status of subscriptions and service contracts, including start and end dates. This portal includes order, RMA, and technical support ticket status, as well as a consolidated download site for software and documentation.

Outside of pre-announced maintenance periods, MyView Portal will be available on a best effort 24/7 basis. Motorola Solutions cannot guarantee the availability of Internet networks outside of our control.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Provide a web accessible, secure portal to view the Customer's data.
- Provide the Customer with login credentials for the site.
- Provide end-user training for the site.
- Provide technical support to answer end user questions between the hours of 8 a.m. to 5 p.m. CST Monday through Friday, excluding US holidays.
- Keep the site updated with the latest Customer information.

CUSTOMER RESPONSIBILITIES

- Provide Motorola Solutions with contact information for administrative users.
- Administer user access.
- Provide Internet access for users to access the site.
- Attend available MyView Portal training.
- Protect login information against unauthorized use.
- Provide Motorola Solutions with updated equipment information, as needed.





Purchase Order Checklist NA OM

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)
PO Number/ Contract Number
PO Date
Vendor = Motorola Solutions, Inc.
Payment (Billing) Terms/ State Contract Number
Bill-To Name on PO must be equal to the <i>Legal</i> Bill-To Name
Bill-To Address
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)
PO Amount must be equal to or greater than Order Total
Non-Editable Format (Word/ Excel templates cannot be accepted)
Tax Exemption Status
Signatures (As required)

NOTE: When an email order is submitted a confirmation is sent from Motorola AutoNotify referencing a case number.

Once checklist is complete, order still must go through **Order Validation/Credit Approval**



MEEKER COUNTY ZONING ADMINISTRATOR
114 N Holcombe, Suite 150
LITCHFIELD, MINNESOTA 55355-2155
(320) 693-5290

RECEIVED
AUG 4 2025

Greg Schultz
Zoning Administrator

NOTICE

A Public Hearing for a Variance Application for Tim & Mary Jo Read, 22667 708th Ave, Dassel, MN 55325. Lot Seven (7), Nelson's Beach, Lake Washington, Dassel Township. An application for an Area Variance to construct a detached accessory building in variance to the required 35' setback to the road right of way in the R-1 Suburban Residential District and within the Shoreland District, **will be at the Government Center on August 19, 2025 at 5:00pm**. The Meeker County Board of Adjustments will hear all interested parties at this time.

Information pertaining to this application is available to view at the Office of the County Zoning Administrator.

Deadline Date: July 24, 2025



Greg Schultz, Zoning Administrator