



# Regular City Council Meeting

Monday, December 15, 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 Nov. 17, 2025, Red Rooster Minutes Sept. 29, 2025, and DAHS meeting Oct. 28, 2025.

### Attachments:

- **11-17-25 DRAFT Regular City Council Minutes** (11-17-25\_DRAFT\_Regular\_City\_Council\_Minutes.pdf)
- **Red Rooster Meeting Minutes September 29, 2025** (20250929RR\_Minutes.pdf)
- **10-28-2025 DAHS October Meeting Minutes** (10-28-2025\_DAHHS\_October\_Meeting\_Minutes.pdf)

## 3. Public Hearing(s)

### a. 6:15 PM Public Hearing for Certification of Delinquent Accounts

#### Attachments:

- **Delinquent Utility Assessment** (Delinquent\_Utility\_Assessment.pdf)

### b. 6:30 p.m. Public Hearing - Truth In Taxation

#### Attachments:

- **2026 Truth In Taxation Presentation** (2026\_Truth\_In\_Taxation\_Presentation.pdf)

### c. 7:00 p.m. Public Hearing Review Ordinance 36.01 Fee Schedule & Potential Increase in Water/Sewer/Stormwater rates for 2026

Updated: Resolution 2025-029 attached.

#### Attachments:

- **2025-029 Resolution 2026 Fee Schedule** (2025-029\_Resolution\_2026\_Fee\_Schedule.pdf)

- **UTILITY RATE INCREASE EXAMPLE** (UTILITY\_RATE\_INCREASE\_EXAMPL E.pdf)

#### 4. Open Forum

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

Darrin Sombke, Meeker County Commissioner

#### 5. Additions or Omissions to Agenda

#### 6. Consent Agenda

- Payment of Claims \$554,870.80**
- Approving new liquor license and Sunday liquor application for Thirsty's Bar & Grill under GTown LLC Sara Cassidy for January 1, 2026 to January 1, 2027 pending background check by Meeker County Sheriffs Department.**
- Motion not to waive municipal tort liability limits established by MN Statute 466.04.**

##### Attachments:

- **LMCIT Liability Coverage Waiver Form** (LMCIT\_Liability\_Coverage\_Waive r\_Form.pdf)

- Motion to schedule the 1st City Council meeting of 2026 on Tuesday, January 20, 2026, at 6:00 p.m.**

Due to Martin Luther King Jr day on the 3rd Monday of January 2026, the City Council regular meeting needs to be rescheduled.

- UPDATE: Motion to Approve the Appointment of the Fire Department Officers effective Jan. 1, 2025**

##### Attachments:

- **2026 Fire Department Officers** (2026\_Fire\_Department\_Officers\_-\_Counci l\_Approve\_12-15-25.pdf)

- Motion to approve Resolution 2025-032 accepting a donation to the City of Dassel from Dassel Firemans Relief Association Gambling Account in the amount of \$15,000.**

##### Attachments:

- **2025-032 Resolution Accepting Donation-FD Gambling \$15,000** (2025-03 2\_Resolution\_Accepting\_Donation-FD\_Gambling\_15\_000.pdf)

#### 7. Council & Committee Reports

- DAHS meeting, Tues. Nov. 25, 2025 - Eckerly**
- Joint Meeting with City of Cokato, ISD 466, and City of Dassel, Mon. Dec. 1,**

**2025 - Mayor Lalone**

**c. Red Rooster Committee meeting, Mon. Dec. 8, 2025 - Gaertner**

**8. Staff Reports**

**a. Museum Director**

**Attachments:**

- **Museum Directors Monthly report** (Museum\_Directors\_Monthly\_report.pdf)

**b. Liquor Store Manager**

**Attachments:**

- **Monthly Report** (Liquor\_November\_2025.pdf)

**c. Fire Chief**

The Fire Department has 20 Motorola XTS2500 radios that we would like to see if we can sell now that we have put the new portable radios into service. (Business Item 9a)  
Fire Department calendars should be coming.

**Attachments:**

- **Fire Department Monthly Report** (Fire\_Department\_Monthly\_Report.pdf)

**d. Public Works Director**

Kyle Moy, Public Works Director would like to discuss relisting the 2005 Ford Ranger for sale.

He would like to review with the Council the new towing arrangement with Bill Casey for this winter.

**Attachments:**

- **Public Works Report December 2025** (Public\_Works\_Report\_December\_2025.docx)
- **2005 Ford Ranger XLT 4x4 For Sale** (2005\_Ford\_Ranger\_XLT\_4x4\_For\_Sale.pdf)
- **2025 City of Dassel Snow Emergency EDDM** (2025\_City\_of\_Dassel\_Snow\_Emergency\_EDDM.pdf)

**e. City Engineer**

2027 Street Improvement Project (9c Business Item). Mitchell Lease, City Engineer will be reviewing the attached memo regarding Feasibility Report cost between \$18,000 - \$22,000.

He will be giving an update on the DEED BDPI application for Spectralytics.

The amended amount for the Trail Grant (MNDOT Active Transportation Grant) was \$8,668.41.

**Attachments:**

- **2025-11-13 2027 Imp Proj Mayor Cncl Memo** (2025-11-13\_2027\_Imp\_Proj\_Mayor\_Cncl\_Memo.pdf)
- **2025-11-25 2027 Imp Proj Feas Report Mayor Cncl Memo** (2025-11-25\_2027\_Imp\_Proj\_Feas\_Report\_Mayor\_Cncl\_Memo.pdf)

**f. City Administrator**

**Attachments:**

- **20251215 City Administrator Report** (20251215\_City\_Administrator\_Report.pdf)

**g. City Attorney - No Action Items**

**h. Sheriff's Department**

**Attachments:**

- **Meeker Co Sheriffs Monthly Stats - November 2025** (Meeker\_Co\_Sheriffs\_Monthly\_Stats\_-\_November\_2025.pdf)

**9. Business Items**

**a. Motion to declare the 20 Motorola XTS2500 radios as surplus property and authorize advertisement for bids or list on gov.deals.**

The Fire Department has 20 Motorola XTS2500 radios that we would like to see if we can sell now that we have put the new portable radios into service.

**b. Motion to certify delinquent water and sewer amounts to the Meeker County Auditor to be put on the real estate taxes**

**Attachments:**

- **Delinquent Utility Assessment** (Delinquent\_Utility\_Assessment.pdf)

**c. Motion to approve Resolution 2025-028 Ordering Preparation of Report on 2027 Street Improvement Project**

**Attachments:**

- **TABLED 2025-028 Resolution Ordering Preparation of Report on 2027 Street Improvement Project** (TABLED\_2025-028\_Resolution\_Ordering\_Preparation\_of\_Report\_on\_2027\_Street\_Improvement\_Project.pdf)

**d. Motion to Approve Resolution 2025-030 Appointing Dassel State Insurance and Susan Jarl, Agent**

**Attachments:**

- **2025-030 Resolution Appointing Dassel State Insurance Agency and Susan Jarl** (2025-030\_Resolution\_Appointing\_Dassel\_State\_Insurance\_Agency\_and\_Susan\_Jarl.pdf)

- e. **Discuss proposal from SunShare for placement of solar gardens on PID 23-0607000**

**Attachments:**

- **Dec 2025 Solar Garden Proposal SunShare** (Dec\_2025\_Solar\_Garden\_Proposal\_SunShare.pdf)

- f. **Discuss purchasing digital archival system, Laserfiche proposal and DocuWare proposal. The money would be from account 101-41000-501 Capital Projects with a balance of \$40,000.**

Cities Digital-Laserfiche cost would be on page 6 of the proposal \$10,815.00. This price is for 100 users but must be purchased before 12-31-2025. The annual renewal would be approximately \$3,415.00. The city can take the option to lock in on annual renewal costs: 3-year term which includes a 3% YoY price increase on the \$3,415.00 or 5-year term which includes a 5% YoY price increase on the \$3,415.00.

Metro Sales - DocuWare cost would be on page 1 and 2 of the User Price. It is dependent on how many users. 7 users is \$13,021.63. Annual renewal would be \$9,101.63.

**Attachments:**

- **Cities Digital Software and Services Contract - 2025** (Cities\_Digital\_Software\_and\_Services\_Contract\_-\_2025.pdf)
- **Laserfiche Proposal - City of Dassel** (Laserfiche\_Proposal\_-\_City\_of\_Dassel.pdf)
- **12-11-25 updated DocuWare Proposal for City of Dassel** (12-11-25\_updated\_DocuWare\_Proposal\_for\_City\_of\_Dassel.pdf)
- **DocuWare User Price and SOW City of Dassel 12-11-2025** (DocuWare\_User\_Price\_and\_SOW\_City\_of\_Dassel\_12-11-2025.pdf)

- g. **Update on RFP for Engineering/Architect firm for costs on designing new Fire Station**

- h. **Motion to approve Resolution 2025-029 Setting and Approving the Annual Fee Schedule for 2026**

Updated: Resolution number changed from 2025-031 to 2025-029 and updated resolution attached.

**Attachments:**

- **2025-029 Resolution 2026 Fee Schedule** (2025-029\_Resolution\_2026\_Fee\_Schedule.pdf)

- i. **Motion to Adopt Resolution 2025-31 Approving Final Budget & Levy**

Updated; Resolution number changed from 2025-032 to 2025-031

**Attachments:**

- **2025-031 Resolution Adopting Final Budget & Levy for 2026** (2025-031\_Resolution\_Adopting\_Final\_Budget\_Levy\_for\_2026.pdf)

- j. **Motion to approve 3% pay increase for staff effective 1/1/2026.**
- k. **UPDATE: Motion to approve quote from Computer Samurai for Firewall equipment for admin office, public works and museum, a new desktop computer for public works, and additional memory for 2 computers in Admin office**

I have contacted Eric at Computer Samurai for an updated quote. The money would come from 101-41000-500 Gen Capital Outlay (balance \$19,085.00) for the firewall equipment, 101-41400-203 City Clerk office supplies for memory (Balance \$1,430.31), desktop would be split between water 601-49400-500 Gen Capital Outlay (bal. 10,000) and sewer 602-49450-500 Gen Capital Outlay (bal. 15,366.22).

**Attachments:**

- **4-25-25 Estimate Computer Samurai** (4-25-25\_Estimate\_Computer\_Samurai.pdf)

- l. **UPDATE: Motion to approve lease with Tiercel Properties LLC for ice rink to December 1, 2027.**

**Attachments:**

- **12-11-25 Ice Rink Lease with Tiercel Properties LLC** (12-11-25\_Ice\_Rink\_Lease\_with\_Tiercel\_Properties\_LLC.pdf)

**10. Announcements / Dates to Remember**

2026 Elected Leaders Institute Feb. 6-7, 2026, in Plymouth and Feb. 20-21, 2026, in Alexandria  
NEED TO REGISTER AND BOOK HOTELS ASAP

Holiday - December 24, 2025 - Christmas Eve - City Hall Closed

Holiday - December 25, 2025 - Christmas Day - City Hall Closed

Holiday - December 31, 2025 - New Year Eve - City Hall open 8:00 am - noon

Holiday - January 1, 2025 - New Year Day - City Hall Closed

Dept Head meeting, Tues. Jan. 13, 2026, 7:00 a.m. at City Hall

Red Rooster Committee Meeting - Thurs. Jan. 15, 2026, at 6:00 p.m.

Holiday - January 19, 2026 - Martin Luther King, Jr. Day - City Hall Closed

City Council meeting, Tues. Jan. 20, 2026, 6:00 p.m. at City Hall

DAHS meeting, Tues. Jan. 27, 2026, 10:00 a.m. History Center, Annual Membership Meeting

## **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.

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Contact: Renee Eckerly (renee.eckerly@dassel.com 320-275-2454) | Agenda published on 12/12/2025 at 12:54 PM



# DRAFT

## Regular City Council Meeting

### Minutes

Monday, November 17, 2025 at 6:00 pm

#### 1. Call to Order

**Minutes:**

Meeting was called to order by Mayor Lalone at 6:02 pm.

**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 Oct. 20, 2025, Closed City Council meeting Oct. 28, 2025, Special City Council meeting Nov. 13, 2025, DAHS meeting Sept. 23, 2025.

**Minutes:**

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

#### 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

**Minutes:**

Motion by Gaertner, seconded by Thurn to approve the consent agenda. Motion carried.

**a. Payment of Claims \$267,323.93**

**b. Motion to approve Resolution 2025-026 accepting a donation to the City of Dassel from Dassel Firemans Relief Association Gambling Account in the amount of \$60,000.**

**c. Motion to approve Resolution 2025-027 accepting a donation to the City of Dassel from Gary & Doris Kyllonen in Honor of Orland Nelson in the amount of \$20.**

#### 7. Council & Committee Reports

**a. DAHS meeting, Tues. Oct. 28, 2025 - Eckerly**

**Minutes:**

Administrator Eckerly reported at the October 28th meeting the Ergot panels will be coming to the next board meeting, they cost about \$200.00 each. Carolyn, Julie and Mary will be working on the wording for the panels. Membership letters have been sent out. Janis has been working on trying to reach out to more people on social media and getting the website to be more user friendly, she is also continually working on updating the tv in the entry way.

**b. Closed City Council meeting, Tues. Oct. 28, 2025 - Mayor Lalone**

**Minutes:**

Mayor Lalone reported that Jana Sullivan, attorney with Kennedy and Graven was present to go over the allegations made by a former employee. Council decided that all staff take part in respectful workplace training. Council member Landrus stated they have been looking into different options and feels that in person training would be more beneficial. Eckerly stated we need a minimum of 25 employees in attendance to have in person and at this time we only have 21. Lalone and Landrus will continue to look for training options best suited for the needs of staff.

**c. Special City Council meeting, Thurs. Nov. 13, 2025 - Mayor Lalone**

**Minutes:**

Mayor Lalone reported that interviews were conducted for the 2 firms that replies to the RFP. The individual that would be representing the city and their immediate supervisor. Council decided to make a decision at the regular meeting on November 17th to have a couple of days to think about their decision.

**8. Staff Reports**

**a. Museum Director**

Report will be distributed at the meeting. 11/18/25 UPDATE attachments added from Council meeting 11/17/25

**Minutes:**

Museum Director Holje reported they are working on getting the HVAC issues resolved. Evaluating the spaces in the History Center for exhibits and enhancing the ergot exhibit. The landscapers have completed fall cleanup. Programming and exhibits are slowing down now that winter is approaching, but rentals have continued to increase. Fungus Amongus is performing Cyrano De Bergerac. She is planning for 2026 events and is open to any suggestions.

**b. Liquor Store Manager**

**Minutes:**

Manager Moy reported sales are down a little, but the sales of closeout items have been steady. The floor has been polished and staff is setting up for the holidays. Vos Construction started on the gutter project today.

**c. Fire Chief**

**Minutes:**

Chief Johnson reported 34 calls for the month of October, which 19 of these were in city limits. This is 25-30 more calls over 2024. The department received a \$500.00 grant from the Chris Hansen Trust in memory of Ole Nelson.

**d. Public Works Director**

Report will be distributed at the meeting.

**Minutes:**

Director Moy reported Street Dept: We have been out street sweeping weekly. It appears leaves are wrapping up for the year so it should be slowing down. We will be billing MNDOT and Meeker County for sweeping this fall as we have done previous years. We have been working with resident on Parker with the remaining storm vector on his property. We are creating a better access the vector for yearly cleaning. We brought in some of the millings to make an access road. The millings that we put on to Pacific Ave. worked out great. Water Dept: The water leak at 1st and HWY 12 has been repaired. In doing this we were able to increase water pressure in an area of town that had lower pressures. MDH did contact us due to low orthophosphate levels on our quarterly samples. At the time we were having an issue with injection pump air locking. I explained this to them and that it has been resolved. We have been working with A Way-Out Sober Living on the new service line they are installing Sewer Dept: We have finished spaying for the year. The ponds are lowest they have in the past couple years. We are currently working on winterizing the fields. We completed sewer flushing for the year. Equipment: We have been continuing to winterize summer equipment and bring out the winter equipment. We have the Ranger listed for bids. I have not received any offers or interest in the loader plow we have on consignment. Parks: We have been continuing to mulch leaves and clean up parks for winter. All parks and properties are winterized. The bathrooms are closed. We have been taking in a lot of leaves and brush at the compost. Would like to remind everyone that it is for residents who live within city limits. Personnel: Stan will be changing to on call status on November 20th and coming back in just for plowing. Moy present council with 2 quotes for 3-year generator planned equipment maintenance. Cummins 3-year quote was \$9,226.11 and Ziegler at \$4,491.84 a year. Motion by Lalone, seconded by Landrus to approve the Cummins 3-year Generator Planned Equipment Maintenance Agreement in the amount of \$9,226.11. Motion carried.

**e. City Engineer**

**Minutes:**

Engineer Lease updated council on the Dassel Cokato Trail Improvement project stating there is an overage on the project of approximately \$12,000.00 that he is working with the grant administrator on seeing if additional grant funding is available to cover those costs. Lease reported on the Street Capital Improvement Plan and the proposed 2027 Street Improvement Project. He answered questions council had and will get a cost for the feasibility study.

**f. City Administrator**

**Minutes:**

Administrator Eckerly reported on October 27, 2025, the City received notification that it was awarded \$234,042 from the MN Housing Infrastructure Grant Program. She completed and filed for a low potency cannabis license for the Liquor store from the Office of Cannabis Management. Deadline was Oct. 31st. Met with Mitchell Lease, Chuck DeWolf City Engineers, Nolan regarding the tile line that goes across Tom Fischer property south of the city again. An estimate to move the tile line into the right-of-way is being research and will come to Council possible next month. She continues to work with Derrick Haase regarding water access for sprinkler system at the Former Lakeview Ranch property. The water line for fire suppression is connected to the city water. The Halloween Trick or Treating at downtown business was a success with 26 businesses participating and about 120 kids. She attended the following meeting: DAHS meeting, Paid Family Leave webinars, Housing webinars, Special City Council meeting, and Department Head meeting. Working on renewal of benefits (Dental, Health, TASC, Flex Spending, Health Savings). Working on renewal of liability insurance and workers' comp policies with the League of MN Cities Insurance Trust. Working on Paid Family Leave policy, posting the notice to employees, setting up Banyon and setting up additional unemployment accounts with the State of MN. She attended the Meeker County Justice Center Open House on Oct. 29, 2025. It was a very informative tour. She is compiling performance evaluation packets for Department Heads.

The date for the joint meeting with the City of Cokato and the School District was discussed and it was decided that December 1st works best if it can be held at the school.

**g. City Attorney**

**h. Sheriff's Department**

**Minutes:**

Deputy Kelly reported 123 calls for the month of October, 0 burglaries, 2 thefts and 68 traffic stops.

**9. Business Items**

**a. Motion to approve Payment Estimate #1 from R & K Industries, LLC dba Diversified Paving in the amount of \$324,153.17 for improvements to the Dassel -Cokato Trail**

**Minutes:**

Motion by Gaertner, seconded by Suchy to approve Payment Estimate #1 from R & K Industries, LLC dba Diversified Paving in the amount of \$324,153.17 for improvements to the Dassel -Cokato Trail. Motion carried.

**b. Motion to approve 5-Year Street Capital Improvement Plan for 2027-2039 including map.**

**Minutes:**

Motion by Landrus, seconded by Thurn to approve Street Capital Improvement

Plan for 2027-2039 including map. Motion carried.

**c. Motion to approve Resolution 2025-028 Ordering Preparation of Report on 2027 Street Improvement Project.**

**Minutes:**

Council requested the cost of the feasibility study. This has been tabled and will be discussed at a future meeting, no action taken.

**d. Motion to approve contract with \_\_\_\_\_ for attorney services for the City of Dassel and authorize the Mayor and City Administrator to sign the agreement.**

**Minutes:**

Motion to approve contract with Flaherty & Hood for attorney services for the City of Dassel and authorize the Mayor and City Administrator to sign the agreement. Motion carried with Gaertner and Suchy voting no.

**e. Update on RFP for Engineering/Architect firm for costs on designing new Fire Station**

**Minutes:**

No action taken on this, RFP not ready.

**f. Discuss if City Council wants to increase Meeting Per Diem from \$25.00 starting in 2026 and increase their salary starting in 2026.**

**Minutes:**

Motion by Gaertner, seconded by Lalone to increase council yearly salary to \$2,000.00 and Mayor yearly salary to \$3,000.00 with the special meeting stipend staying at \$25.00. Motion carried with Landrus abstaining.

**10. Announcements / Dates to Remember**

**Minutes:**

DAHS meeting, Tues. Nov. 25, 2025, 10:00 a.m. History Center Red Rooster committee meeting December 8, 2025, 6:00 p.m. Dept Head meeting, Tues. Dec. 9, 2025, 7:00 a.m. at City Hall City Council meeting, Mon. Dec. 15, 2025, 6:00 p.m. at City Hall Delinquent Utility Account Hearing, Mon. Dec. 15, 2025, 6:15 p.m. at City Hall Truth In Taxation Hearing, Mon. Dec. 15, 2025, 6:30 p.m. at City Hall Holiday - December 24, 2025 - Christmas Eve - City Hall Closed Holiday - December 25, 2025 - Christmas Day - City Hall Closed Holiday - December 31, 2025 - New Year Eve - City Hall open 8:00 am - noon Holiday - January 1, 2025 - New Year Day - City Hall Closed

**11. Adjourn**

**Minutes:**

Motion by Gaertner, seconded by Landrus to adjourn at 7:42 p.m. Motion carried.

**MINUTES**  
**Red Rooster Committee**  
**September 29, 2025, Dassel City Hall Community Room**

**Call to Order:** Meeting was called to order by Chair Hungerford at 6:00 p.m.

**Roll Call:** Ron Hungerford, Kurt Jacques, Erik Dickey, Randy & Marcia Dischinger, Gwen Hallquist, Amy Gaertner, Tom Nelson, Sydney Mawdsley, Angela Gabrelcik, Erika Pudas, Josh Johnson, Becky Nguyen, Kyle Moy, Renee Eckerly and Tracey Bergum.

**Secretary's Report & Approval of Minutes:** Motion by Hallquist, seconded by Jacques, to approve the minutes as presented. Motion carried

**Treasurer's Report:** Bergum gave the Treasurer's Report and reviewed the large spreadsheet she created which explained the breakdown between Revenue and Expenditure. The amount that is owed to the city was discussed and will be added as a motion on the next agenda. Staff will work with the Ambassadors to understand the budget.

**Events:**

**Chicken Dinner:** Marcia reported that the cooler worked well, the salads came in 33lb containers which was more difficult to handle. First District donated the milk and chocolate milk; the chocolate milk was a huge hit. The cleanliness of the building was much appreciated, thanks to Matt. The ambassadors and their moms worked a shift. Eckerly has Thank You cards for the committee members to sign that will be mailed out to those who helped make this years Red Rooster Days a success.

**Pits:** Hungerford reported that the pits went well. The truck worked great, and Marketplace did a great job, and their help was appreciated. The grates have been cleaned, and Public Works have them moved back inside. Kurt Jacques suggested flipping the chicken onto another rack in the future to save some of the chicken since the new grates are heavier than the previous ones.

**Vendors:** Jacques reported there were 11 vendors and they seemed to do ok. Hick with a Pick was a huge hit. Need to have more picnic tables in the future, they were full all weekend.

Motion by Hallquist, seconded by Gaertner to book Hick with a Pick for 2026 Red Rooster Days. Motion carried.

**Egg Hunt:** Jacques reported that next year the plan is to do 2 egg hunts, one for kids and one for adults, with a prize of \$40.00 for each.

**Run/Walk:** Dickey stated that he and his brother marked the route. Josh Johnson stated that Brad Johnson with the high school cross country team is interested in taking over the event as a fundraiser. Prizes for the event need to be determined prior to the day of to eliminate confusion.

**Waterball:** Dickey stated they had a decent turnout, but next year they will schedule better to avoid timing conflicts with coronation. Dickey also stated Thirsty's expressed interest in having a street dance as well as mini rods next year.

**Bike Ride:** Jacques reported that there was some concern during the 17-mile ride with how bad traffic was and suggested looking into a different route. There were also concerns from the fire department regarding the traffic.

**Fireworks:** There are 2 more years on the contract. This year's fireworks seemed to start later than usual so staff will check with the company about the start time. Becky Nguyen stated it was very dark in Spring Lake Park and next year lighting would be nice to have to make it easier to see. The Porta potty and dumpster were not delivered to the correct location. This will be corrected in the upcoming year. Nguyen stated they will do the brat/burger feed again, but would need the lighting.

**Parade:** Hallquist reported the parade went well. Someone took a couple of the parade route signs so she will need to order new ones. She asked for Grand Marshall suggestions for next year. She would also like child size volunteer shirts to be ordered. The SWTV trailer broke but

Nolan in Public Works saved the day. Hallquist also mentioned that the music by Hick with a Pick was a great addition and would like to see him return in future years.

**Coronation:** Erika Pudas reported over 130 visiting royalties attended the coronation; the grandstand was full. Pudas stated they are thankful for all the spaces they are able to use for their events. Hallquist requested the candidates and their parents' names earlier so that she can get them on the parade program. Gaertner asked if about the ambassadors handing out posters since it didn't appear to be happening and Pudas and Mawdsley stated they will make sure it happens in the future.

**Car Show:** Tom Nelson stated there were 73 cars entered in this years show, with room for more. 20% of those being new entries with. Nelson thanked the City Hall staff for making the certificates he needed.

**Petting Zoo:** Gaertner reported there was a great turnout again for the petting zoo and would like to schedule them again for next year.

**Community Worship:** Eckerly stated there was some confusion with the time of the community worship at Gethsemane Lutheran this year. She will reach out to Keith Carlson to see if the ministerial committee would like to meet to confirm the time.

**Next meeting:** Thursday October 30, 2025, at 6:00 p.m. at the city hall.

**Adjourn:** Motion by Gaertner, seconded by M. Dischinger to adjourn the meeting at 7:00 p.m. Motion carried.

Submitted by Tracey Bergum, City Clerk - Treasurer

**Dassel Area Historical Society**  
Board of Trustee's Meeting  
October 28, 2025 10am

**In attendance:**

Executive Board: Ron Hungerford, Paul Settergren, Jon Benson, Rae Gayner

Board of Trustees –

Voting members: Galen Nyman, Mechele Pitchford, Susan Anderson, Julie Lindquist, Mary Jensen, Terri Boese, Renee Eckerly

Non-Voting attendees: Carolyn Holje, Therese O'Fallon, Janis Rannow

The monthly meeting of the DAHS was called to order by Ron Hungerford at 10:03am

**Secretary's meeting minutes (September)** presented by Rae.

Rae noted that for the first time, we are recording the meeting via Minutes AI so please be careful not to talk over one another. This new app will automatically take minutes that will be transcribed into our format.

Minutes were approved with a motion from Jon and a second from Galen. Motion passed.

**Treasurer/Financial report (EOM September)** given by Jon.

Jon noted he's been out of the loop for a bit. Welcome back Jon!!

- Income \$3,612.76 and expenses \$2,962.05
- Treasurer Report for income/expenses and other:
  - Checking account: \$40,507.15 Edward Jones: \$83,894.04
    - Edward Jones YTD interest - \$3,207.20
  - Total non-dedicated funds \$124,401.19
- Membership letters were sent out yesterday

Treasure Report approved after motion made to accept by Terri with a second by Mary. Motion passed.

**Director's Report:** Carolyn presented the Director's Report

- We are more than a museum, the history center is about promoting the community with programming and different things that happen here, plays and everything like that.
- Handout of interest – Cost of original restoration of the building.
  - The organization started out with \$78
  - Jerry Bollman was the mayor at the time and while a \$5,000 donation was requested, he suggested asking for \$10,000 so they'd approve \$5,000. The board approved \$5,000.
  - The money was spent, and the organization wrote eight grant requests.
- Membership letters went out yesterday, with an expected return of \$25,000 - \$35,000. Unfortunately many of our larger donors have passed. So not only may our memberships be down but our donations may be as well.
- The summer has been very busy:
  - Lydia Henry's manhole cover rubbings exhibit
  - Kurt Meyers Aisian Fusion exhibit.
  - Norwegian celebration of the 200<sup>th</sup> Anniversary of immigration. Included rosemaling exhibit.
- Ergot:
  - Evaluation of spaces at the history center for exhibits is underway, including the ergot exhibit.
  - Dan Hoisington, has nine panels laid out, ready for review. He initially thought 300 words, then reduced it to 200 words.
    - Mary and Julie proposed that the Ergot committee review and make suggestions before the final review comes before the board. After a bit of discussion, this was agreed upon.
      - Our last meeting of 25' will be in November. All agreed that the committee should take the time necessary to review the panels and if the panels don't come to the board until our January meeting, this is just fine.
    - Per both Mary and Julie, the Universal Laboratories story will be part of the exhibit.
    - Per Dan, each panel will cost approximately \$200, totaling \$1,800 and his consultant fee will be about \$1,000.

- Right now, the focus has been on the panels only and they will all be located in the first floor room.
- Jon asked if we ever received Ergot information from others as they visited. Carolyn said yes, they'd heard from a Mr Eddelston, who was in the army. He stated they were growing ergot which was being used by the CIA.
- Mary stated that they exhibit reflects blight to blessing. Carolyn noted that Bob did a lot of work on the current exhibit.

**Upcoming/Future Programs/Concerts, Events, Exhibits:**

**Programs/Scheduled Exhibits/Concerts:**

- NA

**Exhibits:**

- Hildred exhibit remains on 4<sup>th</sup> floor
- Magnus Johnson and Peterson Pharmacy continue

**Future Exhibits:**

- Printing exhibit.
- Dakota Uprising tour
- Old Christmas decorations

Directors Report approved after motion made to accept by Julie with a second by Renee. Motion passed.

**MISC Of Interest –**

- Cole O'Brien is interested in a QR Code program for historical sites in Dassel

**Ongoing Scheduled activities –**

- Mondays 10am – 3pm Playing Mahjong
- Tuesdays - 1:00 Card club

On the Last Tuesday of the month there is music and line dancing (all are welcome).

- Wednesdays 1 – 4pm Senior Citizens, games and coffee
- Thursdays – 9am and 6pm Country Western Line Dancing

Fellowship gathering in the afternoon; discussions about local area history

**City News – Presented by Renee**

- The council approved applying for a deed grant for Spectralytics Cretax, which is undergoing a \$3 million expansion.
  - The grant is to help fund the \$830,000 cost to get sewer to the end of the limits.
  - Deed is interested in helping with 50% of the cost.
- The city was awarded a housing infrastructure grant for the area near the assisted living.
  - The grant will help fund infrastructure for four six-plexes planned for the area.
  - The city was awarded \$100,000 towards construction of those units
  - The city also received either \$250,000 or \$300,000 towards the infrastructure to go in that area.
- Cretax wants to hire 100 people within the next year and currently has 13 of these positions filled, with 17 more posted.
  - They are branching out to make their own product, which will be produced in Costa Rica.
  - They are planning another expansion in three years.
- Highway 15 – There will be digging along highway 15 on the former Lakeview Ranch property. They are boring under the highway to connect to the city's water system. The final connection will be Monday.
- Fire Station –
  - The council approved proceeding with a request for proposal for engineering services to help design a new fire hall and find funding.
    - The fire advisory council invited entitles that the fire department covers to tour the fire hall.
    - The new fire hall is estimated to cost between \$2-\$5 million.
    - They are considering building the new fire hall on the vacant lot in the same place.
    - They are also considering a proposal for the house on the block.
    - It is possible to have it done prior to the new fire truck coming first quarter of 2028.

- There is a broken valve on highway 12 which is why there is standing water, the city is waiting for a part to fix it.
- Trick or Treating will be at both the stadium and downtown beginning at 3:00 and at Gethsemane and the Covenant Churches after that.
- Public Works is selling a 2005 Ford Ranger with a minimum bid of \$2,500.
- Christmas on 12<sup>th</sup>
  - November 1<sup>st</sup> for shopping
  - Facebook post with more information to come.
- Veteran's Day program will be held at the school on November 11<sup>th</sup> at 2pm. Veterans are encouraged to attend and be recognized.

**FungusAmongus:** presented by Jon and Ron

- Fall – Cyrano de Bergerac – There is some serious sword fighting, which is another reason why seats are limited, they can't be "too close" to the action. Run time is approximately 2 hours.
- Winter – A Sherlock Carol. Some rehearsals have already begun.
- Spring – Neil Simon's Fools
- Summer – Newsies. The budget for the production is \$36K and a grant is currently being written for \$10K.

**Old Business:**

- N/A

**New Business:**

- Per Mechele, the Education Committee has been meeting, more to come.
- Renee – Website
  - All municipalities must be ADA compliant by May 2026
  - Working with Janis to find new providers for the Historical Society's website to make it ADA compliant. The current website is not ADA compliant.
  - ADA compliance includes audio and visual elements, such as captions for videos, descriptions for images, and keyboard accessibility.
  - Sites being looked at are under \$1,000 annually
- Janis Introduction:
  - Janis introduced herself, highlighting her background in writing, design, and communications for large organizations.
  - She mentioned her work with the American Cancer Society, including getting the Freedom to Breathe Act passed.
  - Since starting, Janis launched a new website and Facebook page, and started an online newsletter to supplement the quarterly print newsletter.
  - She is working on long-range planning, including tracking press releases and flyer distribution. Marlys Erickson is helping distribute posters in various locations along with table tents.
  - She created postcards to help people find the organization online.
  - Is working towards the new website containing a means for on-line giving, both memberships and donations.
  - Postcard and Online Presence:
    - Postcards were created to address the issue of outdated websites and Facebook pages that are still accessible.
    - The website is updated with new events, and Facebook posts are shared on the organization's page and in local community groups.
    - Marlys has a list of places that accept the flyers and table tents. She initiated the flyer distribution system.

**Motion made by Terri to adjourn the meeting. Seconded by Jon. Meeting adjourned at 10:51**

**Next Meeting – Tuesday, November 25<sup>th</sup> at 10am.**

Acct #	BillingName	Serv Addr	TOTAL DUE	PAST DUE	10%	TOTAL ASSESSED
00-00000229-07-0	AMH DASSEL LLC	811 PARKER AVE W	\$177.88	\$177.88	\$17.79	\$195.67
01-00000008-02-5	CHEEK, MARK	610 PARKER AVE E	\$1,464.37	\$1,464.37	\$146.44	\$1,610.81
01-00000160-22-6	MYERS, KYLE	260 5TH STREET S	\$319.41	\$192.19	\$19.22	\$211.41
01-00000291-03-2	HAWKINSON, SAM <b>TENANT</b>	751 GUY STREET	\$442.03	\$263.99	\$26.40	\$290.39
01-00000303-00-5	KENDALL, NORMAN	241 WILLIAM AVE E	\$730.82	\$730.82	\$73.08	\$803.90
01-00000336-01-0	STILLMAN, VALERIE	231 LINART AVE W	\$219.28	\$130.49	\$13.05	\$143.54
01-00000355-02-8	SILTALA, JUSTIN	610 2ND STREET N	\$306.64	\$201.00	\$20.10	\$221.10
01-00000370-01-6	CLAFLIN, KEVIN	711 2ND STREET N	\$100.00	\$43.40	\$4.34	\$47.74
01-00008271-00-9	ADAMS, ANGIE <b>TENANT</b>	530 TODD STREET LOT 5	\$331.12	\$196.38	\$19.64	\$216.02
	SARAVIA, APRIL	611 1ST ST N		\$700.00	\$70.00	\$770.00

Total Past Due	10% penalty	Total Assessed
\$5,986.03	\$598.60	\$6,584.63

**CITY OF DASSEL  
TRUTH IN TAXATION  
HEARING**

**DECEMBER 15, 2025**

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**2026 LEVY & BUDGET**



# Factors that impact the City Tax Levy

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1. Property Market Value – Determined by County Assessor
  2. Property Class Rate – Determined by County Assessor
  3. State Aid – Homestead Exclusion Credit
  4. Net Tax Capacity
- 

# Breakdown of Proposed 2026 Property Tax Levy

	2025	2026
General Fund Levy	\$813,308	\$853,873
Tax Abatement	\$2,000	\$2,000
Fire Protection	\$79,380	\$81,963
Bond Levy	<u>\$93,808</u>	<u>\$182,240</u>
Total Property Tax Levy	\$988,496	\$1,120,076

## 2026 Project Spending

- The City Council and the Fire Advisory Board approved the purchase of a new fire truck in 2027 that will cost \$1.4M
- Other city improvements requested include: additional storage/archival space at the history center; library expansion; new fire hall and 2027 Street Improvement Project

# CURRENT CITY BOND SCHEDULE

Type of Bond/Project	Initial Bond Amount	Payoff Date
Fire Truck	\$336,000	Bond is paid off; continuing payment for next truck
Community Room/Museum	\$420,000	2026
Water Tower	\$1,203,723	2028
Water Main	\$352,662	2029
Southside Storm Sewer	\$918,000	2031
Water/Sewer Mains	\$1,053,161	2033
Water Plant Rehab	\$2,360,880	2039
Water/Sewer/Streets	\$1,690,773	2042
Street Sweeper	\$282,678	2029
Sidewalk/Parking lots – Tax Abatement Bond	\$364,000	2040
	<b>\$8,617,877</b>	

# What does the levy increase of \$40,565 include?

Factors affecting the 2026 Levy increase:

- \$20,426 increase for Sheriff Department services
- \$20,139 increase for Liability Insurance and wages
- Which includes Employee benefit costs increased 16% (Health Insurance)
- Addition of 1 full-time Administrative Assistant

Additional Information:

- *2018 Tax rate 89.387%, 2019 Tax rate 86.09%, 2020 Tax rate 83.138%, 2021 Tax rate 78.74%, 2022 Tax rate 78.92%, 2023 Tax rate 75.25%, 2024 Tax rate 54.70%, 2025 anticipated tax rate 59.98%*

# What Else Should You Know?

Your local units of government have proposed the amounts they will need to levy in 2026.

The following circumstances could change these amounts:

- Upcoming referenda
- Legal judgments
- Natural disasters
- Voter-approved levy limit increases, or
- Special assessments

Your county commissioners, school board, city council (if your property is located in a city with a population over 500), and any required special taxing district will soon be holding meetings to discuss the 2026 budgets and proposed 2026 property taxes. (The school board will discuss the 2025 budget.) You are invited to attend these meetings to express your opinion.

## Supplemental Budget Information - Proposed 2026 Taxes

### How Can You Learn More?

The time to provide feedback on proposed levies is now.

You are invited to attend budget meetings to express your opinion.

Levy information is provided by the county, city, and school district. It compares two years for those jurisdictions. For more information, contact the county, city, or school district directly or visit their websites.

Levy amounts impact the taxes owed for your property. Additional factors that may impact your property tax amount include changes to taxable market value, improvements made to the property, and changes in special programs, such as the homestead market value exclusion.

### Levy Information

Taxing Authority	2025 Actual	2026 Proposed	Percent Change
Meeker County	\$17,415,860	\$19,010,390	9.16%
City of Cedar Mills	\$22,500	\$22,500	0.00%
City of Cosmos	\$258,513	\$266,269	3.00%
City of Darwin	\$106,000	\$116,000	9.43%
City of Dassel	\$988,496	\$1,142,731	15.60%
City of Eden Valley	\$494,530	\$638,508	29.11%
City of Grove City	\$243,217	\$265,106	9.00%
City of Kingston	\$21,460	\$27,000	25.82%
City of Litchfield	\$3,791,900	\$4,088,175	7.81%
City of Watkins	\$524,452	\$547,697	4.43%
School District 423 Hutchinson	\$10,446,445	\$9,830,697	-5.89%
School District 463 Eden Valley/ Watkins	\$3,369,160	\$3,155,670	-6.34%
School District 465 Litchfield	\$6,680,892	\$6,629,248	-0.77%
School District 466 Dassel/ Cokato	\$6,882,933	\$6,928,521	0.66%
School District 739 Kimball	\$3,193,074	\$2,810,181	-11.99%
School District 741 Paynesville	\$3,612,995	\$3,620,006	0.19%
School District 876 Annandale	\$6,029,966	\$5,646,179	-6.36%
School District 2396 Atwater/ Grove City/ Cosmos	\$3,430,301	\$3,451,734	0.62%

**2026 Proposed FINAL Budget  
12-15-2025**

Account	SRC Descr	2022 YTD Amount	2023 Budget	2023 YTD Amount	2024 Budget	2024 YTD Amount	2025 Budget	12/152025 YTD Amount	2026 Budget Next Yr Budget	Diff From 2025	Comment
R 101-31010	CURRENT TAXES	\$803,339.64	\$744,925.00	\$719,450.83	\$767,272.00	\$757,444.08	\$813,308.00	\$798,007.59	\$853,873.00	\$40,565.00	5% increase (\$40,565.00)
R 101-31020	DELINQUENT TAXES	\$3,448.99	\$0.00	\$30,449.48	\$0.00	\$0.00	\$0.00	\$12,278.90	\$0.00	\$0.00	
R 101-31801	SALES TAX	\$35.62	\$0.00	\$32.39	\$0.00	\$5.07	\$0.00	\$6.82	\$0.00	\$0.00	
R 101-32000	LICENSES & PERMITS	\$30.00	\$20.00	\$0.00	\$20.00	\$2,200.00	\$0.00	\$125.00	\$0.00	\$0.00	
R 101-32102	LIQUOR LICENSE	\$2,375.00	\$2,350.00	\$2,550.00	\$2,550.00	\$2,600.00	\$2,550.00	\$2,600.00	\$2,550.00	\$0.00	
R 101-32103	DANCE LICENSE	\$0.00	\$0.00	\$35.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-32170	VENDORS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	
R 101-32210	BUILDING PERMITS	\$23,668.75	\$0.00	\$5,997.35	\$0.00	\$19,056.25	\$15,676.00	\$19,759.50	\$20,040.00	\$4,364.00	2 Additional new house built.
R 101-32211	VARIANCE/LOT LINE ADJ/COND USE	\$1,200.00	\$1,200.00	\$3,000.00	\$1,200.00	\$900.00	\$1,200.00	\$1,000.00	\$1,200.00	\$0.00	
R 101-32212	BUILDING SURCHARGE	\$2,761.95	\$0.00	\$405.75	\$0.00	\$1,902.45	\$1,668.00	\$1,974.60	\$2,000.00	\$332.00	Increase in building permits will increase the State Surcharge
R 101-32218	ZONING REVIEW FEE	\$500.00	\$300.00	\$100.00	\$0.00	\$550.00	\$0.00	\$150.00	\$300.00	\$300.00	Increase with more development
R 101-32219	ADMIN FEE BLDG PERMIT	\$2,367.04	\$700.00	\$600.39	\$350.00	\$1,916.21	\$1,000.00	\$1,979.18	\$1,800.00	\$800.00	Increase with more development
R 101-32220	PLAN REVIEW	\$14,614.40	\$0.00	\$3,150.40	\$0.00	\$11,790.65	\$9,593.00	\$12,486.70	\$11,735.00	\$2,142.00	Increase with more development
R 101-33180	Federal Grant - ARPA Funds	\$79,174.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-33400	GRANTS	\$0.00	\$0.00	\$459.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-33401	LOCAL GOVERNMENT AID	\$423,787.00	\$429,468.00	\$429,468.00	\$475,527.00	\$475,527.00	\$476,245.00	\$238,122.50	\$477,360.00	\$1,115.00	2nd half received around Dec. 24, 2025
R 101-33413	STATE SMALL CITY ASSIST	\$0.00	\$0.00	\$0.00	\$0.00	\$24,438.00	\$0.00	\$7,979.00	\$26,506.00	\$26,506.00	This is for road improvements. State Legislature passed for cities under 5,000 population
R 101-33441	PUBLIC SAFETY AID	\$0.00	\$0.00	\$64,984.00	\$64,982.00	\$0.00	\$64,984.00	\$0.00	\$0.00	(\$64,984.00)	This was a 1 time funded program by the State Legislature
R 101-34101	CITY HALL RENT	\$1,920.00	\$1,000.00	\$1,780.00	\$2,500.00	\$1,962.00	\$1,550.00	\$1,410.00	\$1,550.00	\$0.00	
R 101-34107	ASSESSMENT FEE SEARCHES	\$1,080.00	\$500.00	\$400.00	\$800.00	\$280.00	\$500.00	\$275.00	\$500.00	\$0.00	
R 101-34109	CHARITABLE GAMBLING 10%	\$0.00	\$0.00	\$10,470.84	\$0.00	\$3,223.76	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-34111	COPIES/FAXES/NOTARY	\$585.33	\$100.00	\$557.45	\$300.00	\$221.28	\$300.00	\$135.15	\$300.00	\$0.00	

**2026 Proposed FINAL Budget  
12-15-2025**

R 101-34113	MUSEUM RENTAL	\$7,990.00	\$10,000.00	\$10,150.00	\$12,000.00	\$7,005.00	\$8,500.00	\$13,735.00	\$10,000.00	\$1,500.00	Museum event center has increased in popularity
R 101-34207	DOG LICENSE	\$135.00	\$200.00	\$105.00	\$130.00	\$130.00	\$100.00	\$100.00	\$100.00	\$0.00	
R 101-34208	REFUNDS AND REIMBURSEMENT	\$123,876.24	\$10,000.00	\$6,415.00	\$0.00	\$52,656.11	\$0.00	\$14,755.65	\$7,484.00	\$7,484.00	Regional Safety Group reimb. From other cities
R 101-34300	HWY/STS CHARGES	\$1,000.00	\$600.00	\$1,250.00	\$1,500.00	\$600.00	\$1,000.00	\$535.00	\$1,000.00	\$0.00	
R 101-34790	Pennies for Parks	\$80.81	\$60.00	\$63.86	\$75.00	\$62.25	\$100.00	\$64.19	\$75.00	(\$25.00)	
R 101-35100	COURT FINES	\$9,360.63	\$3,500.00	\$6,287.76	\$6,000.00	\$4,797.51	\$6,000.00	\$8,422.96	\$6,600.00	\$600.00	Increase in fines due to the number of traffic stops/tickets
R 101-36100	SPECIAL ASSESSMENTS	\$9,976.56	\$1,200.00	\$13,005.45	\$0.00	\$4,721.21	\$0.00	\$1,634.29	\$0.00	\$0.00	
R 101-36200	MISC REVENUES	\$2,967.89	\$2,000.00	\$3,420.00	\$2,000.00	\$844.92	\$1,500.00	\$1,367.64	\$1,500.00	\$0.00	
R 101-36210	INTEREST EARNINGS	\$32,074.09	\$9,500.00	\$36,389.23	\$20,000.00	\$68,675.45	\$39,757.00	\$3,946.93	\$41,275.00	\$1,518.00	May need to invest more principle if interest rates drop below 4%.
R 101-36230	CONTRIBUTIONS/DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	
R 101-37840	CASH SHORT/OVER/NSF CKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$19.10)	\$0.00	\$0.00	
R 101-38050	CABLE FRANCHISE FEES	\$4,234.05	\$5,500.00	\$4,187.02	\$4,500.00	\$17,142.81	\$4,500.00	\$1,273.64	\$1,500.00	(\$3,000.00)	Spectrum subscribers are decreasing as people move to streaming platforms.
R 101-39203	TRANSFER IN	\$0.00	\$0.00	\$4,180.00	\$0.00	\$0.00	\$0.00	(\$100,000.00)	\$0.00	\$0.00	
	<b>General Fund Totals</b>	<b>\$1,552,583.97</b>	<b>\$1,223,123.00</b>	<b>\$1,359,345.06</b>	<b>\$1,361,731.00</b>	<b>\$1,460,652.01</b>	<b>\$1,450,031.00</b>	<b>\$1,044,176.14</b>	<b>\$1,469,248.00</b>	<b>\$19,217.00</b>	
R 212-33632	Grants/Aid from Local Govment	\$20,000.00	\$20,000.00	\$10,000.00	\$20,000.00	\$15,000.00	\$20,000.00	\$15,000.00	\$20,000.00	\$0.00	City of Cokato, City of Dassel, ISD 466 and Dassel Township
R 212-36210	INTEREST EARNINGS	\$0.00	\$0.00	\$4,641.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 212-36230	CONTRIBUTIONS/DONATIONS	\$20.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$7.04	\$0.00	\$0.00	
R 212-39203	TRANSFER IN	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>DC Trail Fund Totals</b>	<b>\$20,020.00</b>	<b>\$20,000.00</b>	<b>\$24,761.11</b>	<b>\$20,000.00</b>	<b>\$15,000.00</b>	<b>\$20,000.00</b>	<b>\$15,007.04</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	

Account	SRC	2022 YTD Amount	2023 Budget	2023 YTD Amount	2024 Budget	2024 YTD Amount	2025 Budget	12/15/2025 YTD Amount	2026 Budget Next Yr Budget	Diff From 2025	Comment
E 101-41000-151	WORKERS COMP INS. PREM	(\$28.51)	\$300.00	\$30.88	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41000-312	ASSESSORS FEES	\$11,388.00	\$12,375.00	\$11,826.00	\$12,264.00	\$12,292.00	\$13,005.00	\$13,110.00	\$13,766.00	\$761.00	5% increase
E 101-41000-361	GEN LIABILITY & PROPERTY INS.	\$20,500.00	\$20,500.00	\$20,334.00	\$0.00	\$93,464.00	\$77,703.00	\$16,231.00	\$17,042.00	(\$60,661.00)	5% increase
E 101-41000-432	BANK FEES	\$842.77	\$850.00	\$827.10	\$850.00	\$314.12	\$500.00	\$314.02	\$310.00	(\$190.00)	decreased the number of transfers between banks
E 101-41000-438	PERMIT FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	
E 101-41000-442	UNALLOCATED	\$14,476.73	\$1,214.00	\$13,536.97	\$11,076.00	\$4,618.41	\$13,030.00	\$1,500.08	\$10,497.00	(\$2,533.00)	**
E 101-41000-500	GEN CAPITAL OUTLAY	\$5,429.90	\$20,000.00	\$0.00	\$20,000.00	\$17,007.84	\$20,000.00	\$915.00	\$20,000.00	\$0.00	
E 101-41000-501	CAPITAL PROJECTS	\$10,258.23	\$40,000.00	\$44,180.47	\$40,000.00	\$54,132.14	\$40,000.00	\$0.00	\$40,000.00	\$0.00	
E 101-41000-504	PW CAPITAL OUTLAY	\$28,004.34	\$0.00	\$0.00	\$31,000.00	\$18,501.45	\$31,000.00	\$0.00	\$31,000.00	\$0.00	
<b>41000 General Government</b>		<b>\$90,871.46</b>	<b>\$95,239.00</b>	<b>\$90,735.42</b>	<b>\$115,490.00</b>	<b>\$200,329.96</b>	<b>\$195,238.00</b>	<b>\$32,320.10</b>	<b>\$132,615.00</b>		
E 101-41110-100	WAGES AND SALARIES	\$9,075.00	\$9,750.00	\$9,350.00	\$9,750.00	\$9,475.00	\$9,750.00	\$6,787.50	\$15,225.00	\$5,475.00	Increase approved of \$750. each annually to \$3,000 Mayor,
E 101-41110-122	FICA 6.2%	\$562.62	\$605.00	\$579.70	\$605.00	\$587.47	\$605.00	\$420.82	\$944.00	\$339.00	Increase approved of \$750. each annually to \$3,000 Mayor,
E 101-41110-123	MEDICARE 1.45%	\$131.57	\$142.00	\$135.60	\$142.00	\$137.40	\$142.00	\$98.41	\$221.00	\$79.00	Increase approved of \$750. each annually to \$3,000 Mayor,
	EMPLOYER PAID FAMILY LEAVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67.00	\$67.00	Premium rate of 0.88%; split between employees and employers both contributing 0.44%. Net payroll
E 101-41110-151	WORKERS COMP INS. PREM	\$0.00	\$0.00	\$0.00	\$0.00	\$64.11	\$155.00	\$83.32	\$89.00	(\$66.00)	5% increase
E 101-41110-210	OPERATING SUPPLIES	\$57.71	\$200.00	\$822.87	\$200.00	\$194.82	\$200.00	\$141.68	\$200.00	\$0.00	
E 101-41110-300	PROFESSIONAL SRVS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,520.00	\$1,550.00	\$1,550.00	Annual computer support - Samurai
E 101-41110-308	TRAINING & INSTRUCTION	\$1,648.22	\$2,500.00	\$2,127.26	\$2,500.00	\$1,275.05	\$2,500.00	\$860.90	\$2,500.00	\$0.00	
E 101-41110-331	TRAVEL EXPENSES	\$326.53	\$500.00	\$1,124.35	\$1,000.00	\$0.00	\$1,000.00	\$315.07	\$1,000.00	\$0.00	
E 101-41110-352	GENERAL NOTICES and PUB INFO	\$806.62	\$500.00	\$740.51	\$1,500.00	\$1,648.74	\$1,000.00	\$1,220.15	\$1,000.00	\$0.00	
E 101-41110-433	DUES & SUBSCRIPTIONS	\$8,875.95	\$7,000.00	\$6,328.13	\$7,000.00	\$7,836.40	\$8,000.00	\$8,432.00	\$8,700.00	\$700.00	CGMC, League, TownCloud, SW Initiative
<b>41110 City Council</b>		<b>\$21,484.22</b>	<b>\$21,197.00</b>	<b>\$21,208.42</b>	<b>\$22,697.00</b>	<b>\$21,218.99</b>	<b>\$23,352.00</b>	<b>\$19,879.85</b>	<b>\$31,496.00</b>		
E 101-41400-101	FULL-TIME EMPLOYEES REGULAR	\$51,043.28	\$68,000.00	\$70,526.60	\$68,928.00	\$108,093.15	\$79,949.00	\$107,467.64	\$85,287.00	\$5,338.00	3% increase \$4,862, PT to FT \$24 = \$49,920.
E 101-41400-103	PART-TIME EMPLOYEES	\$0.00	\$7,500.00	\$0.00	\$7,488.00	\$14,484.22	\$6,716.00	\$16,972.37	\$0.00	(\$6,716.00)	Eliminate Part time make Full time
E 101-41400-121	PERA 6.5%	\$3,864.52	\$5,650.00	\$5,145.55	\$5,756.00	\$8,964.82	\$6,500.00	\$9,333.04	\$5,543.00	(\$957.00)	No increase in 2026
E 101-41400-122	FICA 6.2%	\$3,310.63	\$4,672.00	\$4,185.72	\$4,758.00	\$7,323.57	\$5,373.00	\$7,526.57	\$5,288.00	(\$85.00)	
E 101-41400-123	MEDICARE 1.45%	\$774.28	\$1,092.00	\$979.12	\$1,113.00	\$1,712.65	\$1,257.00	\$1,760.28	\$1,266.00	\$9.00	
E 101-41400-131	EMPLOYER PAID HEALTH	\$11,596.96	\$17,200.00	\$885.47	\$24,951.00	\$19,372.50	\$13,530.00	\$15,873.40	\$18,695.00	\$5,165.00	16% increase Blue Cross; portion of add'l full time
E 101-41400-132	EMPLOYER PAID DISABILITY	\$625.75	\$1,000.00	\$1,025.20	\$979.00	\$1,503.36	\$1,375.00	\$1,264.79	\$1,375.00	\$0.00	
E 101-41400-133	EMPLOYER PAID DENTAL	\$632.87	\$1,000.00	\$907.77	\$1,071.00	\$1,025.57	\$1,000.00	\$1,076.56	\$1,000.00	\$0.00	
E 101-41400-134	EMPLOYER PAID LIFE	\$168.85	\$300.00	\$143.90	\$252.00	\$287.13	\$260.00	\$259.62	\$260.00	\$0.00	
E 101-41400-135	EMPLOYER PAID HSA/HRA	\$767.71	\$4,000.00	\$3,120.49	\$4,000.00	\$3,113.71	\$4,945.00	\$9,671.55	\$5,440.00	\$495.00	
	EMPLOYER PAID FAMILY LEAVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$612.00	\$612.00	Premium rate of 0.88%; split between employees and employers both contributing 0.44%. Net payroll
E 101-41400-151	WORKERS COMP INS. PREM	\$1,189.75	\$1,000.00	\$520.74	\$1,000.00	\$395.85	\$500.00	\$860.95	\$903.00	\$403.00	5% increase
E 101-41400-203	OFFICE SUPPLIES	\$2,562.62	\$3,000.00	\$1,035.23	\$3,000.00	\$3,126.51	\$3,000.00	\$1,569.69	\$3,000.00	\$0.00	
E 101-41400-220	REPAIR/MNT SUPPLY	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	

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E 101-41400-240	SMALL TOOLS/MINOR EQUIP	\$1,373.85	\$2,000.00	\$304.57	\$2,000.00	\$1,178.01	\$1,200.00	\$542.73	\$1,200.00	\$0.00	
E 101-41400-300	PROFESSIONAL SRVS	\$4,541.47	\$3,000.00	\$3,208.89	\$3,000.00	\$2,807.61	\$3,000.00	\$8,407.00	\$4,000.00	\$1,000.00	Banyon, Samurai, TASC, Marco
E 101-41400-308	TRAINING & INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$765.00	\$800.00	\$1,285.05	\$1,000.00	\$200.00	
E 101-41400-321	TELEPHONE	\$4,687.26	\$6,000.00	\$4,756.46	\$5,000.00	\$5,313.98	\$5,700.00	\$6,691.05	\$5,700.00	\$0.00	
E 101-41400-322	POSTAGE	\$405.84	\$750.00	\$366.91	\$900.00	\$634.52	\$1,120.00	\$798.88	\$800.00	(\$320.00)	use electronic more
E 101-41400-331	TRAVEL EXPENSES	\$572.54	\$1,000.00	\$798.11	\$750.00	\$106.92	\$500.00	\$324.84	\$500.00	\$0.00	
E 101-41400-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	\$974.05	\$200.00	\$634.12	\$500.00	\$300.00	Admin Assist advertising
E 101-41400-350	PRINT/BINDING	\$1,812.44	\$2,000.00	\$2,503.60	\$2,000.00	(\$139.07)	\$2,000.00	\$0.00	\$1,000.00	(\$1,000.00)	
E 101-41400-404	REPAIR/MNT EQUIP/Capital Impro.	\$0.00	\$500.00	\$0.00	\$500.00	\$296.77	\$500.00	\$0.00	\$1,500.00	\$1,000.00	Increase to start savings for equipment replacement
E 101-41400-415	OTHER EQUIPMENT RENTALS	\$336.00	\$200.00	\$1,355.36	\$800.00	\$1,360.79	\$1,595.00	\$1,735.34	\$1,595.00	\$0.00	copier and postage machine
E 101-41400-433	DUES & SUBSCRIPTIONS	\$3,016.95	\$2,500.00	\$9,188.45	\$3,000.00	\$4,137.40	\$4,000.00	\$1,376.40	\$3,500.00	(\$500.00)	Cover increase in advertising
<b>41400 City Clerk</b>		<b>\$93,283.57</b>	<b>\$132,564.00</b>	<b>\$110,958.14</b>	<b>\$141,446.00</b>	<b>\$186,839.02</b>	<b>\$145,220.00</b>	<b>\$195,431.87</b>	<b>\$150,164.00</b>		\$4,944.00
E 101-41410-100	WAGES AND SALARIES	\$5,951.58	\$0.00	\$0.00	\$6,000.00	\$3,829.86	\$0.00	\$0.00	\$4,000.00	\$4,000.00	
	EMPLOYER PAID FAMILY LEAVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.00	\$17.00	Premium rate of 0.88%; split between employees and employers both contributing 0.44%. Net payroll
E 101-41410-203	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$500.00	\$275.24	\$0.00	\$0.00	\$275.00	\$275.00	
E 101-41410-331	TRAVEL EXPENSES	\$195.00	\$0.00	\$30.00	\$200.00	\$253.26	\$50.00	\$0.00	\$250.00	\$200.00	
E 101-41410-352	GENERAL NOTICES and PUB INFO	\$94.33	\$0.00	\$0.00	\$100.00	\$141.90	\$0.00	\$0.00	\$140.00	\$140.00	
<b>41410 Elections</b>		<b>\$6,240.91</b>	<b>\$0.00</b>	<b>\$30.00</b>	<b>\$6,800.00</b>	<b>\$4,500.26</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$4,682.00</b>		
E 101-41500-301	Auditing and Acct g Services	\$13,250.00	\$12,900.00	\$13,400.00	\$13,400.00	\$9,900.00	\$13,400.00	\$10,400.00	\$10,920.00	(\$2,480.00)	5% increase
<b>41500 Auditor</b>		<b>\$13,250.00</b>	<b>\$12,900.00</b>	<b>\$13,400.00</b>	<b>\$13,400.00</b>	<b>\$9,900.00</b>	<b>\$13,400.00</b>	<b>\$10,400.00</b>			
E 101-41550-300	Professional Srvs	\$13,323.08	\$10,000.00	\$24,808.00	\$10,000.00	(\$12,345.50)	\$15,000.00	\$10,742.00	\$13,000.00	(\$2,000.00)	
<b>41550 Engineering</b>		<b>\$13,323.08</b>	<b>\$10,000.00</b>	<b>\$24,808.00</b>	<b>\$10,000.00</b>	<b>(\$12,345.50)</b>	<b>\$15,000.00</b>	<b>\$10,742.00</b>	<b>\$13,000.00</b>		
E 101-41610-304	Legal Fees	\$22,981.25	\$15,000.00	\$27,690.75	\$22,000.00	\$25,227.50	\$22,000.00	\$9,547.25	\$25,000.00	\$3,000.00	
E 101-41610-308	TRAINING & INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$350.00	\$350.00	
<b>41610 City Attorney</b>		<b>\$22,981.25</b>	<b>\$15,000.00</b>	<b>\$27,690.75</b>	<b>\$22,000.00</b>	<b>\$25,227.50</b>	<b>\$22,000.00</b>	<b>\$9,897.25</b>	<b>\$25,350.00</b>		
E 101-41910-110	Other Pay	\$600.00	\$800.00	\$600.00	\$600.00	\$800.00	\$800.00	\$0.00	\$800.00	\$0.00	
E 101-41910-300	Professional Srvs	\$19,484.75	\$1,500.00	\$3,195.00	\$2,000.00	\$0.00	\$2,000.00	\$385.00	\$1,000.00	(\$1,000.00)	
E 101-41910-303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$15,499.00	\$15,000.00	\$11,430.00	\$14,000.00	(\$1,000.00)	
E 101-41910-304	Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$320.00	\$1,000.00	\$1,000.00	
E 101-41910-352	General Notices and Pub Info	\$128.63	\$500.00	\$0.00	\$500.00	\$1,735.00	\$1,000.00	\$248.34	\$1,000.00	\$0.00	
<b>41910 Planning &amp; Zoning</b>		<b>\$20,213.38</b>	<b>\$2,800.00</b>	<b>\$3,795.00</b>	<b>\$3,100.00</b>	<b>\$18,034.00</b>	<b>\$18,800.00</b>	<b>\$12,383.34</b>	<b>\$17,800.00</b>		
E 101-41940-103	Part-Time Employees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41940-121	PERA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41940-122	FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41940-123	MEDICARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41940-151	Worker s Comp Insurance Prem	\$237.12	\$0.00	(\$307.79)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41940-210	OPERATING SUPPLIES	\$3,611.21	\$2,500.00	\$2,311.76	\$2,500.00	\$3,429.24	\$2,900.00	\$1,917.20	\$2,900.00	\$0.00	
E 101-41940-220	REPAIR/MNT SUPPLY	\$0.00	\$500.00	\$149.12	\$500.00	\$332.25	\$500.00	\$589.04	\$500.00	\$0.00	
E 101-41940-310	Other Professional Services	\$11,643.50	\$7,500.00	\$9,066.25	\$7,500.00	\$8,743.56	\$7,500.00	\$5,538.77	\$11,958.00	\$4,458.00	
E 101-41940-321	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$642.55	\$1,000.00	\$1,000.00	

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E 101-41940-361	Gen Liability & Property Ins	\$5,000.00	\$5,000.00	\$4,067.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41940-381	Electric Utilities	\$5,494.77	\$6,000.00	\$6,094.33	\$6,000.00	\$6,794.03	\$7,000.00	\$3,003.72	\$7,000.00	\$0.00	
E 101-41940-383	Gas Utilities	\$4,397.86	\$4,500.00	\$4,258.32	\$6,300.00	\$2,789.26	\$2,700.00	\$2,053.83	\$2,700.00	\$0.00	
E 101-41940-401	Repairs/Maint Buildings	\$3,492.55	\$5,000.00	\$2,751.98	\$1,000.00	\$1,896.72	\$2,000.00	\$2,113.51	\$2,000.00	\$0.00	
E 101-41940-439	SALES TAX	\$40.65	\$0.00	\$32.05	\$0.00	\$16.23	\$0.00	\$17,737.21	\$0.00	\$0.00	
E 101-41940-440	REFUNDS & REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	\$0.00	
<b>41940</b>	<b>Gen Gov Buildings</b>	<b>\$33,917.66</b>	<b>\$31,000.00</b>	<b>\$28,423.02</b>	<b>\$24,300.00</b>	<b>\$24,001.29</b>	<b>\$22,600.00</b>	<b>\$33,715.83</b>	<b>\$28,058.00</b>		\$5,458.00
E 101-41990-210	OPERATING SUPPLIES	\$77.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41990-433	DUES & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41990-437	COMMUNITY ENRICHMENT	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41990-580	Other Equipment	\$34,767.09	\$0.00	\$39,867.19	\$0.00	\$43,703.83	\$0.00	\$0.00	\$0.00	\$0.00	
<b>41990</b>	<b>ARPA Expenses</b>	<b>\$59,845.03</b>	<b>\$0.00</b>	<b>\$39,867.19</b>	<b>\$0.00</b>	<b>\$43,703.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		\$0.00
E 101-42000-132	Employer Paid Disability	\$0.00	\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42000-300	Professional Srvs	\$154,375.00	\$215,280.00	\$161,460.00	\$225,360.00	\$222,300.00	\$234,374.00	\$179,400.00	\$254,800.00	\$20,426.00	\$61.25 per hour for 2080 hours times 2
E 101-42000-304	Legal Fees	\$1,160.00	\$1,000.00	\$310.00	\$1,000.00	\$56,630.00	\$1,000.00	\$2,220.00	1000	\$0.00	
<b>42000</b>	<b>Public Safety</b>	<b>\$155,535.00</b>	<b>\$224,780.00</b>	<b>\$161,770.00</b>	<b>\$234,860.00</b>	<b>\$278,930.00</b>	<b>\$235,374.00</b>	<b>\$181,620.00</b>	<b>\$255,800.00</b>		\$20,426.00
E 101-42400-300	Professional Srvs	\$42,132.85	\$0.00	\$8,289.00	\$0.00	\$32,194.10	\$25,000.00	\$29,969.52	\$25,000.00	\$0.00	
<b>42400</b>	<b>Building Inspections</b>	<b>\$42,132.85</b>	<b>\$0.00</b>	<b>\$8,289.00</b>	<b>\$0.00</b>	<b>\$32,194.10</b>	<b>\$25,000.00</b>	<b>\$29,969.52</b>	<b>\$25,000.00</b>		\$0.00
E 101-42500-500	GEN CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	Start planning to be prepared for a disaster
<b>42500</b>	<b>Civil Defense-Emergency Mgmt</b>	<b>\$0.00</b>	<b>\$1,000.00</b>		\$0.00						
E 101-43100-101	Full-Time Employees Regular	\$73,465.28	\$81,200.00	\$63,536.17	\$83,895.00	\$84,629.11	\$92,130.00	\$68,643.78	\$94,894.00	\$2,764.00	3% increase
E 101-43100-103	Part-Time Employees	\$19,976.58	\$7,500.00	\$25,663.75	\$3,584.00	\$15,007.83	\$7,721.00	\$25,310.01	\$7,955.00	\$234.00	3% increase
E 101-43100-121	PERA	\$6,480.19	\$7,150.00	\$6,160.23	\$6,588.00	\$7,101.55	\$7,489.00	\$6,015.90	\$6,685.00	(\$804.00)	
E 101-43100-122	FICA	\$5,462.88	\$5,910.00	\$5,250.80	\$5,445.00	\$5,729.00	\$6,191.00	\$5,653.84	\$6,377.00	\$186.00	
E 101-43100-123	MEDICARE	\$1,277.68	\$1,382.00	\$1,228.02	\$1,273.00	\$1,339.79	\$2,822.00	\$1,322.31	\$1,491.00	(\$1,331.00)	
E 101-43100-131	Employer Paid Health	\$20,237.10	\$31,000.00	\$8,988.58	\$35,975.00	\$23,201.66	\$26,197.00	\$16,758.07	\$22,881.00	(\$3,316.00)	16% increase
E 101-43100-132	Employer Paid Disability	\$827.46	\$1,000.00	\$853.69	\$939.00	\$1,120.73	\$1,100.00	\$752.41	\$1,100.00	\$0.00	
E 101-43100-133	Employer Paid Dental	\$916.20	\$1,600.00	\$770.25	\$1,657.00	\$1,096.78	\$1,200.00	\$1,024.04	\$1,200.00	\$0.00	
E 101-43100-134	Employer Paid Life	\$326.29	\$400.00	\$264.41	\$367.00	\$337.93	\$367.00	\$229.92	\$367.00	\$0.00	
E 101-43100-135	Employer Paid HSA/HRA	\$1,409.43	\$1,000.00	\$3,249.28	\$2,000.00	\$3,519.53	\$3,400.00	\$5,155.42	\$7,683.00	\$4,283.00	
	EMPLOYER PAID FAMILY LEAVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$214.00	\$214.00	Premium rate of 0.88%; split between employees and employers both contributing 0.44%. Net payroll
E 101-43100-151	Worker s Comp Insurance Prem	\$12,739.99	\$10,000.00	\$5,411.63	\$12,000.00	\$5,394.48	\$6,000.00	\$7,796.28	\$8,185.00	\$2,185.00	5% increase
E 101-43100-203	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$775.17	\$800.00	\$401.76	\$800.00	\$0.00	
E 101-43100-210	OPERATING SUPPLIES	\$11,215.75	\$20,000.00	\$18,223.05	\$20,000.00	\$9,591.47	\$15,000.00	\$6,995.12	\$13,000.00	(\$2,000.00)	
E 101-43100-212	FUEL	\$12,983.26	\$12,000.00	\$11,077.84	\$12,000.00	\$10,644.14	\$12,000.00	\$9,974.94	\$12,000.00	\$0.00	
E 101-43100-213	SALT, SAND, GRAVEL	\$6,288.13	\$10,000.00	\$13,869.07	\$10,000.00	\$5,460.51	\$10,000.00	\$3,596.45	\$10,000.00	\$0.00	
E 101-43100-218	UNIFORMS-PPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,636.44	\$1,500.00	\$1,500.00	
E 101-43100-220	REPAIR/MNT SUPPLY	\$0.00	\$0.00	\$37.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-222	Tires	\$2,917.75	\$4,000.00	\$3,119.76	\$4,000.00	\$1,649.79	\$3,000.00	\$2,480.10	\$3,000.00	\$0.00	
E 101-43100-224	Street Mnt Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$3,140.50	\$5,000.00	\$0.00	
E 101-43100-240	SMALL TOOLS/MINOR EQUIP	\$3,416.86	\$4,000.00	\$2,065.74	\$6,000.00	\$4,738.20	\$5,000.00	\$3,884.09	\$5,000.00	\$0.00	
E 101-43100-300	Professional Srvs	\$2,697.61	\$4,000.00	\$11,098.87	\$15,000.00	\$10,839.74	\$11,000.00	\$12,817.51	\$11,000.00	\$0.00	

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E 101-43100-303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$241.50	\$2,000.00	\$0.00	\$2,000.00	\$0.00
E 101-43100-321	Telephone	\$1,769.40	\$1,500.00	\$1,872.30	\$1,900.00	\$2,183.35	\$2,275.00	\$2,093.51	\$2,275.00	\$0.00
E 101-43100-340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$266.62	\$0.00	\$0.00
E 101-43100-361	Gen Liability & Property Ins	\$19,310.00	\$25,000.00	\$3,170.00	\$20,000.00	\$349.00	\$0.00	\$9,021.36	\$9,210.00	\$9,210.00 5% increase
E 101-43100-362	Auto Insurance	\$6,000.00	\$6,000.00	\$5,334.50	\$6,000.00	\$0.00	\$0.00	\$2,699.00	\$2,834.00	\$2,834.00 5% increase
E 101-43100-381	Electric Utilities	\$2,593.09	\$2,200.00	\$1,095.73	\$2,400.00	\$293.54	\$1,100.00	\$0.00	\$1,100.00	\$0.00
E 101-43100-383	Gas Utilities	\$3,804.72	\$5,000.00	\$3,615.37	\$6,000.00	\$2,773.32	\$3,500.00	\$2,532.93	\$3,500.00	\$0.00
E 101-43100-387	STREET LIGHTING	\$29,411.36	\$30,000.00	\$30,007.62	\$36,000.00	\$28,417.48	\$34,000.00	\$31,580.50	\$30,000.00	(\$4,000.00)
E 101-43100-400	Repairs & Maint Cont	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-401	Repairs/Maint Buildings	\$1,502.31	\$3,000.00	\$2,501.33	\$3,000.00	\$1,422.15	\$3,000.00	\$766.51	\$3,000.00	\$0.00
E 101-43100-404	REPAIR/MNT EQUIPMENT	\$31,324.95	\$25,000.00	\$20,651.53	\$25,000.00	\$25,574.40	\$25,000.00	\$15,341.07	\$25,000.00	\$0.00
E 101-43100-433	DUES & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$112.80	\$1,000.00	\$430.00	1000	\$0.00
<b>43100</b>	<b>Roads &amp; Streets</b>	<b>\$278,354.27</b>	<b>\$299,842.00</b>	<b>\$249,116.54</b>	<b>\$321,023.00</b>	<b>\$253,544.95</b>	<b>\$288,292.00</b>	<b>\$248,320.39</b>	<b>\$300,251.00</b>	<b>\$11,959.00</b>
E 101-45000-210	OPERATING SUPPLIES	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113.34	\$0.00	\$0.00
E 101-45000-220	REPAIR/MNT SUPPLY	\$0.00	\$400.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00
E 101-45000-361	Gen Liability & Property Ins	\$0.00	\$10,000.00	\$9,238.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45000-381	Electric Utilities	\$528.95	\$1,000.00	\$652.96	\$1,200.00	-\$42.79	\$600.00	\$0.00	\$0.00	(\$600.00)
E 101-45000-437	COMMUNITY ENRICHMENT	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45000-491	COMMUNITY EDUCATION	\$7,370.00	\$7,370.00	\$12,580.00	\$12,580.00	\$13,085.72	\$13,485.00	\$13,219.12	\$13,739.00	\$254.00 5% increase
E 101-45000-492	HISTORIC PRESERVATION COM	\$1,641.69	\$5,000.00	\$3,717.38	\$10,000.00	\$319.96	\$8,000.00	\$9,244.87	\$8,000.00	\$0.00
E 101-45000-494	DC TRAIL CONTRIBUTION	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00
<b>45000</b>	<b>Culture &amp; Recreation</b>	<b>\$34,540.64</b>	<b>\$29,770.00</b>	<b>\$26,188.34</b>	<b>\$39,780.00</b>	<b>\$13,362.89</b>	<b>\$28,085.00</b>	<b>\$22,577.33</b>	<b>\$27,739.00</b>	<b>(\$346.00)</b>
E 101-45172-101	Full-Time Employees Regular	\$79,180.31	\$84,800.00	\$87,933.96	\$86,932.00	\$92,017.23	\$101,117.00	\$86,731.34	\$104,150.00	\$3,033.00 3% increase
E 101-45172-103	Part-Time Employees	\$17,503.20	\$30,362.00	\$21,039.08	\$27,694.00	\$23,320.77	\$29,158.00	\$26,485.68	\$30,032.00	\$874.00 3% increase
E 101-45172-121	PERA	\$6,891.91	\$8,640.00	\$8,030.67	\$8,638.00	\$8,621.80	\$9,771.00	\$8,487.94	\$8,722.00	(\$1,049.00)
E 101-45172-122	FICA	\$5,994.25	\$7,142.00	\$6,689.50	\$7,141.00	\$7,158.43	\$8,077.00	\$7,016.32	\$8,319.00	\$242.00
E 101-45172-123	MEDICARE	\$1,401.85	\$1,382.00	\$1,564.55	\$1,670.00	\$1,674.05	\$1,889.00	\$1,640.89	\$1,946.00	\$57.00
E 101-45172-131	Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$838.00	\$132.20	\$972.00	\$134.00 16% increase
E 101-45172-132	Employer Paid Disability	\$1,097.76	\$1,100.00	\$1,289.65	\$1,098.00	\$1,326.25	\$1,398.00	\$1,103.91	\$1,398.00	\$0.00
E 101-45172-133	Employer Paid Dental	\$886.16	\$900.00	\$939.49	\$1,014.00	\$1,016.86	\$1,010.00	\$847.48	\$1,020.00	\$10.00
E 101-45172-134	Employer Paid Life	\$190.20	\$200.00	\$146.15	\$200.00	\$146.73	\$200.00	\$122.02	\$200.00	\$0.00
E 101-45172-135	Employer Paid HSA/HRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$263.00	\$59.15	\$263.00	\$0.00
	EMPLOYER PAID FAMILY LEAVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$366.00	\$366.00 Premium rate of 0.88%; split between employees and employers both contributing 0.44%. Net payroll
E 101-45172-151	Worker s Comp Insurance Prem	\$454.80	\$500.00	\$631.11	\$650.00	\$443.13	\$650.00	\$437.87	\$460.00	(\$190.00) 5% increase
E 101-45172-210	OPERATING SUPPLIES	\$2,948.04	\$2,000.00	\$2,924.02	\$3,000.00	\$3,521.49	\$3,500.00	\$1,927.34	\$3,500.00	\$0.00
E 101-45172-300	Professional Svcs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,168.06	\$0.00	\$0.00
E 101-45172-303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45172-310	Other Professional Services	\$22,051.36	\$15,000.00	\$21,275.79	\$15,000.00	\$15,213.46	\$19,850.00	\$18,019.36	\$22,000.00	\$2,150.00
E 101-45172-321	Telephone	\$3,113.56	\$3,500.00	\$2,928.04	\$3,500.00	\$3,008.64	\$4,000.00	\$3,878.59	\$4,000.00	\$0.00
E 101-45172-340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$249.75	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45172-352	General Notices and Pub Info	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45172-361	Gen Liability & Property Ins	\$6,000.00	\$6,000.00	\$8,523.00	\$4,000.00	\$0.00	\$0.00	\$8,550.00	\$8,977.00	\$8,977.00 5% increase
E 101-45172-381	Electric Utilities	\$8,055.54	\$8,000.00	\$7,785.87	\$8,000.00	\$7,980.33	\$9,230.00	\$5,630.41	\$8,000.00	(\$1,230.00)
E 101-45172-383	Gas Utilities	\$4,748.24	\$6,000.00	\$5,446.98	\$7,000.00	\$4,122.59	\$3,800.00	\$4,622.93	\$4,500.00	\$700.00

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E 101-45172-401	Repairs/Maint Buildings	\$16,426.03	\$10,000.00	\$3,256.53	\$10,000.00	\$5,595.50	\$9,000.00	\$7,275.77	\$10,000.00	\$1,000.00
E 101-45172-404	REPAIR/MNT EQUIPMENT	\$2,993.57	\$10,000.00	\$4,988.89	\$7,500.00	\$3,762.32	\$7,500.00	\$1,883.32	\$6,500.00	(\$1,000.00)
E 101-45172-433	DUES & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$2,460.23	\$0.00	\$2,524.02	\$2,600.00	\$2,600.00
E 101-45172-438	PERMIT FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,023.40	\$1,000.00	\$1,000.00
E 101-45172-440	REFUNDS & REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$320.00	\$0.00	\$0.00
E 101-45172-500	GEN CAPITAL OUTLAY	\$0.00	\$0.00	-\$29,006.19	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
E 101-45172-602	Long-Term Oblig Principal	\$27,464.22	\$29,006.00	\$28,988.24	\$30,622.00	\$29,856.11	\$32,354.00	\$32,354.02	\$24,125.00	(\$8,229.00)
E 101-45172-612	Long-Term Oblig Interest	\$7,335.78	\$5,790.00	\$34,817.95	\$4,178.00	\$4,943.89	\$2,446.00	\$2,445.98	\$648.00	(\$1,798.00)
<b>45172 Museum</b>		<b>\$214,736.78</b>	<b>\$230,322.00</b>	<b>\$220,193.28</b>	<b>\$227,837.00</b>	<b>\$216,439.56</b>	<b>\$246,051.00</b>	<b>\$232,688.00</b>	<b>\$255,198.00</b>	<b>\$9,147.00</b>
E 101-45181-361	Gen Liability & Property Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45181-520	Buildings and Structures	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>45181 Red Rooster</b>		<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>						
E 101-45200-101	Full-Time Employees Regular	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,597.60	\$0.00	\$0.00
E 101-45200-103	Part-Time Employees	\$0.00	\$0.00	\$0.00	\$10,752.00	\$1,541.94	\$0.00	\$4,732.80	\$6,000.00	\$6,000.00
E 101-45200-121	PERA	\$0.00	\$0.00	\$0.00	\$809.00	\$265.64	\$0.00	\$292.55	\$390.00	\$390.00
E 101-45200-122	FICA	\$0.00	\$0.00	\$0.00	\$668.00	\$215.87	\$0.00	\$392.51	\$372.00	\$372.00
E 101-45200-123	MEDICARE	\$0.00	\$0.00	\$0.00	\$156.00	\$50.48	\$0.00	\$91.83	\$87.00	\$87.00
E 101-45200-131	Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$156.19	\$0.00	\$0.00
E 101-45200-132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.31	\$50.00	\$50.00
E 101-45200-133	Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.81	\$50.00	\$50.00
E 101-45200-134	Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.59	\$25.00	\$25.00
	EMPLOYER PAID FAMILY LEAVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 All under Roads/Water/ Sewer accounts
E 101-45200-151	Worker s Comp Insurance Prem	\$312.25	\$300.00	\$150.64	\$300.00	\$269.24	\$300.00	\$42.54	\$50.00	(\$250.00) 5% increase
E 101-45200-212	FUEL	\$1,841.02	\$1,500.00	\$2,801.80	\$1,500.00	\$1,224.60	\$1,500.00	\$2,286.77	\$2,000.00	\$500.00
E 101-45200-220	Repair/MNT Supply	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$38.97	\$1,000.00	\$1,000.00 Took from Repair/Mnt Equipment
E 101-45200-241	BEAUTIFICATION/BANNERS	\$4,221.44	\$8,000.00	\$4,116.40	\$8,000.00	\$6,884.95	\$0.00	\$1,304.08	\$600.00	\$600.00 plants and flowers
E 101-45200-300	Professional Svcs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$10,150.00	\$5,000.00	(\$3,000.00) tree removal storm damage
E 101-45200-303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,147.00	\$0.00	\$0.00
E 101-45200-321	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.63	\$0.00	\$0.00
E 101-45200-361	Gen Liability & Property Ins	\$2,000.00	\$2,000.00	\$3,017.00	\$2,000.00	\$0.00	\$0.00	\$11,238.00	\$11,800.00	\$11,800.00 5% increase
E 101-45200-381	Electric Utilities	\$170.00	\$200.00	\$107.80	\$250.00	-\$36.89	\$250.00	\$0.00	\$0.00	(\$250.00)
E 101-45200-404	REPAIR/MNT EQUIPMENT	\$4,312.28	\$5,000.00	\$3,574.21	\$5,000.00	\$4,217.50	\$5,000.00	\$2,832.35	\$4,000.00	(\$1,000.00) Moved to Repair/Mnt Supply
E 101-45200-415	Other Equipment Rentals	\$2,311.72	\$1,500.00	\$2,660.00	\$1,500.00	\$1,875.00	\$2,000.00	\$1,960.00	\$2,000.00	\$0.00
E 101-45200-448	BASEBALL PARK	\$11,994.35	\$10,000.00	\$11,252.76	\$10,000.00	\$2,592.99	\$10,000.00	\$11,392.07	\$10,000.00	\$0.00
E 101-45200-500	GEN CAPITAL OUTLAY	\$4,867.00	\$25,000.00	\$20,037.00	\$50,000.00	\$9,858.17	\$50,000.00	\$12,786.70	\$50,000.00	\$0.00
E 101-45200-580	Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$714.72	\$0.00	\$0.00
<b>45200 Parks</b>		<b>\$32,030.06</b>	<b>\$53,500.00</b>	<b>\$47,717.61</b>	<b>\$92,435.00</b>	<b>\$28,959.49</b>	<b>\$77,050.00</b>	<b>\$71,417.02</b>	<b>\$93,424.00</b>	<b>\$16,374.00</b>
E 101-45500-210	OPERATING SUPPLIES	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,266.11	\$1,200.00	\$1,200.00 rugs
E 101-45500-300	Professional Svcs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,812.77	\$4,458.00	\$4,458.00 cleaning
E 101-45500-303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$10,232.00	\$5,000.00	\$10,650.00	\$10,000.00	\$5,000.00
E 101-45500-321	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.05	\$250.00	\$250.00
E 101-45500-361	Gen Liability & Property Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-381	Electric Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.03	\$3,500.00	\$3,500.00

E 101-45500-433	DUES & SUBSCRIPTIONS	\$1,739.00	\$1,809.00	\$1,809.00	\$1,881.00	\$1,881.00	\$2,000.00	\$1,881.00	\$2,000.00	\$0.00	Minimum level of support 2026 \$4,733
E 101-45500-500	GEN CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	
	<b>45500 Library</b>	<b>\$1,739.00</b>	<b>\$2,009.00</b>	<b>\$1,809.00</b>	<b>\$1,881.00</b>	<b>\$12,113.00</b>	<b>\$7,000.00</b>	<b>\$21,835.96</b>	<b>\$22,408.00</b>	\$15,408.00	
E 101-46520-440	REFUNDS & REIMBURSEMENTS	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	
	<b>46520 Economic Development</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	\$0.00	
E 101-49300-720	TRANSFER OUT	\$0.00	\$20,000.00	\$61,003.00	\$84,982.00	\$0.00	\$84,319.00	\$0.00	\$81,963.00	(\$2,356.00)	**fire 73,984.98 + 7,978.09
	<b>49300 Transfer Out</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	<b>\$61,003.00</b>	<b>\$84,982.00</b>	<b>\$0.00</b>	<b>\$84,319.00</b>	<b>\$0.00</b>	<b>\$81,963.00</b>	(\$2,356.00)	
E 101-49840-317	TAPING MEETINGS	\$1,100.00	\$1,200.00	\$1,100.00	\$1,200.00	\$1,250.00	\$1,200.00	\$800.00	\$1,300.00	\$100.00	
	<b>49840 Cable TV</b>	<b>\$1,100.00</b>	<b>\$1,200.00</b>	<b>\$1,100.00</b>	<b>\$1,200.00</b>	<b>\$1,250.00</b>	<b>\$1,200.00</b>	<b>\$800.00</b>	<b>\$1,300.00</b>	\$100.00	
	<b>Grand Total</b>	<b>\$1,137,579.16</b>	<b>\$1,192,123.00</b>	<b>\$1,140,102.71</b>	<b>\$1,363,231.00</b>	<b>\$1,360,203.34</b>	<b>\$1,450,031.00</b>	<b>\$1,133,998.46</b>	<b>\$1,469,248.00</b>		
E 212-45203-300	Professional Srvs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,835.00	\$0.00	\$0.00	
E 212-45203-303	Engineering Fees	\$0.00	\$0.00	\$5,000.00	\$0.00	\$2,913.50	\$2,500.00	\$62,877.45	\$2,500.00	\$0.00	
E 212-45203-352	General Notices and Pub Info	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$127.71	\$0.00	\$0.00	
E 212-45203-400	Repairs & Maint Cont	\$0.00	\$0.00	\$0.00	\$0.00	\$8,476.20	\$2,000.00	\$0.00	\$5,000.00	\$3,000.00	Annual contribution from all partners
E 212-45203-403	Improvements Other Than Bldgs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$324,153.17	\$0.00	\$0.00	
	<b>45203 DC Trall</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$11,389.70</b>	<b>\$0.00</b>	<b>\$324,153.17</b>	<b>\$7,500.00</b>	\$7,500.00	

**CITY OF DASSEL**

**RESOLUTION SETTING & APPROVING THE  
ANNUAL FEE SCHEDULE FOR 2026**

**WHEREAS**, The Dassel City Council is charged with setting fees for various services and permits at its organizational meeting in January each year pursuant to City Code 36.01;

**NOW, THEREFORE, BE IT RESOLVED** that the Dassel City Council hereby approves the following fee schedule referred to as “Exhibit A” in the City Code 36.01B for 2026:

**Exhibit A**

<b>2026 City of Dassel Fee Schedule</b>		
<b>Building Usage Rates</b>		
	<b>Proposed Change for 2026</b>	
<b>City Hall - Community Room</b>		
Rental	Increase to \$75.00 (+\$15.00)	\$60.00
Damage & Cleaning Deposit		\$300.00
<b><u>City Residents &amp; DAHS Members</u></b>		
<b>Community/Event Center</b>		
Event Center (Normal Business Hours)		\$30.00/hr, \$120 max.
Event Center (Non-Business Hours)		\$50.00/hr, \$200 max.
<b>Museum</b>		
Museum (Normal Business Hours)		\$25.00/hr, \$100 max.
Museum (Normal Business Hours)		\$25.00/hr, \$100 max. + \$25.00/hr Security
<b>Conference Room</b>		
Meeting (Normal Business Hours)		\$10.00/hr
<b><u>Non-City Residents &amp; Non-DAHS Members</u></b>		
<b>Community/Event Center</b>		
Event Center (Normal Business Hours)		\$40.00/hr, \$160 max.
Event Center (Non-Business Hours)		\$60.00/hr, \$240 max.
<b>Museum</b>		
Museum (Normal Business Hours)		\$35.00/hr, \$140 max.
Museum (Non- Business Hours)		\$35.00/hr, \$140 max. + \$25.00/hr Security
<b>Conference Room</b>		
Meeting (Normal Business Hours)		\$20.00/hr
<b><u>Tax Exempt (501-c3 Certificate Required)</u></b>		
<b>Community/Event Center</b>		
Event Center (Normal Business Hours)		\$40.00/mtg
Event Center (Non-Business Hours)		\$50.00/mtg
Fund Raising Events		10% of net profits/Min \$50, Max \$200
<b>Museum</b>		
Museum (Normal Business Hours)		\$40.00/mtg
Museum (Non- Business Hours)		\$40.00/mtg + \$25.00/hr Security
<b>Conference Room</b>		
Meeting (Normal Business Hours)		\$20.00/mtg
Damage & Cleaning Deposit		\$300.00

## Meeting, Admin, Building & Development Fees

<b>City Meetings</b>		
Special City Council Meeting		\$200.00
Special Planning Commission Meeting		\$200.00
<b>Administrative Fees</b>		
DVD Copies of Meetings, Events, etc.		\$5.00 per dvd
Fax (per page)		\$1.00
Copies (per side)		\$0.25
Notary service (per page)		\$1.00
Document Scanning/Emailing		\$.25 per page
Assessment Searches		\$30.00
<b>False Alarm Fees (new)</b>		
Fire/Security - First 3 Alarms	\$0.00	\$0.00
4th - 10th Alarm	\$55.00 each	\$0.00
11th - 15th Alarm	\$110.00 each	\$0.00
16th plus each successive alarm	\$165.00 each	\$0.00
<b>Fire Department Fees (new)</b>		
Fire Incident Report		\$50.00
<b>Project Deposits</b>		
TIF Project	Developer to pay all legal, engineering and planning costs incurred related to project	\$3,000.00
Preliminary Plat		\$3,000.00 & \$100.00 per lot
<b>Building, Planning &amp; Zoning Fees</b>		
Annexation Request		Actual Cost to City
Conditional Use Permit		\$350.00
Minor Lot Line Adjustment		\$350.00
Plat Filing Fee		\$200.00 & \$10.00 per lot
Rezoning Request		\$350.00
Variance/Vacation Request		\$350.00
<b>Building Permit Fees</b>		
Plan Review Fee (Commercial Only)		Meeker County Fee Schedule 25% of permit fee
Mechanical Permits		\$64.00
Reroof, Siding, Window/Door, Misc. Repair (appr. 7/21/25)		\$64.00
Residential Demolition (appr. 7/21/25)		\$64.00
Signs (appr. 7/21/25)		64.00 / minimum
Commercial Demolition		\$64.25
State Surcharge		per Statute
Zoning Review Fee (New Construction)		\$50.00
Administrative Fee (All Permits)		10% of permit fee
<b>Development Fees</b>		
Water Accessibility Charge		\$1,500.00
Sewer Accessibility Charge		\$1,500.00
Trunk Access Fee - Water per Acre		\$1,000.00
Trunk Access Fee - Sewer per Acre		\$1,750.00
Water Inspection Fee		\$50.00
Water Connection Fee		\$50.00
Water Turn Off/On		\$50.00
Water Meter		Under Utility Rates
Pre-Development Agreement	Developer to pay all legal, engineering and planning costs incurred related to project	

Licenses & Permits		
<b>Animal Licenses-Annual Calendar Year</b>		
Non-Spayed or Neutered	Recommend Ordinance be repealed; except for Dangerous Dog sections	\$10.00
Spayed Neutered	Recommend Ordinance be repealed; except for Dangerous Dog sections	\$5.00
<b>Animal Fines</b>		
Impound Fee		\$50.00
Daily Fee		\$5.00 /day
<b>Chicken Keeping Licenses-Annual Calendar Year</b>		
Max 10 chickens (based on lot size) NO ROOSTERS		\$50.00
<b>Liquor Licenses</b>		
3.2 On-Sale (Annually, Commencing July 1st)		\$350.00
3.2 Off-Sale (Annually, Commencing July 1st)		\$100.00
Investigation (One-Time Fee)		\$300.00
Temporary Intoxicating On-Sale		\$50.00
Consumption & Display Permit (City Fee Only)		\$50.00
On-Sale Intoxicating		\$2,000.00
On-Sale Sunday		\$200.00
<b>Cannabis Retail Registration (Fees Established by State Statute. Application to Dept of Cannabis Management</b>		
Cannabis Microbusiness (initial and review)	Initial Registration & 1st Annual Renewal \$500; Second Annual Renewal and Beyond \$1,000	\$1,000.00
Cannabis Mezzobusiness (initial and renewal)	Initial Registration & 1st Annual Renewal \$500; Second Annual Renewal and Beyond \$1,000	\$1,000.00
Cannabis Retailer (initial and renewal)	Initial Registration & 1st Annual Renewal \$500; Second Annual Renewal and Beyond \$1,000	\$300.00
Medical Cannabis (initial and renewal)	Initial Registration & 1st Annual Renewal \$500; Second Annual Renewal and Beyond \$1,000	\$0.00
Lower Potency Hemp Edible Retailer Registration		\$125.00
		\$0.00
Tetrahydrocannabinol (THC) products(needs to be repealed 10-1-25)	Recommend Ordinance by repeal, State of Cannabis Management Regulates	\$2,200.00
<b>Special Permits</b>		
Dance Permit		\$35.00
Charitable Gambling		10% of Net Profits
Sexually & Adult Use Oriented Business ( Annually, on July 1st)		\$2,500.00
Investigation (One-Time Fee)		\$1,500.00
Right-of-Way	\$50.00	\$0.00
<b>Peddlers License Fee</b>		
		\$500.00
<b>Parking Lot Sanding</b>		
		\$50.00/sanding
Water, Sewer, Surface Water Rates		
Water Base Rate (Monthly per unit)	increase by 3% to \$.60 to \$20.57	\$19.97
Water Usage Rate (per 1000 gallons)	increase by 3% to \$.30 to \$10.42	\$10.12
Sewer Base Rate (Monthly per unit)	increase by 3% to \$.73 to \$25.01	\$24.28
Sewer Usage Rate (per 1000 gallons)	increase by 3% to \$.23 to \$7.73	\$7.50
MN Dept Health Water Testing Fee (Annually in June)	MN Dept of Health increased to \$15.22 as of Jan 1, 2026	Rates set by State of MN 2019 \$9.72
Surface Water Management Fee - Residential	increase by 3% to \$.10 to \$3.39	\$3.29
Surface Water Management Fee - Commercial	increase by 3% to \$.15 to \$5.07	\$4.92
Surface Water Management Fee - Industrial	increase by 3% to \$.21 to \$7.19	\$6.98
Water Turn Off/On		\$50.00
Water Meter standard 3/4" meter \$300.00;larger size price would be cost plus setup fee and applicable tax	Water Meter standard 3/4" meter \$350.00	Actual Cost to City + Applicable Tax
Late Fee Penalty per month		10.00%
Equipment Utilization Fees		
<b>Public Works</b>		
Vac Truck with Public Works staff		\$100.00 per hour
		\$200.00 1st hour, \$150. ea additional hour
Sweeper with Public Works staff		hour

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the resolution was adopted and unanimously carried, this 15<sup>th</sup> day of December, 2025.

ATTEST:

\_\_\_\_\_  
Bob Lalone  
Mayor

\_\_\_\_\_  
Tracey Bergum  
City Clerk/Treasurer

Address: 424 3rd St N  
Commercial

**November 2025 Usage**

	<u>Water</u>	<u>Sewer</u>	<u>Tax on Wtr</u>
High Usage (gallons)	15016	15016	
Usage Amount	\$151.96	\$112.62	
Base fees	\$19.97	\$24.28	
Total usage +Base fees	\$171.93	\$136.90	\$11.82
Surface Wtr I	\$4.92		
	\$176.85	\$136.90	
		<b>Total Bill</b>	<b>\$325.57</b>

With 2026 Proposed Rates

	<u>Water</u>	<u>Sewer</u>	<u>Tax on Wtr</u>
High Usage (gallons)	15016	15016	
Usage Amount	\$156.47	\$116.07	
Base fees	\$19.97	\$24.28	
Total usage +Base fees	\$176.44	\$140.35	\$12.13
Surface Wtr I	\$5.07		
	\$181.51	\$140.35	
		<b>Total Bill</b>	<b>\$333.99</b>

<b>Bill increase</b>	<b>\$8.42</b>
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Address: Hilltop Dr  
Residential Family of 4  
**November 2025 Usage**

	Water	Sewer
High Usage (gallons)	3441	3441
Usage Amount	\$34.82	\$25.81
Base fees	\$19.97	\$24.28
Total usage +Base fees	\$54.79	\$50.09
Surface Wtr I	\$3.29	
	\$58.08	\$50.09
	<b>Total Bill</b>	<b>\$108.17</b>

**With 2026 Proposed Rates**

	Water	Sewer
High Usage (gallons)	3441	3441
Usage Amount	\$35.86	\$26.60
Base fees	\$19.97	\$24.28
Total usage +Base fees	\$55.83	\$50.88
Surface Wtr I	\$3.39	
	\$59.22	\$50.88
	<b>Total Bill</b>	<b>\$110.09</b>

<b>Bill increase</b>	<b>\$1.92</b>
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Address: 961 1st St N  
Industrial

**November 2025 Usage**

	Water	Sewer	Tax on Wtr
High Usage (gallons)	19395	19395	
Usage Amount	\$196.28	\$145.46	
Base fees	\$19.97	\$24.28	
Total usage +Base fees	\$216.25	\$169.74	\$14.87
Surface Wtr I	\$6.98		
	\$223.23	\$169.74	
		<b>Total Bill</b>	<b>\$407.84</b>

With 2026 Proposed Rates

	Water	Sewer	Tax on Wtr
High Usage (gallons)	19395	19395	
Usage Amount	\$202.10	\$149.92	
Base fees	\$19.97	\$24.28	
Total usage +Base fees	\$222.07	\$174.20	\$15.27
Surface Wtr I	\$7.19		
	\$229.26	\$174.20	
		<b>Total Bill</b>	<b>\$418.73</b>

<b>Bill increase</b>	<b>\$10.89</b>
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## LIABILITY COVERAGE WAIVER FORM

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city’s underwriter, to pstech@lmc.org](mailto:pstech@lmc.org), or fax to 651.281.1298.**

*The decision to waive or not waive the statutory tort limits must be made annually by the member’s governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member’s liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: City of Dassel

*Check one:*

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member’s governing body meeting:      --

Signature: \_\_\_\_\_

Position: Mayor

**2026 Dassel Fire Department**  
**Officer Appointments Effective Jan. 1, 2026**

David Johnson, Chief

Brian Massingham, Assistant Chief

Kevin Carlen, Captain 1

Andy Nelson Captain 2

Justin Johnson, Captain 3 and Treasurer

Terry Heidecker, Lieutenant 1

Jordan Oslund, Lieutenant 2

Andy Kisoer, Lieutenant 3

Eric Dickey, Secretary

**RESOLUTION ACCEPTING A DONATION TO THE CITY OF DASSEL**

**WHEREAS**, the City of Dassel is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Dassel Fireman's Relief Association	\$15,000.00

**WHEREAS**, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the resolution was adopted and unanimously carried, this 15<sup>th</sup> day of December, 2025.

ATTEST:

\_\_\_\_\_  
Bob Lalone  
Mayor

\_\_\_\_\_  
Tracey Bergum  
City Clerk/Treasurer

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

**December - 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

Rentals are increasing.

Businesses, weddings, showers, family Christmases

Sherlock Carol Beginning Dec. 12.

Planning for 2026 – Any suggestions or ideas

## Liquor Store

	Cost of Good		Gross Profit		Growth %	2024	2023	2022	2021	2020	2019
	2025 Gross Sales	Sold	Gross Profit	%							
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	\$ 108,925.03	\$ 78,651.42	\$ 30,273.61	28%	-5%	\$ 114,273.28	\$ 121,073.47	\$ 121,411.40	\$ 126,696.75	\$ 146,544.48	\$ 133,046.50
Sep	\$ 90,754.49	\$ 65,153.98	\$ 25,600.51	28%	5%	\$ 86,769.92	\$ 117,082.11	\$ 125,522.69	\$ 118,904.19	\$ 126,685.79	\$ 97,976.90
Oct	\$ 89,973.16	\$ 64,714.38	\$ 25,258.78	28%	1%	\$ 89,274.25	\$ 98,507.27	\$ 106,315.17	\$ 114,317.15	\$ 122,201.79	\$ 96,634.58
Nov	\$ 93,766.80	\$ 67,821.59	\$ 25,945.21	28%	2%	\$ 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	\$ 1,037,509.14	\$ 747,791.50	\$ 289,717.64	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						-11%	-2%	-6%	-8%	24%	5%

The holiday sales numbers were good  
 Will be completing Employee reviews  
 Doing final inventory counts to prepare for the auditor

Please contact me with any question and concerns  
 Thank you

Heather Moy

# City of Dassel Calls for November 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
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
111 - Building fire	1	6.67%	375,360.00	295,596.00	670,956.00	100.00%
<b>Total:</b>	<b>1</b>	<b>6.67%</b>	<b>375,360.00</b>	<b>295,596.00</b>	<b>670,956.00</b>	<b>100.00%</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
3009 - Person Down	2	13.33%				
321 - EMS call, excluding vehicle accident with injury	10	66.67%				
<b>Total:</b>	<b>12</b>	<b>80.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
743 - Smoke detector activation, no fire - unintentional	1	6.67%				
745 - Alarm system activation, no fire - unintentional	1	6.67%				
<b>Total:</b>	<b>2</b>	<b>13.33%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total:</b>	<b>15</b>	<b>100.00%</b>	<b>375,360.00</b>	<b>295,596.00</b>	<b>670,956.00</b>	<b>100.00%</b>

# Total Calls for November 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
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
111 - Building fire	2	5.41%	375,360.00	295,596.00	670,956.00	100.00%
113 - Cooking fire, confined to container	2	5.41%	1.00	1.00	2.00	0.00%
143 - Grass fire	2	5.41%				
<b>Total: 6</b>	<b>Total: 16.22%</b>	<b>Total: 375,361.00</b>	<b>Total: 295,597.00</b>	<b>Total: 670,958.00</b>	<b>Total: 100.00%</b>	
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
3009 - Person Down	2	5.41%				
321 - EMS call, excluding vehicle accident with injury	20	54.05%				
322 - Motor vehicle accident with injuries	1	2.70%				
324 - Motor vehicle accident with no injuries.	3	8.11%				
341 - Search for person on land	1	2.70%				
<b>Total: 27</b>	<b>Total: 72.97%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>	
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
411 - Gasoline or other flammable liquid spill	1	2.70%				
412 - Gas leak (natural gas or LPG)	1	2.70%				
<b>Total: 2</b>	<b>Total: 5.41%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>	
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
743 - Smoke detector activation, no fire - unintentional	1	2.70%				
745 - Alarm system activation, no fire - unintentional	1	2.70%				
<b>Total: 2</b>	<b>Total: 5.41%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>	
<b>Total: 37</b>	<b>Total: 100.00%</b>	<b>Total: 375,361.</b>				

# Public Works Director Report

## Street Department:

- We have been working with 101 Driving as a new company for towing this plowing season. They will be using the same property as the previous towing company for short term storage.
- I have been working with Renee on making a notification mailer to inform resident of parking restrictions this plowing season. We have completed and mailed it out.
- We have been busy with snow removal and salting.
- Have been contacting and working with property owners about snow piles and plowing.
- We have put up all the holiday decorations.
- We were able to get in to the property to complete cleaning out the last storm vector for the year.

## Water Dept.

- The pressure reducing valve at HWY 12 and 1<sup>st</sup> St. is leaking again. We are working with the company that was just here to repair it last month to get it repaired again. I am hoping that it is a warranty issue. We are trying to set up a date that the weather will cooperate with.
- I have begun working on year end paperwork.
- The new line to the new sober living facility has been completed and turned on.

## Sewer Dept.

- We removed the dock in the ponds and have winterized the spray fields. We were able to get the ponds to the lowest we have been able to in past few years.
- Maintenance contract with Cummings is complete for yearly generator service. They will be out in the beginning of 2026 to complete services.
- We have finally received our new wastewater permit from the MPCA.
- We are beginning to start working on year end reporting and filing.

## Equipment

- We have all summer equipment winterized and winter equipment out.
- We have been completing some maintenance and repairs on equipment.
- We did not receive any bids on the Ranger for sale.

## Personnel

- Public Works will be a little shorthanded due people using up PTO this month. Except in the event of snow.

- I have begun working on annual employee reviews.

## **Parks**

- We had to have Algren's Electric reinstall one of the light poles at the skating rink. We think this was due to the ice and frost pulling the pole out of the ground. The pole was still in good shape. We also had them check and replace any bulbs while there.
- We have begun flooding the rink. With the weather and snow I do not have an idea when we will be able to open it yet.

## **Building/Property**

- We have made a monthly maintenance checklist for the liquor store building. I also showed Heather what was needed to be done with it. I will be making checklists for the museum and city hall this winter.
- We are repairing busted window in the warming house. It was broken last year. We are going to be repairing it with Plexiglas to help avoid future issues.

# FOR SALE

## 2005 Ford Ranger XLT 4X4

**Bid/RFP Status: Open - accepting bids and proposals**

**Bid/RFP Due Date: Friday, December 5, 2025 - 11:00am**

### **Back to Bids/RFPs**

**2005 Ford Ranger XLT 4x4. 4.0L V6 engine, 151,883 miles, auto, power windows/locks, hard topper missing rear lid. Some scratches/dents/rust. The City of Dassel will be accepting sealed bids for this surplus item until 11:00 am on Friday, Dec. 5, 2025, at which time the bids will be opened and read aloud. Minimum bid must be \$2,500.00. This item will be sold by sealed bid, "as is" with no warranty expressed or implied. The City will not deliver this item and the item must be paid for and picked up by December 11, 2025. The City reserves the right to reject any and all bids, to waive irregularities and informalities therein and to award the contract in the best interest of the city.**

**Bids shall be directed to Renee Eckerly, City Administrator in a securely sealed envelope and endorsed upon the outside wrapper, "BID FOR SURPLUS PROPERTY". If you have any questions about the vehicle, call Kyle Moy, Public Works Director,**

**612-716-0686 or email at [publicworks@dassel.com](mailto:publicworks@dassel.com)**





PRSR STD  
ECRWSS  
U.S. POSTAGE  
PAID  
EDDM

**NO  
PARKING**  
ON STREETS  
OR ALLEYS  
DURING OR  
48 HRS AFTER  
SNOW EVENT

Local Postal Customer

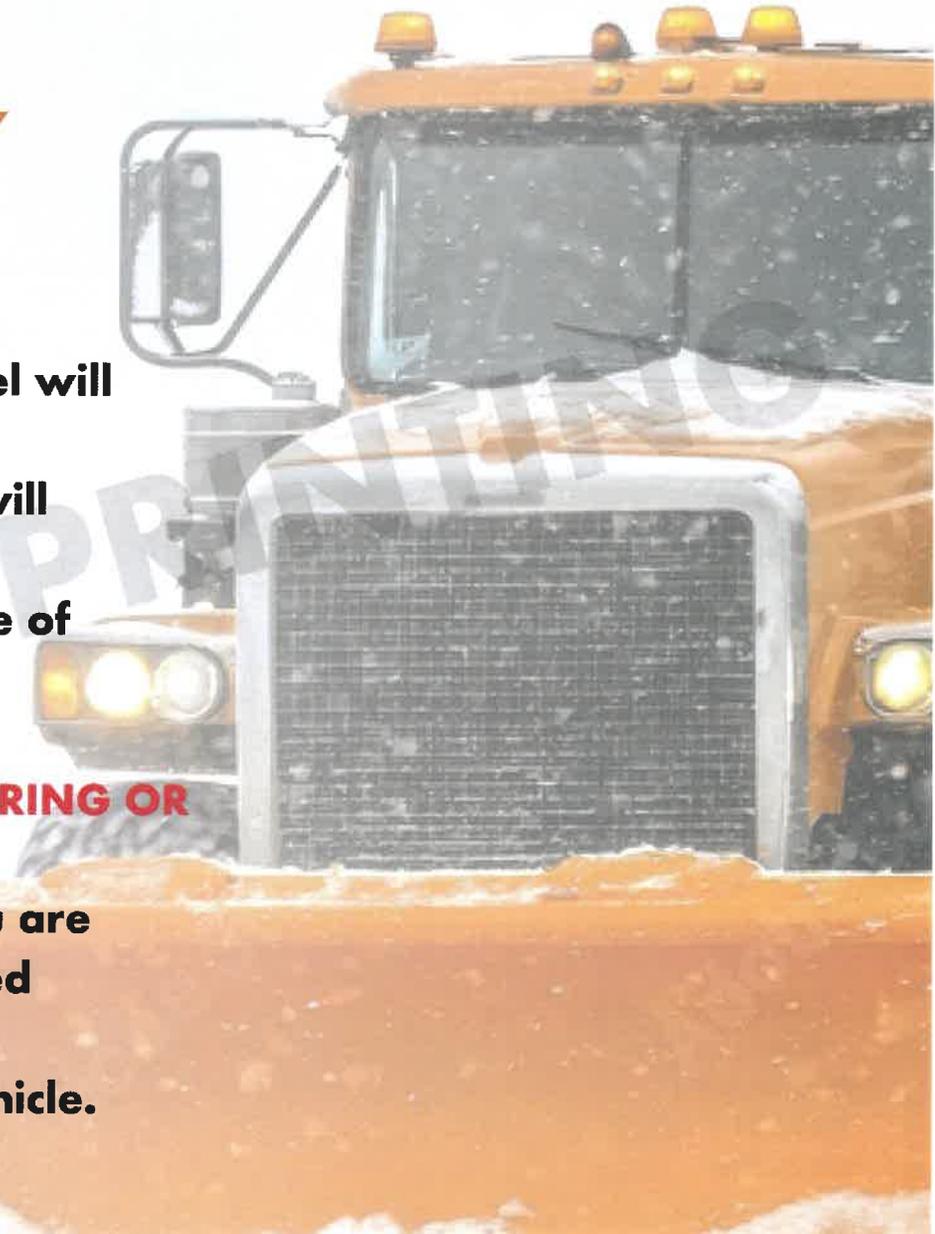
PRINTING

**To Avoid Having Your  
Vehicle REMOVED,  
Follow The Rules**

Adobe Stock | #1783430506

# CITY OF DASSEL SNOWPLOWING POLICY

- Snow accumulation of 2 inches or more will activate plowing
- Drifting snow that causes problems for travel will activate plowing
- Icy conditions which seriously affect travel will activate plowing
- Time of snowfall in relationship to heavy use of streets will activate plowing
- Snowplowing will start at 4:00 a.m.
  - Cars **MUST** be off the streets and alleys **DURING OR 48 HOURS AFTER SNOW EVENT**
  - Contact City Hall prior to snow event if you are not sure where to park to **NOT** get removed
  - Removal is **EXPENSIVE \$200.00 MINIMUM.**  
The City **DOESN'T** want to remove your vehicle.





Real People. Real Solutions.

## MEMORANDUM

Date: November 13, 2025

To: Honorable Mayor Lalone and Members of the City Council  
City of Dassel

From: Mitchell Lease, P.E., Project Manager  
Bolton & Menk, Inc.

Subject: 2027 Improvement Project  
City of Dassel

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The City's Capital Improvement Plan includes a project for the year 2027 as shown on the attached map. This project includes street and utility improvements. The streets that are proposed to be included in the 2027 project are as follows:

#### Street & Utility Reconstruction Areas:

- Alley south of Parker Avenue (TH 12) – 5<sup>th</sup> Street to 1<sup>st</sup> Street
- 5<sup>th</sup> Street – Pacific Avenue West to the alley south of Parker Avenue (TH 12)
- Pacific Avenue – 2<sup>nd</sup> Street to 7<sup>th</sup> Street

#### Street Reconstruction

- Todd Street – North of Parker Avenue (TH 12)
- 6<sup>th</sup> Street – South of Parker Avenue (TH 12)
- Mushroom Building Parking Lot

The total estimated cost of this project is \$2,605,000.00. If the City is interested in pursuing PFA financing for this project, we would need to complete a Feasibility Report and prepare the necessary applications by March 2026.

Please let me know if you have any questions.

cc: Renee Eckerly, City Administrator

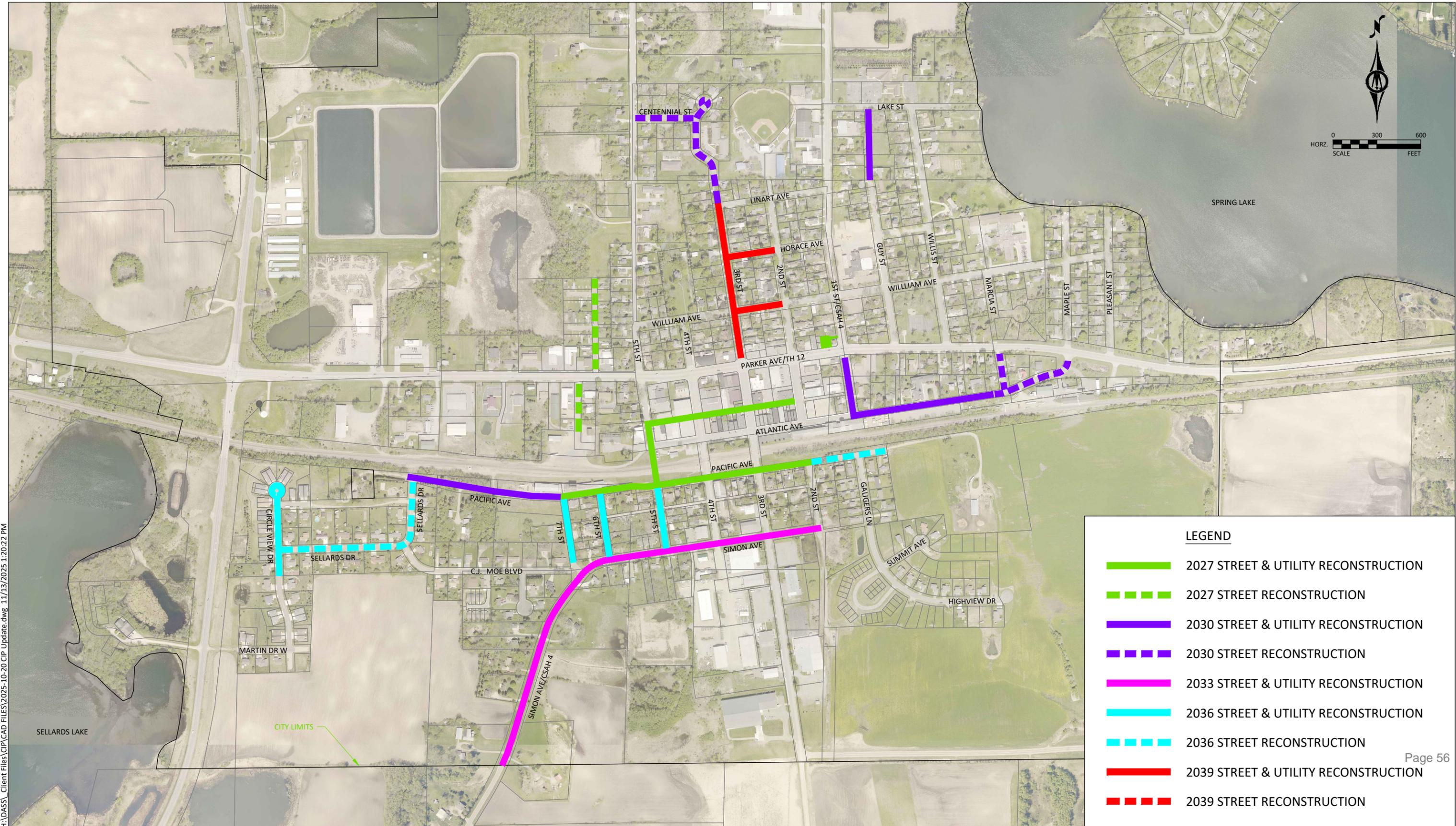
# CAPITAL IMPROVEMENT PLAN

CITY OF DASSEL, MINNESOTA

UPDATED: 11/13/2025

## PROJECT BREAKDOWN

YEAR	STREET	DATE OF LAST IMPROVEMENT	LENGTH (FEET)	COST PER FOOT	ESTIMATED AMOUNT	
<b>2027</b>	<b>STREET &amp; UTILITY RECONSTRUCTION</b>					
	ALLEY SOUTH OF PARKER AVENUE (TH 12) - 5TH STREET TO 1ST STREET	UNKNOWN	1020	\$473.36	\$482,823.29	
	5TH STREET - PACIFIC AVENUE WEST TO THE ALLEY SOUTH OF TH 12	2004 (PARTIAL), 1971	445	\$1,371.59	\$610,358.79	
	PACIFIC AVENUE - 2ND STREET TO 7TH STREET	UNKNOWN	1740	\$634.90	\$1,104,729.20	
	SUBTOTAL				\$2,197,911.29	
	<b>STREET RECONSTRUCTION</b>					
	TODD STREET - NORTH OF PARKER AVENUE (TH 12)	1971	620	\$383.15	\$237,550.90	
	6TH STREET - SOUTH OF PARKER AVENUE (TH 12)	Unknown	325	\$383.15	\$124,522.65	
	MUSHROOM BUILDING PARKING LOT (680 SQ YDS)				\$45,000.00	
	SUBTOTAL				\$407,073.54	
	<b>TOTAL</b>				<b>\$2,604,984.83</b>	
	<b>2030</b>	<b>STREET &amp; UTILITY RECONSTRUCTION</b>				
		1ST STREET - ATLANTIC AVENUE TO PARKER AVENUE (U.S. 12)	1997 (PARTIAL)	410	\$948.41	\$388,849.19
		ATLANTIC AVENUE - FIRST STREET TO WEST OF MARCIA STREET	RECENT SEAL COAT	800	\$805.59	\$644,472.20
UTILITY CORRIDOR - END OF GUY STREET TO MIDDLE OF LAKE STREET (SANITARY)		UNKNOWN	510	\$282.82	\$144,237.68	
PACIFIC AVENUE - SELLARDS DRIVE TO 7TH STREET (STREET AND STORM)		2009 (WMN)	1100	\$696.20	\$765,821.95	
SUBTOTAL					\$1,943,381.01	
<b>STREET RECONSTRUCTION</b>						
ATLANTIC STREET - WEST OF MARCIA STREET TO PARKER AVENUE (U.S. 12) (MILL & OVERLAY)		1996	800	\$80.42	\$64,332.29	
MARCIA STREET - ATLANTIC AVENUE TO PARKER AVENUE (U.S. 12) (MILL & OVERLAY)		1996, 1999	260	\$80.42	\$20,907.99	
3RD STREET NORTH - LINHART AVENUE TO END OF CUL-DE-SAC		1997	894	\$412.61	\$368,870.65	
CENTENNIAL AVENUE - 5TH STREET TO 3RD STREET		1994	390	\$412.61	\$160,916.73	
SUBTOTAL					\$615,027.65	
<b>TOTAL</b>					<b>\$2,558,408.67</b>	
<b>2033</b>		<b>STREET &amp; UTILITY RECONSTRUCTION</b>				
	SIMONS AVENUE (CSAH 4)- CITY LIMITS TO 3RD STREET SOUTH	1971	2350	\$1,107.62	\$2,602,897.90	
	PROJECTED COUNTY PARTICIPATION		2350	\$222.17	-\$522,090.80	
	SIMONS AVENUE - 3RD STREET SOUTH TO 2ND STREET SOUTH	1971	360	\$1,107.62	\$398,741.81	
	SUBTOTAL				\$2,479,548.90	
<b>TOTAL</b>				<b>\$2,479,548.90</b>		
<b>2036</b>	<b>STREET &amp; UTILITY RECONSTRUCTION</b>					
	7TH STREET - PACIFIC AVENUE WEST TO C.J. MOE BOULEVARD	1971	470	\$1,192.78	\$560,607.27	
	6TH STREET - PACIFIC AVENUE WEST TO SIMONS AVENUE WEST	1971	430	\$1,192.78	\$512,896.01	
	5TH STREET - PACIFIC AVENUE WEST TO SIMONS AVENUE WEST	1971	400	\$1,192.78	\$477,112.57	
	SUBTOTAL				\$1,550,615.85	
	<b>STREET RECONSTRUCTION</b>					
	PACIFIC AVENUE - 2ND STREET SOUTH TO GALIGERS LANE	1997	380	\$478.50	\$181,829.09	
	CIRCLE VIEW DRIVE - SELLARDS DRIVE TO END OF CUL-DE-SAC	1994	700	\$478.50	\$334,948.33	
	SELLARDS DRIVE - CIRCLE VIEW DRIVE TO PACIFIC AVENUE	1994	1310	\$478.50	\$626,831.87	
	SUBTOTAL				\$1,143,609.29	
<b>TOTAL</b>				<b>\$2,694,225.14</b>		
<b>2039</b>	<b>STREET &amp; UTILITY RECONSTRUCTION</b>					
	3RD STREET NORTH - PARKER AVENUE (U.S. 12) TO NORTH OF LINART AVENUE	1997 (RAW WMN)	1210	\$1,284.50	\$1,554,239.11	
	HORACE AVENUE - 3RD STREET NORTH TO 2ND STREET NORTH	UNKNOWN	340	\$1,284.50	\$436,728.35	
	LINART AVENUE - 3RD STREET NORTH TO 2ND STREET NORTH	UNKNOWN	340	\$1,284.50	\$436,728.35	
	SUBTOTAL				\$2,427,695.80	
<b>TOTAL</b>				<b>\$2,427,695.80</b>		



LEGEND	
	2027 STREET & UTILITY RECONSTRUCTION
	2027 STREET RECONSTRUCTION
	2030 STREET & UTILITY RECONSTRUCTION
	2030 STREET RECONSTRUCTION
	2033 STREET & UTILITY RECONSTRUCTION
	2036 STREET & UTILITY RECONSTRUCTION
	2036 STREET RECONSTRUCTION
	2039 STREET & UTILITY RECONSTRUCTION
	2039 STREET RECONSTRUCTION

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Real People. Real Solutions.

## MEMORANDUM

Date: November 25, 2025

To: Honorable Mayor Lalone and Members of the City Council  
City of Dassel

From: Mitchell Lease, P.E., Project Manager  
Bolton & Menk, Inc.

Subject: 2027 Improvement Project  
City of Dassel

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As requested, we have prepared a budget associated with completing the Feasibility Report for the proposed 2027 Improvement Project outlined in November's regular City Council meeting.

As a reminder, the project includes street and utility improvements in the following areas:

### Street & Utility Reconstruction:

- Alley south of Parker Avenue (TH 12) – 5<sup>th</sup> Street to 1<sup>st</sup> Street
- 5<sup>th</sup> Street – Pacific Avenue West to the alley south of Parker Avenue (TH 12)
- Pacific Avenue – 2<sup>nd</sup> Street to 7<sup>th</sup> Street

### Street Reconstruction:

- Todd Street – North of Parker Avenue (TH 12)
- 6<sup>th</sup> Street – South of Parker Avenue (TH 12)
- Mushroom Building Parking Lot

The total estimated cost for this project is \$2,605,000.00. If the City intends to pursue Public Facilities Authority (PFA) financing, a Feasibility Report and related applications must be completed by March 2026.

The estimate cost to prepare the Feasibility Report is \$18,000-\$22,000. This report will include project scope, preliminary design considerations, cost estimates, preliminary assessments, and documentation required for PFA funding eligibility.

If you have any questions, please feel free to contact me at any time.

cc: Renee Eckerly, City Administrator

## **City Administrator December 2025 Report**

1. On November 25, 2025, Mayor Lalone and I had a virtual procedural meeting with Robert Scott and David Assaf, Flaherty & Hood. We reviewed the current projects and issues the City is dealing with and working on. David is working on the RFP for Engineer and Architect for a new fire hall.
2. The Lower Potency Hemp Edible Retail license was issued by the MN Office of Cannabis Management for 1 year. The Federal ban goes into effect November 13, 2026, so the State is working with our Federal Legislators to get the ban changed to save the hemp industries.
3. Tracey Bergum, City Clerk-Treasurer and I attended a virtual presentation on Laserfiche by Cities Digital. Action on this item is on the agenda.
4. I attended the following meeting: DAHS meeting, Housing webinars, Red Rooster Committee meeting, Safety Committee, Joint Meeting with City of Cokato and School District, attended training from Banyon on accrual processing of accounts payable and Department Head meeting.
5. Tracey Bergum, City Clerk – Treasurer and I met with Venesa from Waste Management regarding renewal of our contract with them. We learned about other services such as shredding and the opportunity to go tour their facility.
6. Finished the renewal of liability insurance and workers comp policies with the League of MN Cities Insurance Trust. There is multiple action items on this agenda related to this item.
7. Paid Family Leave - Distributed the employee notice to all employees regarding the percentage that will be deducted from their payroll checks. The State of MN has issued 2 different rates for the City of Dassel. It is .66% for the employees covered by unemployment and .88 for Council and Firefighters. I have contacted the State to find out why. I still have the personnel policy to update and complete the setup on Banyon.
8. I am completing the proposed 2026 Budget and working with Banyon on the software discrepancies.
9. I am compiling performance evaluation packets for Department Heads.
10. The Administration staff is short-handed and is working hard to adjust the additional work between us to get everything covered.

### **Questions:**



# 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 December 2, 2025

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
<b>911 Hang Up Total: 3</b>					
11/14/25 22:28:06	CFS25015476		125JK	911 Hang Up	Clear
11/26/25 12:00:10	CFS25015942		806RC	911 Hang Up	Clear
11/29/25 20:18:32	CFS25016065		807MS, 306BN	911 Hang Up	Clear
<b>Abuse - Neglect - Maltreatment Total: 1</b>					
11/24/25 08:30:08	CFS25015829		125JK	Abuse - Neglect - Maltreatment	Report Taken
<b>Alarm Total: 4</b>					
11/03/25 17:55:52	CFS25014950		117JI	Alarm	Clear
11/06/25 13:43:17	CFS25015069		125JK	Alarm	Clear
11/06/25 16:51:15	CFS25015081		125JK	Alarm	Clear
11/27/25 00:18:37	CFS25015976		117JI	Alarm	Clear
<b>Animal - Dog Total: 5</b>					
11/01/25 13:11:39	CFS25014849		127DW	Animal - Dog	Handled By Officer / Deputy
11/04/25 08:13:24	CFS25014971		118JO	Animal - Dog	Clear
11/05/25 07:54:41	CFS25015015		103RS	Animal - Dog	Clear
11/24/25 11:10:58	CFS25015842		125JK	Animal - Dog	Clear
11/25/25 10:16:23	CFS25015889		125JK	Animal - Dog	Clear
<b>Child Abuse - Neglect - Maltreatment Total: 2</b>					
11/10/25 08:09:59	CFS25015235		112JC	Child Abuse - Neglect - Maltreatment	No Report Taken
11/25/25 10:06:45	CFS25015887		113TO	Child Abuse - Neglect - Maltreatment	Clear
<b>Civil Total: 1</b>					
11/26/25 11:20:25	CFS25015939		125JK	Civil	Clear
<b>Driving Complaint Total: 6</b>					
11/06/25 20:43:22	CFS25015092		125JK	Driving Complaint	Clear
11/08/25 23:05:26	CFS25015188		120ND	Driving Complaint	Gone On Arrival (GOA)/Unable to Locate (UTL)
11/12/25 19:09:55	CFS25015379		125JK	Driving Complaint	Clear
11/16/25 17:30:01	CFS25015527		125JK	Driving Complaint	Clear
11/20/25 12:02:27	CFS25015690		127DW	Driving Complaint	

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
11/25/25 16:19:13	CFS25015904		110TB, 302HH	Driving Complaint	Clear
<b>Emotionally Disturbed Person Total: 2</b>					
11/16/25 14:41:25	CFS25015524		125JK	Emotionally Disturbed Person	Clear
11/17/25 03:49:22	CFS25015541		120ND	Emotionally Disturbed Person	Gone On Arrival (GOA)/Unable to Locate (UTL)
<b>Fire Total: 1</b>					
11/27/25 22:39:55	CFS25016004		108ZL	Fire	No Report Taken
<b>Found Person Total: 1</b>					
11/28/25 13:33:33	CFS25016020		128SB	Found Person	Assisted
<b>Found Property Total: 2</b>					
11/12/25 11:53:14	CFS25015351		804CK	Found Property	Assisted
11/12/25 14:29:21	CFS25015356		125JK	Found Property	Clear
<b>Harassment Total: 2</b>					
11/07/25 16:47:22	CFS25015116		125JK	Harassment	Clear
11/13/25 16:54:07	CFS25015415		117JI	Harassment	Report Taken
<b>Info Total: 1</b>					
11/04/25 01:50:42	CFS25014965		122EA	Info	Gone On Arrival (GOA)/Unable to Locate (UTL)
<b>Intoxicated Total: 1</b>					
11/29/25 17:50:58	CFS25016058		125JK	Intoxicated	Clear
<b>Lost Property Total: 1</b>					
11/12/25 11:53:00	CFS25015350		806RC	Lost Property	Clear
<b>Medical Total: 3</b>					
11/03/25 19:22:32	CFS25014956		125JK, MAYO1	Medical	Clear
11/13/25 21:12:29	CFS25015426		MAYO1, 109RS, DFR1	Medical	EMS Transport
11/30/25 00:11:02	CFS25016073		DFR1, 125JK, MAYO1	Medical	Assisted
<b>Motorist Assist Total: 2</b>					
11/06/25 20:25:53	CFS25015090		125JK	Motorist Assist	Clear
11/14/25 18:11:47	CFS25015465		125JK	Motorist Assist	Clear
<b>Motor Vehicle Accident Total: 1</b>					
11/13/25 15:47:31	CFS25015412		MAYO1, 305BM, 109RS	Motor Vehicle Accident	Citation Issued
<b>Motor Vehicle Accident with Animal Total: 1</b>					
11/21/25 17:41:45	CFS25015748		128SB	Motor Vehicle Accident with Animal	Assisted

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
<b>Ordinance Violation Total: 1</b>					
11/06/25 12:55:21	CFS25015065		125JK	Ordinance Violation	Clear
<b>Parking Total: 1</b>					
11/30/25 09:29:51	CFS25016078		127DW	Parking	Handled By Officer / Deputy
<b>Public Assist Total: 3</b>					
11/16/25 16:05:18	CFS25015526		125JK	Public Assist	Clear
11/17/25 20:25:17	CFS25015575		125JK	Public Assist	Clear
11/28/25 16:09:05	CFS25016023		125JK	Public Assist	Clear
<b>Repossession Total: 1</b>					
11/19/25 17:47:01	CFS25015665		807MS	Repossession	Warning
<b>Scam Total: 1</b>					
11/26/25 12:44:31	CFS25015946		125JK	Scam	Clear
<b>Sex Offense Total: 1</b>					
11/24/25 17:22:52	CFS25015852		128SB	Sex Offense	Report Taken
<b>Suspicious Activity Total: 3</b>					
11/01/25 06:40:41	CFS25014841		127DW	Suspicious Activity	Gone On Arrival (GOA)/Unable to Locate (UTL)
11/11/25 21:23:02	CFS25015332		125JK	Suspicious Activity	Clear
11/17/25 09:53:58	CFS25015548		128SB	Suspicious Activity	Report Taken
<b>Suspicious Person Total: 1</b>					
11/04/25 02:17:02	CFS25014966		122EA	Suspicious Person	Clear
<b>Suspicious Vehicle Total: 2</b>					
11/02/25 00:54:42	CFS25014883		125JK	Suspicious Vehicle	Clear
11/03/25 05:16:54	CFS25014920		122EA	Suspicious Vehicle	Clear
<b>Theft Total: 2</b>					
11/06/25 14:05:55	CFS25015071		125JK	Theft	Report Taken
11/07/25 09:08:38	CFS25015104		118JO	Theft	Report Taken
<b>Threats Total: 1</b>					
11/28/25 21:26:09	CFS25016030		125JK	Threats	Clear
<b>Traffic Stop Total: 109</b>					
11/01/25 19:49:15	CFS25014864	US HWY 12	125JK	Traffic Stop	Warning
11/01/25 19:59:21	CFS25014866	PARKER AV W	125JK	Traffic Stop	Warning
11/01/25 21:57:28	CFS25014873	PARKER AV W	125JK	Traffic Stop	Warning
11/01/25 22:42:53	CFS25014874	PARKER AV E	125JK	Traffic Stop	Citation Issued
11/01/25 23:28:14	CFS25014876	PARKER AV E	125JK	Traffic Stop	Warning
11/01/25 23:41:02	CFS25014877	US HWY 12	125JK	Traffic Stop	Warning
11/02/25 00:11:03	CFS25014879	PARKER AV E	125JK	Traffic Stop	Warning
11/02/25 18:23:09	CFS25014909	PARKER AV E	125JK	Traffic Stop	Warning

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
11/02/25 21:18:31	CFS25014915	PARKER AV E	125JK	Traffic Stop	Citation Issued
11/02/25 21:52:11	CFS25014916	PARKER AV W	125JK	Traffic Stop	Warning
11/03/25 21:51:58	CFS25014959	PLEASANT ST	125JK	Traffic Stop	Warning
11/04/25 19:18:54	CFS25014999	MAPLE ST	125JK	Traffic Stop	Warning
11/04/25 19:29:09	CFS25015001	PARKER AV E	125JK	Traffic Stop	Warning
11/04/25 19:36:30	CFS25015003	PARKER AV W	125JK	Traffic Stop	Warning
11/05/25 17:13:15	CFS25015034	4 ST N	125JK	Traffic Stop	Citation Issued
11/05/25 18:20:00	CFS25015039	2 ST N	125JK	Traffic Stop	Warning
11/06/25 12:02:30	CFS25015061	PARKER AV W	125JK	Traffic Stop	Warning
11/06/25 12:12:31	CFS25015062	MN HWY 15	125JK	Traffic Stop	Warning
11/06/25 19:48:40	CFS25015088	MN HWY 15	125JK	Traffic Stop	Citation Issued
11/07/25 19:51:56	CFS25015127	PARKER AV W	125JK	Traffic Stop	Warning
11/07/25 20:44:00	CFS25015130	PARKER AV W	125JK	Traffic Stop	Warning
11/07/25 21:26:30	CFS25015133	MN HWY 15	125JK	Traffic Stop	Warning
11/07/25 22:14:51	CFS25015136	PARKER AV W	125JK	Traffic Stop	Warning
11/07/25 23:47:43	CFS25015138	1 ST N	105IC	Traffic Stop	Warning
11/08/25 18:31:33	CFS25015164	PARKER AV W	125JK	Traffic Stop	Warning
11/08/25 18:54:28	CFS25015166	4 ST N	105IC	Traffic Stop	Warning
11/08/25 18:58:07	CFS25015167	MN HWY 15	125JK	Traffic Stop	Warning
11/08/25 19:01:08	CFS25015168	PARKER AV W	105IC	Traffic Stop	Warning
11/08/25 19:09:37	CFS25015169	PARKER AV W	105IC	Traffic Stop	Warning
11/08/25 19:15:15	CFS25015171	PARKER AV W	125JK	Traffic Stop	Warning
11/08/25 19:17:03	CFS25015172	PARKER AV W	105IC	Traffic Stop	Warning
11/08/25 19:30:41	CFS25015173	PARKER AV W	105IC	Traffic Stop	Warning
11/08/25 19:40:44	CFS25015175	PLEASANT ST	105IC	Traffic Stop	Citation Issued
11/08/25 19:43:41	CFS25015176	PARKER AV W	125JK	Traffic Stop	Warning
11/08/25 19:56:05	CFS25015177	PARKER AV W	125JK	Traffic Stop	Warning
11/08/25 20:01:26	CFS25015178	6 ST N	105IC	Traffic Stop	Warning
11/08/25 20:02:41	CFS25015179	PARKER AV E	125JK	Traffic Stop	Warning
11/08/25 20:09:46	CFS25015180	PARKER AV E	125JK	Traffic Stop	Warning
11/08/25 20:20:16	CFS25015181	PARKER AV W	105IC	Traffic Stop	Warning
11/09/25 00:20:57	CFS25015192	MAPLE ST	125JK	Traffic Stop	Warning
11/09/25 01:00:05	CFS25015193	PARKER AV E	125JK	Traffic Stop	Citation Issued
11/09/25 15:27:54	CFS25015208	MN HWY 15	125JK	Traffic Stop	Warning
11/09/25 15:47:32	CFS25015209	PARKER AV E	125JK	Traffic Stop	Warning
11/09/25 15:55:40	CFS25015210	PARKER AV W	125JK	Traffic Stop	Warning
11/09/25 16:01:45	CFS25015211	PARKER AV W	125JK	Traffic Stop	Warning
11/09/25 16:08:33	CFS25015212	PARKER AV W	125JK	Traffic Stop	Warning
11/09/25 16:16:05	CFS25015213	PARKER AV W	125JK	Traffic Stop	Warning
11/09/25 17:39:20	CFS25015216	ATLANTIC AV E	125JK	Traffic Stop	Warning
11/09/25 18:26:02	CFS25015218	PARKER AV E	125JK	Traffic Stop	Warning
11/09/25 20:09:36	CFS25015224	PARKER AV W	125JK	Traffic Stop	Warning
11/09/25 21:36:03	CFS25015226	PARKER AV W	125JK	Traffic Stop	Warning
11/09/25 21:57:10	CFS25015228	MAPLE ST	125JK	Traffic Stop	Warning
11/10/25 14:34:18	CFS25015254	PARKER AV E	125JK	Traffic Stop	Warning
11/10/25 17:20:16	CFS25015258	ATLANTIC AV W	125JK	Traffic Stop	Warning
11/10/25 20:44:54	CFS25015267	SIMON AV W	125JK	Traffic Stop	Warning

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
11/10/25 21:32:38	CFS25015268	PARKER AV E	125JK	Traffic Stop	Warning
11/10/25 21:45:04	CFS25015269	PARKER AV W	125JK	Traffic Stop	Warning
11/10/25 21:57:43	CFS25015271	PARKER AV W	125JK	Traffic Stop	Warning
11/10/25 22:16:12	CFS25015272	PARKER AV W	125JK	Traffic Stop	Warning
11/10/25 22:29:59	CFS25015274	PARKER AV W	125JK	Traffic Stop	Warning
11/11/25 15:37:25	CFS25015307	MN HWY 15	125JK	Traffic Stop	Warning
11/11/25 17:53:35	CFS25015317	MAPLE ST	125JK	Traffic Stop	Warning
11/11/25 18:22:31	CFS25015319	US HWY 12	105IC	Traffic Stop	Warning
11/11/25 21:04:21	CFS25015328	PARKER AV E	125JK	Traffic Stop	Warning
11/11/25 21:11:51	CFS25015330	PARKER AV W	125JK	Traffic Stop	Warning
11/11/25 21:18:57	CFS25015331	4 ST N	125JK	Traffic Stop	Clear
11/12/25 18:30:04	CFS25015376	PARKER AV W	125JK	Traffic Stop	Citation Issued
11/12/25 20:33:37	CFS25015383	PARKER AV W	125JK	Traffic Stop	Citation Issued
11/12/25 21:09:27	CFS25015385	PARKER AV E	125JK	Traffic Stop	Warning
11/14/25 16:26:14	CFS25015457	MN HWY 15	125JK	Traffic Stop	Citation Issued
11/14/25 18:24:53	CFS25015467	PARKER AV W	125JK	Traffic Stop	Warning
11/15/25 18:47:04	CFS25015496	MN HWY 15	125JK	Traffic Stop	Warning
11/15/25 19:26:41	CFS25015498	US HWY 12	125JK	Traffic Stop	Warning
11/15/25 21:24:52	CFS25015506	2 ST N	125JK	Traffic Stop	Warning
11/16/25 19:13:05	CFS25015533	MN HWY 15	125JK	Traffic Stop	Warning
11/16/25 19:23:40	CFS25015534	PARKER AV W	125JK	Traffic Stop	Warning
11/16/25 19:32:39	CFS25015535	PARKER AV E	125JK	Traffic Stop	Citation Issued
11/17/25 09:44:31	CFS25015547	4 ST S	128SB	Traffic Stop	Warning
11/17/25 16:47:54	CFS25015566	3 ST S	125JK	Traffic Stop	Warning
11/17/25 17:06:43	CFS25015568	US HWY 12	125JK	Traffic Stop	Warning
11/17/25 20:18:39	CFS25015574	PARKER AV W	125JK	Traffic Stop	Warning
11/18/25 15:43:55	CFS25015607	PARKER AV W	128SB	Traffic Stop	Warning
11/19/25 07:28:00	CFS25015621	3 ST S	125JK	Traffic Stop	Warning
11/19/25 07:35:13	CFS25015623	3 ST S	125JK	Traffic Stop	Warning
11/19/25 08:00:23	CFS25015625	PARKER AV E	125JK	Traffic Stop	Warning
11/19/25 14:15:46	CFS25015653	PARKER AV E	125JK	Traffic Stop	Warning
11/19/25 14:56:43	CFS25015655	3 ST S	125JK	Traffic Stop	Warning
11/20/25 15:00:19	CFS25015698	PARKER AV W	125JK	Traffic Stop	Warning
11/20/25 15:56:47	CFS25015702	TODD ST	125JK	Traffic Stop	Warning
11/20/25 21:22:47	CFS25015718	3 ST S	125JK	Traffic Stop	Warning
11/22/25 21:07:41	CFS25015788	US HWY 12	128SB	Traffic Stop	Warning
11/23/25 15:28:53	CFS25015805	PARKER AV W	128SB	Traffic Stop	Warning
11/24/25 12:54:19	CFS25015845	PARKER AV W	125JK	Traffic Stop	Warning
11/25/25 07:26:52	CFS25015874	PARKER AV W	125JK	Traffic Stop	Warning
11/25/25 09:43:15	CFS25015881	PARKER AV W	125JK	Traffic Stop	Warning
11/25/25 09:50:44	CFS25015883	PARKER AV W	125JK	Traffic Stop	Warning
11/25/25 09:57:45	CFS25015884	PARKER AV W	125JK	Traffic Stop	Warning
11/25/25 10:05:35	CFS25015886	US HWY 12	125JK	Traffic Stop	Warning
11/25/25 10:11:34	CFS25015888	US HWY 12	125JK	Traffic Stop	Warning
11/26/25 12:02:12	CFS25015943	HORACE AV W	125JK	Traffic Stop	Warning
11/26/25 12:24:48	CFS25015944	4 ST N	125JK	Traffic Stop	Clear
11/26/25 21:42:57	CFS25015972	4 ST N	103RS	Traffic Stop	Warning

CFS Date/Time	CFS #	Street Name	Deputy	Call/Complaint	Disposition
11/27/25 16:08:05	CFS25015996	PARKER AV W	128SB	Traffic Stop	Warning
11/28/25 17:15:56	CFS25016024	PARKER AV W	125JK	Traffic Stop	Warning
11/28/25 17:23:25	CFS25016026	PARKER AV W	125JK	Traffic Stop	Citation Issued
11/28/25 21:14:08	CFS25016029	PARKER AV W	125JK	Traffic Stop	Warning
11/28/25 23:40:48	CFS25016035	MN HWY 15	105IC	Traffic Stop	Warning
11/28/25 23:41:16	CFS25016036	MN HWY 15	125JK	Traffic Stop	Warning
11/30/25 18:17:42	CFS25016088	US HWY 12	125JK	Traffic Stop	Warning

**Transfer Total: 1**

11/29/25 23:13:06	CFS25016072		807MS	Transfer	Referred to Other Agency
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**Trespass Total: 1**

11/04/25 13:50:46	CFS25014984		125JK	Trespass	Clear
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**Vulnerable Adult Total: 1**

11/24/25 08:25:35	CFS25015828		112JC	Vulnerable Adult	No Report Taken
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**Welfare Check Total: 1**

11/06/25 08:41:27	CFS25015055		127DW	Welfare Check	Report Taken
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**Total Records: 170**

Acct #	BillingName	Serv Addr	TOTAL DUE	PAST DUE	10%	TOTAL ASSESSED
00-00000229-07-0	AMH DASSEL LLC	811 PARKER AVE W	\$177.88	\$177.88	\$17.79	\$195.67
01-00000008-02-5	CHEEK, MARK	610 PARKER AVE E	\$1,464.37	\$1,464.37	\$146.44	\$1,610.81
01-00000160-22-6	MYERS, KYLE	260 5TH STREET S	\$319.41	\$192.19	\$19.22	\$211.41
01-00000291-03-2	HAWKINSON, SAM <b>TENANT</b>	751 GUY STREET	\$442.03	\$263.99	\$26.40	\$290.39
01-00000303-00-5	KENDALL, NORMAN	241 WILLIAM AVE E	\$730.82	\$730.82	\$73.08	\$803.90
01-00000336-01-0	STILLMAN, VALERIE	231 LINART AVE W	\$219.28	\$130.49	\$13.05	\$143.54
01-00000355-02-8	SILTALA, JUSTIN	610 2ND STREET N	\$306.64	\$201.00	\$20.10	\$221.10
01-00000370-01-6	CLAFLIN, KEVIN	711 2ND STREET N	\$100.00	\$43.40	\$4.34	\$47.74
01-00008271-00-9	ADAMS, ANGIE <b>TENANT</b>	530 TODD STREET LOT 5	\$331.12	\$196.38	\$19.64	\$216.02
	SARAVIA, APRIL	611 1ST ST N		\$700.00	\$70.00	\$770.00

Total Past Due	10% penalty	Total Assessed
\$5,986.03	\$598.60	\$6,584.63

**RESOLUTION ORDERING PREPARATION OF REPORT ON  
2027 STREET IMPROVEMENT PROJECT  
CITY OF DASSEL**

**WHEREAS**, it is proposed to improve street and utilities in the alley south of Parker Avenue (TH12) 5<sup>th</sup> Street to 1<sup>st</sup> Street, 5<sup>th</sup> Street – Pacific Avenue West to the alley south of Parker Avenue (TH12), Pacific Avenue – 2<sup>nd</sup> Street to 7<sup>th</sup> Street and to do a street reconstruction of Todd Street – North of Parker Avenue (TH12), 6<sup>th</sup> Street – South of Parker Avenue (TH 12), and Mushroom Building Parking lot and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement, called 2027 Street Improvement Project be referred to 2027 Street Improvement Project<sup>i</sup> for study and that Bolton & Menk Engineer firm is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the council this \_\_\_\_\_ day of November, 2025.

ATTEST:

\_\_\_\_\_  
Bob Lalone  
Mayor

\_\_\_\_\_  
Tracey Bergum  
City Clerk/Treasurer

**CITY OF DASSEL  
RESOLUTION APPOINTING DASSEL STATE INSURANCE  
AND SUSAN JARL, AGENT**

**WHEREAS**, a regular meeting of the City Council of the City of Dassel, Minnesota, was held on the 15<sup>th</sup> day of December 2025, at 6:00 p.m.; and

**WHEREAS**, the City insurance renewal dated is January 1; and

**WHEREAS**, the appointment of Dassel State Insurance and Susan Jarl, Agent is required;

**NOW THEREFORE, BE IT RESOLVED** by the Dassel City Council that it is hereby determined and declared the following:

The City Council appoints Dassel State Insurance and Susan Jarl, Agent of record and it is agreed upon for an Agent Compensation of 10%.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the resolution was adopted and unanimously carried, this 15<sup>th</sup> day of December, 2025.

ATTEST:

\_\_\_\_\_  
Bob Lalone  
Mayor

\_\_\_\_\_  
Tracey Bergum  
City Clerk/Treasurer

RECEIVED

DEC 1 2025

GREETINGS CITY OF DASSEL,

We're excited to let you know that your property has been identified as a great potential site for a community solar project. We would love to discuss the possibility of leasing a portion of your land (15 to 40 acres) for solar development and review the terms outlined below. SunShare develops and owns community solar projects for the long term. Founded in Colorado in 2011, we're proud to be the nation's oldest community solar company, with over a decade of experience developing solar projects in Minnesota. Unlike large developers who "flip" projects, SunShare remains committed to owning, operating, and maintaining our projects.



SaintSun, a 5 MW solar garden located in Wright County



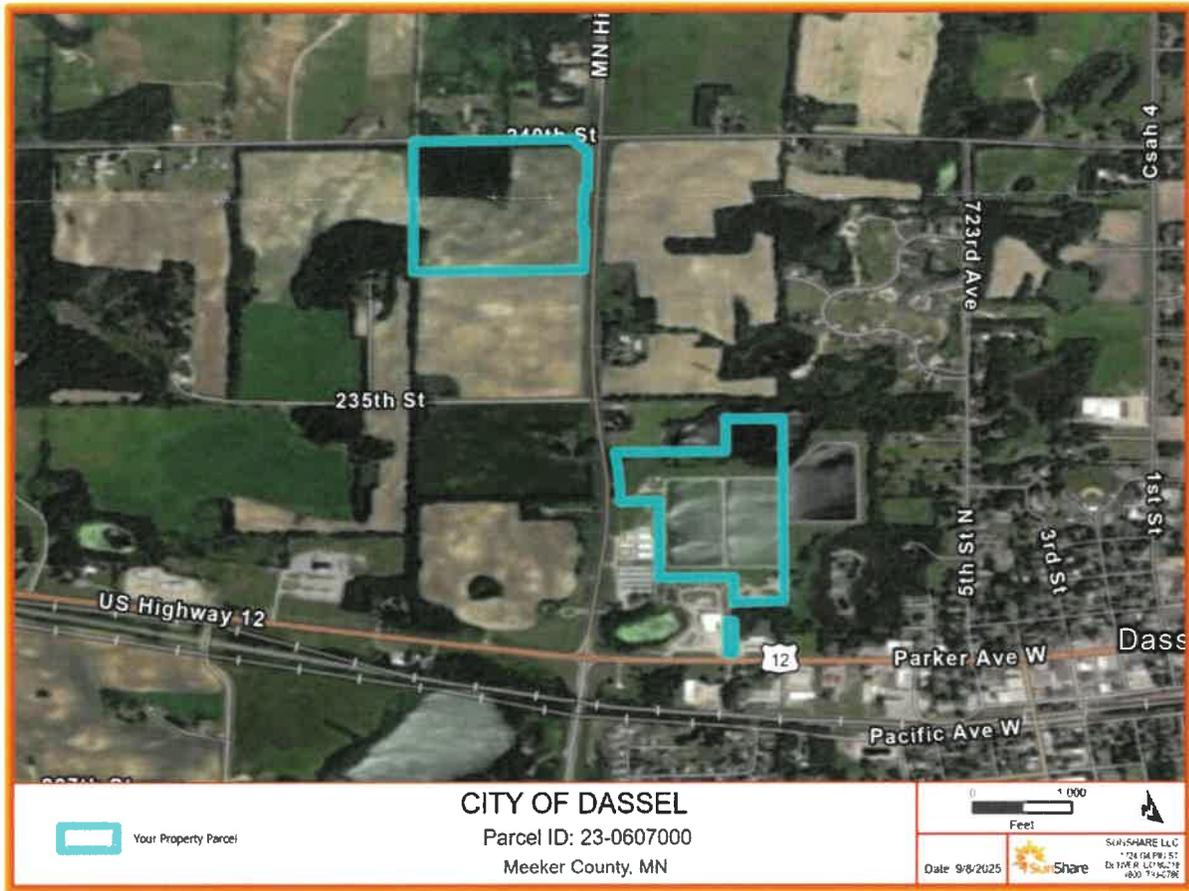
ZumbroSun, a 1 MW solar garden located in Wabasha County

## Preliminary Terms:

- Development Period Rate: Starting at \$2,000 per year
- Operations Rent Rate: Starting at \$1,500/acre per year with a 2% escalator
  - Rent rate depends on your land's solar suitability and proximity to 3-phase power lines and a substation.
- Rent Period: 25-year lease with renewal options
- Continue to use your land as you please during the Development Period
- At the project's end, SunShare restores your land at no cost.
- The following pages describe the parcel of interest that we have identified. To schedule a follow-up, please call or text us at 651-615-5191 or email at [land@mysunshare.com](mailto:land@mysunshare.com).



Community Solar Parcel 23-0607000



## Powering Minnesota's Future with Trusted Solar Partnerships

SunShare is the nation's leading community solar company, and we're bringing our trusted approach to land leasing in Minnesota. With over a decade of experience and dozens of



community solar projects in the state, we know what it takes to develop, build, and operate successful solar gardens that benefit landowners and local communities.



We offer fair, long-term lease agreements that provide reliable income while preserving the integrity of your land. Our dedicated team navigates the complexities of solar development for you—handling permitting, construction, and ongoing maintenance—so you can focus on what matters most. Partner with SunShare and turn your land into a legacy of clean energy and economic growth.

## Discover how SunShare is Bringing Agrivoltaics to Life

At SunShare, we believe that innovation doesn't have to come at the expense of tradition. That's why we're pioneering agrivoltaics - a creative approach that blends solar energy production with active farmland. By combining renewable power generation with agricultural practices, we're proving that clean energy and farming can grow side by side. From beekeeping to grazing livestock, our projects are designed to protect rural heritage while building a sustainable future.



SunShare incorporates pollinator friendly habitat in McLeod County

In McLeod County, Minnesota, our work with local farmers and beekeepers has become a model for what's possible. Together, we're building solar gardens that don't just produce electricity—they cultivate opportunity. With SunShare, the future of farming and solar power isn't a choice between one or the other. It's about working together to create a healthier planet and stronger rural economies.

Call us today to learn how leasing your land can contribute to Minnesota's clean energy future!



Software & Services Purchase Agreement

This agreement is made and entered into on, by and between:

Seller: Cities Digital, Inc. D.B.A. "CDI"
2000 O'Neil Road
Suite 150
Hudson, WI 54016
herein referred to as "Seller";

And

Buyer: Click here to enter text.
Buyer Address 1:
Buyer Address 2:
City, State, Zip:
herein referred to as "Buyer."

WITNESSETH

WHEREFORE, in consideration of the mutual covenants herein contained, and other valuable consideration, the receipt of which is acknowledged, the parties agree as follows:

1. Agreement to Sell and Purchase: Seller hereby agrees to sell to Buyer, and Buyer agrees to purchase from Seller those software products, services, maintenance agreements, and upgrades set forth in Exhibit "A".

2. License Agreement: It is specifically agreed and acknowledged that the software products sold by Seller to Buyer as described in Section 1 hereinabove, are being sold subject to the restrictions, duties and obligations of Seller pursuant to License Agreements referenced in "Exhibit D." Buyer, by its execution of this agreement, agrees to fully abide by the terms and conditions of such License Agreements, and further agrees to fully indemnify, protect, and hold Seller harmless from any claims, suits, actions, liabilities, damages (including all legal costs incurred by Seller) resulting from any violation by Buyer under the terms thereof.

3. Term of Agreement: The term of this Agreement shall be for 1 year from the date first written above and shall renew for a one-year term, unless terminated by either party with or without cause.

- a. If a 3-year pricing guarantee has been chosen, your Laserfiche software system has a term of 3 years and has an annual increase of 3% year over year beginning on the first anniversary of your subscription start date. Expansions are sold at list price and no downgrades are permitted. Any downgrade request will void the contracted pricing and terminate the contract. Early contract termination will result in the entire remaining balance of the original contract term becoming due and payable on the termination date.

4. Purchase Price, Payments & Renewals: The purchase price for the software products and services being purchased by Buyer from Seller are set forth in the quotation in Exhibit "A" and shall be due and payable from Buyer to Seller as follows:

- a. In consideration of the initial purchase of products and/or services, the Buyer shall pay Seller commensurate with payment schedule below. Initial invoices for software and services are due upon receipt. Future invoices will be paid within thirty (30) days of invoice date. Invoices not paid within thirty (30) days of invoice may be subject to a one and 1/2 percent (1.5%) monthly interest charge (eighteen percent (18%) per year).
- b. It is acknowledged that certain items set forth in "Exhibit A" if necessary are based on Seller's estimates, including fees from the "Fee Sheet" included in "Exhibit B." The sums payable by Buyer for maintenance and upgrades as described in "Exhibit A" are in addition to being payable as set forth above, payable annually on the anniversary of the purchase date. Such sums may be subject to a price increase after payment for the initial year, provided that, the price shall only be increased by Seller in the event that Seller's costs therefore are increased by CompuLink Management Center, Inc. or its successor in interest. Buyer shall have no legal obligation to continue paying for the maintenance (software updates) and technical support provided Buyer does not see value in said service.
- c. It is agreed that the estimates for those items set forth in "Exhibit A" will not be exceeded by Seller without prior written approval by Buyer. In the event that the estimates are exceeded with approval of Buyer, then Buyer shall pay the difference with the payment set forth in "Exhibit A" hereinabove. It is agreed that Seller may need to adjust billable rates periodically, as well as mileage and per-diem charges, as part of this Purchase Agreement. This change will happen not more frequently than once per year. The Buyer will be notified of this change at least 30 days in advance of this change.
- d. Renewal and payment of maintenance, subscription products and Laserfiche Cloud need to be completed prior to client's renewal date to avoid disruption of support or subscription services. Cancellation of subscription products from Laserfiche requires a 90-day notice prior to renewal date.

### Payment Schedule

Payment Date	Description / Percentage	Payment Amount
Upon Receipt of Licenses	Software and Maintenance & Services in Exhibit A	TBD

**5. Limitation:** It is specifically acknowledged and agreed that all techniques, procedures and methodologies used and implemented by Seller in the performance of its work under this agreement are not included in the sale, and all intellectual property rights to such techniques, procedures and methodologies shall be retained by Seller, or by such third parties with whom Seller may contract with or have licenses through.

**6. Independent Contractor:** It is specifically acknowledged that Seller is an independent contractor, and that no agent, employee, or subcontractor of Seller shall be deemed an employee of Buyer or be entitled to any compensation from Buyer except as specifically set forth in this agreement.

**7. Confidentiality:** Seller shall keep confidential all non-public aspects of the work performed under this contract, including but not limited to all communications regarding that work and all Buyer data and information to which Seller obtains access in the course of performing services under this agreement. Seller shall limit internal access to information regarding work under this contract to those members of Seller's own staff or subcontractors of Seller who are directly involved in the work or otherwise have a need for access to the information. Unless otherwise required by law, Seller shall not disclose any non-public information to anyone other than the Buyer's project manager and Seller's own staff and subcontractors without the Buyer's prior written consent. Seller shall ensure that all individuals and subcontractors engaged directly or indirectly by Seller to provide services under this agreement are advised of and required to comply with the forgoing confidentiality obligation.

**8. Sharing Information:** Upon the Buyer's written request and authorization, Seller shall share any project information designated by the Buyer and shall fully cooperate with all corporations, firms, contractors, governmental entities, and persons involved in or associated with the project and designated by the Buyer in the request. Seller shall not communicate with representatives of any of the news media regarding work under this contract; any communications with news media representatives regarding this contract shall be exclusively through the Buyer.

**9. Commitment and Completion:** It is agreed that Seller shall commence work within 14 days of receipt by Seller from Buyer of a written authorization to proceed and shall be completed pursuant to Exhibit "A." Notwithstanding such schedules, it is acknowledged that delays resulting from any acts or omissions of Buyer, or circumstances beyond the control of Seller, including, but not limited to acts of war or terror, natural disasters, material shortages, and acts of God, shall not be deemed a breach of this agreement.

**10. Insurance:** Seller shall maintain occurrence for commercial general liability and automobile liability insurance which shall include personal injury, bodily injury, including death, and broad form property damage including loss of use of property, occurring in the course of or in any way related to Seller's operations, in an amount not less than \$2,000,000 combined single limits per occurrence; Seller shall maintain Workers' Compensation and Employer's liability for all consultants' employees who are subject to Worker's Compensation statute either as a carrier-insured employer or as a self-insured employer. Seller shall maintain cyber breach, professional errors and omissions liability insurance for the protection of the Seller and its employees and subcontractors, insuring against losses arising out of or resulting from breach, their professional acts, omissions, activities or services, in an amount not less than \$2,000,000 per claim. At the request of Buyer, Seller shall furnish the Buyer with certificates evidencing the date, amount, and type of insurance required by this contract.

**11. Warranty and Limitations:** Except as otherwise set forth herein, Seller's warranty is specifically limited to successful completion of installation and operation of Laserfiche software program with respect to scanning and capturing documents of Buyer as provided in Exhibit "B", and that, except as may be available through CompuLink Management Center, Inc., Seller gives no other warranties, express or implied. In the event the software is unable to perform as warranted by Seller within 30 days of completion of installation, Buyer shall be entitled to a full refund of the purchase price. It is specifically acknowledged and agreed that Seller's warranty is limited and shall not apply to performance by the Seller under this agreement of specifications other than those specifically warranted above, such exclusions to include, but are not limited to: 1) the integration of the system to be installed by Seller with existing software of Buyer; and 2) the importation of documents into the system, due to the fact Seller currently has insufficient knowledge of the documentation. In addition, said warranties shall not apply: a) To the extent of any problems encountered with the integration of external databases with the software installation; b) To the extent of any problems encountered as a result of the failure of the Buyer to install and configure the hardware necessary to operate the software in accordance with the hardware specifications previously provided by the Seller; or c) To the extent of any problems encountered as a result of the failure of the Buyer's computing equipment, servers, networks or operating systems.

**12. Limitation and Damages:** BUYER AGREES THAT SELLER'S TOTAL AGGREGATE LIABILITY, IF ANY, SHALL NOT EXCEED FEES PAID TO SELLER BY BUYER FOR THE PRODUCTS AND/OR SERVICES INVOLVED. The Seller will endeavor to provide high quality services and a high-quality product. However, the Seller is not, and will not be responsible for any consequential or incidental damages resulting from any interruptions of service, or data loss (including lost transactions). With the exception of Buyer subscribing to Server Hosting, day-to-day data backup is the Buyer's responsibility and Seller is not and cannot be liable for data loss due to poor or nonexistent or insufficient backup or any other issues associated and/or caused by Buyer's day-to-day server data backup.

**13. Attorney's Fees:** In case suit, action, or arbitration is instituted to enforce or rescind any of the rights or provisions expressed in this agreement, the party not prevailing agrees to pay the prevailing party's costs and disbursements related to said proceedings and such sums as the court or arbitrator, may adjudge reasonable for the attorney's fees at trial or appeal of said suit or action.

**14. Governing Law:** This agreement shall be governed and construed under the laws of Saint Croix County, Wisconsin.

**15. Severability:** If any provision of this agreement shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this agreement.

**16. Complete Agreement:** This represents the complete and final agreement of the parties regarding the purchase and sale of software products and other services to be rendered by Seller on behalf of Buyer and supersedes and replaces any oral or written agreements heretofore made. Any modification to this agreement shall only be valid in writing and signed by the parties hereto.

**17. Sales Tax & Use Tax:** Buyer understands that CDI does not collect sales tax in all states and localities. Buyer agrees to pay all applicable sales or use taxes required by their local jurisdictions not already outlined in this contract.

**18. Paperless Billing:** By selecting "Accepted" below Buyer signifies preference for paperless billing and will receive a digital copy of invoices emailed to a designated email address for processing.

ACCEPTED  DECLINED

Email Address: renee.eckerly@dassel.com

Seller: Cities Digital, Inc.  
Name: Patrick Welsch  
Title: President  
Date:

Buyer: City of Dassel  
Name: Bob Lalone  
Title: Mayor  
Date:

By: \_\_\_\_\_

By: \_\_\_\_\_



**EXHIBIT A: Quotation**

**EXHIBIT B: Software Support Policy, “LSAP” (Laserfiche Software Assurance Plan) or “Annual Maintenance”**

The initial purchase of a software system also requires purchasing maintenance for each component. Annual Maintenance is a software assurance program initiated by Cities Digital and required by the manufacturer to ensure that buyers are able to receive regular product updates and basic software support through their value-added reseller. Cities Digital has developed this policy with regard to services that are included with the purchase of Annual Maintenance in order to serve all buyers with access to hotfixes and expert technical support.

**Services included in base LSAP costs:**

- Cities Digital technical support hotline:
  - 855-714-2800
  - [Support@CDI.support](mailto:Support@CDI.support)
  - <https://www.cdi.support/support>
- Software updates including hotfixes and new feature releases
- LogMeIn remote support (allows support technicians to access buyer’s computer remotely)
- Customer portal access: Submit & track tickets, view contracts, access videos and documentation
- Annual consulting meeting & strategy session
- Annual software performance audit

**Description of Support Services**

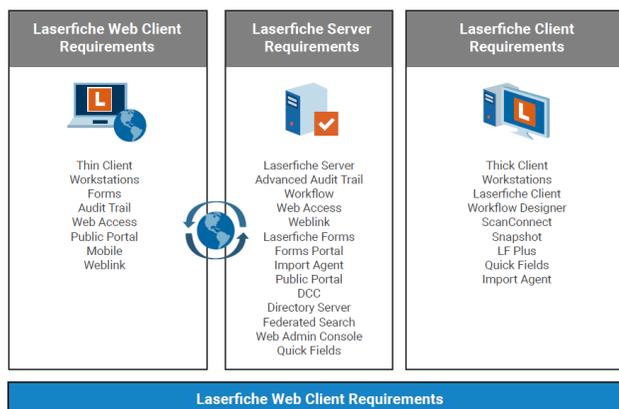
<p><b>Laserfiche Software Assurance Plan (LSAP)</b></p>	<p>Fee is based upon software components that have been purchased. The support plan is renewable each year.</p> <p>Seller support is provided as a part of the Laserfiche annual support fee. Technical support is considered assistance with software malfunctions (break/fix) or “bugs.” Technical Support does include assisting buyer with how-to questions and assistance with configuration of the software.</p>
<p><b>Response Time and Definition</b></p>	<p>Responses provided within 24 hours of initial report. Most responses and technical troubleshooting will happen within an hour, if not immediately through chat / remote support. Responses consist of diagnosing the problem and if possible, resolving it immediately. If it is not possible to resolve immediately a time will be scheduled to attempt resolution of the problem at the buyer’s convenience.</p> <p>Seller provides a technical support hotline during weekday and non-holiday business hours 8:00 AM to 7:00 PM Central Time. The technical support staff processes assistance telephone calls, emails and remote connections as they arrive. The Support Director assesses difficulty of tasks and assigns cases to the tiered support staff. This process is in place to provide support to our customers based on the impact on their on-going operations.</p> <p>Non-emergency calls for support are typically responded to within one hours (or less). Critical calls (delay in work or loss of data due to system issues) may be responded to immediately. Support calls may be escalated internally to other technicians as needed.</p>
<p><b>Options for Coverage During Non-Standard Business Hours or “After Hours Support”</b></p>	<p>Appointments may be scheduled with the Director of Support at <a href="mailto:support@citiesdigital.com">support@citiesdigital.com</a>.</p> <p>After hours support requires a two-week prior notification, unless case of emergency. Upgrades, development, training &amp; other services conducted after hours will be subject to billable rates and availability. Billable rates for buyers with current Laserfiche Software Assurance Plans are \$330/hr. before 8:00am and after 7:00pm Central Time and weekends. A minimum of one hour will be billed and incrementally every fifteen minutes thereafter.</p>

<b>Cities Digital Closed on Six Federal Holidays</b>	Cities Digital will be closed New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
<b>Capability for Remote Diagnostics</b>	A web-based tool for remote diagnostics and support called LogMeln is utilized. With specific prior written authorization from Buyer an unattended access tool is available for use.
<b>Update Installation Limitations (does not apply to Laserfiche Cloud)</b>	Product updates are installed, in-place on the same server where Laserfiche is already installed. The installation service is free of charge for clients with standard Annual Maintenance. Limitations on the installation services are as follows: <ol style="list-style-type: none"> <li>1. Installations in new environments or new servers requires planning and project management services outside the scope of free installations.</li> <li>2. New environments are defined as new domains, installing into a new cloud environment such as Azure or AWS.</li> <li>3. Installations must be scheduled in advance using the scheduling request form online. Installations are not available same-day. Installations during off-hours, weekends or holidays are subject to off-hours support charges.</li> <li>4. Testing of all workflows, forms, business processes, quick fields sessions and integrations are the responsibility of the client. Advanced implementations or mission critical systems may require project management and consulting services for advanced user acceptance testing (UAT).</li> <li>5. Client is responsible for installing Windows operating systems, MS SQL, configuring domain users and network security.</li> <li>6. CDI limits the number of free server installations to one production and one test environment. The client may install additional test environments, development environments, etc.</li> </ol>
<b>Maintenance Cost for Fixes, Major Releases and Platform Changes</b>	Maintenance that is done over the phone or remote access is included in annual maintenance agreement at no additional cost. Software upgrade packages are available to Buyer at support.laserfiche.com or by request from Support@CitiesDigital.com.  Major and infrequent upgrades referred to as "platform changes" may be subject to a fee. The fee is set by the manufacturer when the platform is released.
<b>Support Escalation Procedures</b>	<ol style="list-style-type: none"> <li>1. Problem is reported, a support case is opened and documented. The case is resolved over the phone or remotely.</li> <li>2. If immediate resolution is not possible, problem is reported to second tier support.</li> <li>3. If there is no existing solution, Cities Digital development will write a script, solution or "work around" to fix the problem. Cities Digital will then implement the solution.</li> </ol> <p>Cities Digital creates technical support cases on behalf of the Buyer with the manufacturer upon diagnosis of the problem if the problem cannot be immediately resolved by Cities Digital.</p>
<b>Tracking Database</b>	All support cases are tracked in a ticketing system. The tracking software assigns incident numbers and the buyer may call and request the status on any support case at any time during work hours or by visiting the client portal.
<b>Third-Party IT Contractors</b>	Buyers that utilize a third-party IT contractor for management of servers and networking should expect their IT contractor to assign remote-access to Cities Digital for installation and configuration. Should unattended access not be permissible third-party IT consultants may need to be present during installation or configuration. Additional configuration pertaining to Buyer's network IP addresses, network security and access may be necessary from time-to-time. Charges from third-party IT consultants may be assigned. Cities Digital is not responsible for such charges. It is the policy of Cities Digital to copy Buyer on all communication between third-party IT contractors unless explicitly instructed not to.

**Services not included in base LSAP costs, Rates Sheet:**

Technical services, design, configuration	Per hour	\$200
Project management (per hour)	Per hour	\$200
Development, integration and conversion (per hour)	Per hour	\$300
Cancelled Meeting within 24 Hours (1/2 hour/person)	Per hour	\$100 - \$150
Off-hours work, outside normal business hours excluding holidays (per hour) minimum one hour.	Per hour	\$300
Encrypted drive shipment – Export/Import (per request)	Per export/import	\$500
Managed Services including configuration of domains, IP addresses, certificates, firewall or SQL	Per hour	\$300
Mileage reimbursement	Per mile	\$585
Per diem minimum when providing onsite service	Per day	\$250
Completion of private security due diligence examinations	Per hour	\$250

## Exhibit C: Laserfiche On-Premise Recommended Server Specifications - Server Specifications Does not apply to Laserfiche Cloud



### Current Versions

The current version of Laserfiche 11, Laserfiche 10.4, and locally installed components of Laserfiche Cloud support the following operating systems (unless otherwise indicated):

#### Server Operating Systems:

- Windows Server 2022
- Windows Server 2019
- Windows Server 2016

Laserfiche software requires Windows Server with Desktop Experience.

Server Core installations of Windows Server operating systems are not supported.

Laserfiche will support operating systems through their end of support date as stated by their manufacturer. In cases where this article, the documentation included with the software, and the manufacturer's documentation differ, the manufacturer's end of support date will be used unless otherwise indicated in this article.

#### Desktop Operating Systems:

- Windows 11
- Windows 10

Home editions of Windows desktop operating systems are not supported.

Laserfiche will support operating systems through their end of support date as stated by their manufacturer. In cases where this article, the documentation included with the software, and the manufacturer's documentation differ, the manufacturer's end of support date will be used unless otherwise indicated in this article.

Except for the Laserfiche Integration with Microsoft Teams, locally-installed Laserfiche components are not supported on MacOS. Mac users can use any web-based Laserfiche application functionality that does not require a locally-installed component (e.g., desktop Office Integration, Snapshot, Scanning, etc.).

#### Web Browsers

- Recent versions of Chrome, Microsoft Edge and Firefox
- Safari on Mac OS and iOS are supported for interacting with the repository and filling out forms.

#### Database Engines:

- Any Laserfiche 11 or 10.4 system with Laserfiche Forms requires Microsoft SQL Server 2014 SP3 or above
- Laserfiche supports Amazon RDS for SQL Server running a supported version of SQL Server
- Laserfiche supports Azure SQL Managed Instance
- Laserfiche supports Azure SQL Database, with the constraint that External Tables for Dynamic Fields in Laserfiche repositories must be created within the repository database itself since Azure SQL Database does not currently fully support cross-database queries
- Laserfiche will support database engines through their end-of support date as stated by their manufacturer.

## Exhibit D: End User License Agreements

EXHIBIT D: End User License Agreement or "EULA"

1. The **Laserfiche End User License Agreement** is available for reference in entirety on our website at [cdi.support/eula](http://cdi.support/eula)

**The licensing agreements listed below pertain to Microsoft and Laserfiche. The Microsoft licensing pertains to use of hosting services from Cities Digital. Should clients not be utilizing hosting services the following eight points should not be considered applicable.**

MICROSOFT SOFTWARE LICENSING AGREEMENT or "EULA"

Buyer agrees to accept the following conditions related to Software Licensing:

1. This Agreement is binding in all applicable jurisdictions.
2. Buyer is prohibited from reverse engineering, decompiling, or disassembling the Products, except to the extent that such activity is expressly permitted by applicable law.
3. Microsoft or its suppliers are hereby indemnified for any damages, whether direct, indirect, or consequential, arising from the Software Services.
4. Seller or a third party on Buyer's behalf (and not Microsoft or its suppliers) will provide technical support for the Cloud Server.
5. The Products are licensed to Buyer from an affiliate of the Microsoft Corporation (collectively "Microsoft"). Microsoft Products are protected by copyright and other intellectual property rights. Products and other Product elements including but not limited to any images, photographs, animations, video, audio, music, text and "applets" incorporated into the Products are owned by Microsoft or its suppliers. You may not remove, modify or obscure any copyright trademark or other proprietary rights notices that are contained in or on the Products. The Products are protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. Your possession, access, or use of the Products does not transfer any ownership of the Products or any intellectual property rights to you.
6. Buyer agrees to permitting Seller to disclose Buyer's contact information where required to satisfy license registration with software manufacturers such as Laserfiche or Microsoft.
7. The Products are not fault-tolerant and are not guaranteed to be error free or to operate uninterrupted. You must not use the Products in any application or situation where the Product(s) failure could lead to death or serious bodily injury of any person, or to severe physical or environmental damage ("High Risk Use").
8. Microsoft will be an intended third-party beneficiary of this Agreement, with the right to enforce provisions of the End User Agreement and to verify the compliance of the End User.

## Exhibit E: Non-Disclosure Agreement

This Agreement is made and entered into as of the last date signed below (the "Effective Date") by and between Cities Digital, Inc., a Wisconsin corporation having its principal place of business at 2000 O'Neil Road, Suite 150, Hudson, WI 54016 (the "Primary Party") and \_\_\_\_\_ corporation whose principal mailing address is \_\_\_\_\_ (the "Second Party").

WHEREAS Primary Company and the Second Party (the "Parties") have an interest in participating in discussions wherein either Party might share information with the other that the disclosing Party considers to be proprietary and confidential to itself ("Confidential Information"); and

WHEREAS the Parties agree that Confidential Information of a Party might include, but not be limited to that Party's: (1) business plans, methods, and practices; (2) personnel, customers, and suppliers; (3) inventions, processes, methods, products, patent applications, and other proprietary rights; or (4) specifications, drawings, sketches, models, samples, tools, computer programs, technical information, or other related information;

NOW, THEREFORE, the Parties agree as follows:

1. Either Party may disclose Confidential Information to the other Party in confidence provided that the disclosing Party identifies such information as proprietary and confidential either by marking it, in the case of written materials, or, in the case of information that is disclosed orally or written materials that are not marked, by notifying the other Party of the proprietary and confidential nature of the information, such notification to be done orally, by e-mail or written correspondence, or via other means of communication as might be appropriate.
2. When informed of the proprietary and confidential nature of Confidential Information that has been disclosed by the other Party, the receiving Party ("Recipient") shall, for a period of three (3) years from the date of disclosure, refrain from disclosing such Confidential Information to any contractor or other third party without prior, written approval from the disclosing Party and shall protect such Confidential Information from inadvertent disclosure to a third party using the same care and diligence that the Recipient uses to protect its own proprietary and confidential information, but in no case less than reasonable care. The Recipient shall ensure that each of its employees, officers, directors, or agents who has access to Confidential Information disclosed under this Agreement is informed of its proprietary and confidential nature and is required to abide by the terms of this Agreement. The Recipient of Confidential Information disclosed under this Agreement shall promptly notify the disclosing Party of any disclosure of such Confidential Information in violation of this Agreement or of any subpoena or other legal process requiring production or disclosure of said Confidential Information.
3. All Confidential Information disclosed under this Agreement shall be and remain the property of the disclosing Party and nothing contained in this Agreement shall be construed as granting or conferring any rights to such Confidential Information on the other Party. The Recipient shall honor any request from the disclosing Party to promptly return or destroy all copies of Confidential Information disclosed under this Agreement and all notes related to such Confidential Information. The Parties agree that the disclosing Party will suffer irreparable injury if its Confidential Information is made public, released to a third party, or otherwise disclosed in breach of this Agreement and that the disclosing Party shall be entitled to obtain injunctive relief against a threatened breach or continuation of any such breach and, in the event of such breach, an award of actual and exemplary damages from any court of competent jurisdiction.
4. The terms of this Agreement shall not be construed to limit either Party's right to develop independently or acquire products without use of the other Party's Confidential Information. The disclosing party acknowledges that the Recipient may currently or in the future be developing information internally, or receiving information from other parties, that is similar to the Confidential Information. Nothing in this Agreement will prohibit the Recipient from developing or having developed for it products, concepts, systems or techniques that are similar to or compete with the products,

concepts, systems or techniques contemplated by or embodied in the Confidential Information provided that the Recipient does not violate any of its obligations under this Agreement in connection with such development.

5. Notwithstanding the above, the Parties agree that information shall not be deemed Confidential Information and the Recipient shall have no obligation to hold in confidence such information, where such information:

- (a) Is already known to the Recipient, having been disclosed to the Recipient by a third party without such third party having an obligation of confidentiality to the disclosing Party; or
- (b) Is or becomes publicly known through no wrongful act of the Recipient, its employees, officers, directors, or agents; or
- (c) Is independently developed by the Recipient without reference to any Confidential Information disclosed hereunder; or
- (d) Is approved for release (and only to the extent so approved) by the disclosing Party; or
- (e) Is disclosed pursuant to the lawful requirement of a court or governmental agency or where required by operation of law.

6. Nothing in this Agreement shall be construed to constitute an agency, partnership, joint venture, or other similar relationship between the Parties.

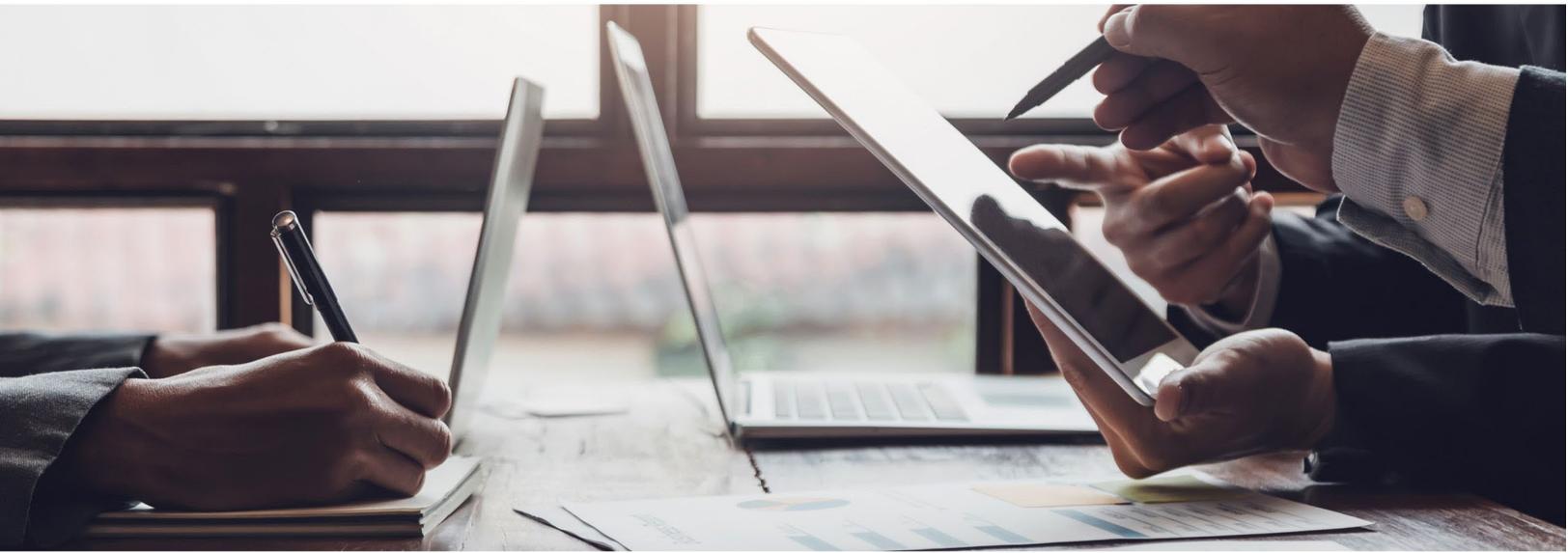
7. Neither Party will, without prior approval of the other Party, make any public announcement of or otherwise disclose the existence or the terms of this Agreement.

8. This Agreement contains the entire agreement between the Parties and in no way creates an obligation for either Party to disclose information to the other Party or to enter into any other agreement.

9. This Agreement shall remain in effect for a period of two (2) years from the Effective Date unless otherwise terminated by either Party giving notice to the other of its desire to terminate this Agreement. The requirement to protect Confidential Information disclosed under this Agreement shall survive termination of this Agreement.

IN WITNESS WHEREOF:

Cities Digital, Inc.	_____	_____
Company	_____	Company
_____	_____	_____
Name	_____	Name
_____	_____	_____
Signature	_____	Signature
_____	_____	_____
Title	_____	Title
_____	_____	_____
Date	_____	Date



# Laserfiche Proposal

City of Dassel

November 19, 2025



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11/19/2025  
City of Dassel  
460 3<sup>rd</sup> Street N. P.O. Box 391  
Dassel, MN 55325

Re: Laserfiche Solution Proposal

Dear Renee,

We appreciate the opportunity to present a Laserfiche Document Management Solution Proposal for City of Dassel. Building upon the success stories of our clients, CDI is well-equipped to guide your organization towards transformative solutions. Our track record of delivering award-winning services and robust support positions us as your ideal partner for this project.

Here are key highlights to consider:

- **Focused Expertise:** CDI specializes exclusively in providing innovative document imaging and management solutions. Our solutions are designed to transform the way businesses operate, eliminating bottlenecks, reducing manual tasks, and ensuring compliance with industry regulations.
- **Comprehensive Support:** As your single point of contact for the proposed solution, CDI is certified by the manufacturers of the products we recommend. Count on us to deliver end-to-end support for your project.
- **Long-Term Partnerships:** We prioritize building enduring client relationships. Beyond the initial implementation, we are committed to supporting your growth and evolution in the years to come.
- **Core Values:** Our work is guided by unwavering principles of honesty, integrity, and meticulous attention to detail.

For the purposes of this proposal, please contact Laura Froyum at 855-714-2800, ext. 109 or [laura@citiesdigital.com](mailto:laura@citiesdigital.com).

Regards,

Laura Froyum  
Account Executive

## Proposal Overview

CDI is proposing the adoption of Laserfiche, an ECM solution renowned for its robust features and potent process automation capabilities. In 2023, Gartner Peer Insights honored Laserfiche as the Customers' Choice in the Content Services Platform (CSP) market for the fourth consecutive year.



### Enterprise Content Management:

Laserfiche offers a unified, secure, and accessible content management platform, streamlining organizational operations:

- Simplify onboarding and enhance departmental organization.
- Boost cross-functional team efficiency.
- Reduce information retrieval time, enabling more productive use.
- Automate compliance and regulatory management.



### Enhancing Business Processes with Laserfiche:

Laserfiche goes beyond content management to transform work processes:

- Automate repetitive tasks.
- Define and optimize processes.
- Minimize data and process errors.
- Monitor process progress and analyze performance.



### Empowering You with Laserfiche:

Organizational transformation often faces a hurdle – subject matter experts and software developers aren't always the same. Unlike other ECM and BPM solutions, Laserfiche:

- Offers easy configuration with no-to-low-code options.
- Puts power in the hands of stakeholders for faster results.
- Lightens the load on Development and IT teams.
- Accelerates your ROI.



### Flexibility and Scalability with Laserfiche:

Laserfiche provides adaptable licensing (on-premises to fully cloud-based) and a modular suite, including:

- Intelligent Data Capture
- Records Management
- Process Automation
- Seamless Integration with core applications

## Proposed Licensing & Solution

Laserfiche provides flexible pricing and licensing options to suit the unique needs of organizations. The following provides a brief overview of the model CDI is proposing for you.

**Laserfiche Cloud (Annual)** is being proposed as the right licensing and solution for you. The graphic below includes some of the main reasons that customers consider, and CDI proposes the fully-cloud-based offering of Laserfiche Cloud, versus the on-premises offering of Laserfiche Subscription.

Please keep in mind that these options differ in both where data resides, along with some functionality and features. For clients looking to leverage the Laserfiche Subscription model, but don't want to host the system, CDI offers cloud hosting. See *Addendum B* for more information on Cloud vs. Subscription licensing.

	<b>Laserfiche Cloud</b>	<b>VS</b>		<b>Laserfiche Subscription</b>
	Accessibility and Scalability			Data Governance & Control
	Reduced IT Overhead			Accessibility and Scalability
	Quick Deployment			Customization
	Automatic Updates			Latency & Performance
	Cost Predictability			Cost Predictability
	Disaster Recovery and Backup			Legacy System Integrations
				Complete Ownership

## Main Solution Goals

- **Centralize Document Storage**
- **Easily search and retrieve**
- **Provide a public facing portal (requires the Site License)**

We believe that this proposed Laserfiche solution will meet the needs of City of Dassel and will improve operations and document accessibility for its members. We look forward to working with City of Dassel to implement this solution.

## Price Estimate – Site License

Laura Froyum  
 CDI  
 2000 O'Neil Rd., Suite 100  
 Hudson, WI 54016

Prepared for: City of Dassel  
 Quote #: 13080v.2  
 Quote Date: 11/19/2025  
 Quote Expiration: 12/31/2025

### Software, Hardware & Renewal

Product	Quantity	Unit Cost	Renewal Quantity	Renewal Unit Cost	Total
Municipality Site License (Population less than 10,000) (CLXGOV10)	1.00	\$ .00	1.0000	\$3,415.00	\$3,415.00
				Software / Hardware:	\$ .00
				Renewal:	\$3,415.00
				Tax:	\$ .00
				<b>Total:</b>	<b>\$3,415.00</b>

### Services

Service	Service Quantity	Service Unit Cost	Total
Service Package - Gold (40 hours) - Prepaid Service Hours (CD6000GOV) <i>Implementation services covers System Design, Configuration, Training, and Public Portal setup.</i>	1.00	\$7,400.00	\$7,400.00
		Service:	\$7,400.00
		Tax:	\$ .00
		<b>Total:</b>	<b>\$7,400.00</b>

		Totals
<b>Total Software / Hardware:</b>		\$ .00
<b>Total *Renewal:</b>		\$3,415.00
<b>Total Services:</b>		\$7,400.00
<b>Total Tax:</b>		\$ .00
<b>TOTAL:</b>		<b>\$10,815.00</b>

\* Renewals encompass Maintenance, Subscription, or Cloud where selected

## Price Estimate – Starter License

Laura Froyum  
 CDI  
 2000 O'Neil Rd., Suite 100  
 Hudson, WI 54016

Prepared for: City of Dassel  
 Quote #: 414202v.2  
 Quote Date: 11/19/2025  
 Quote Expiration: 12/31/2025

### Software, Hardware & Renewal

Product	Quantity	Unit Cost	Renewal Quantity	Renewal Unit Cost	Total
Laserfiche Cloud Starter Users 1-50 (CLENF1)	4.00	\$ .00	4.0000	\$630.00	\$2,520.00
Software / Hardware:					\$ .00
Renewal:					\$2,520.00
Tax:					\$ .00
Total:					<b>\$2,520.00</b>

### Services

Service	Service Quantity	Service Unit Cost	Total
Service Package - Bronze (10 hours) - Prepaid Service Hours (CD4000GOV)	1.00	\$1,950.00	\$1,950.00
Service:			\$1,950.00
Tax:			\$ .00
Total:			<b>\$1,950.00</b>

		Totals
<b>Total Software / Hardware:</b>		\$ .00
<b>Total *Renewal:</b>		\$2,520.00
<b>Total Services:</b>		\$1,950.00
<b>Total Tax:</b>		\$ .00
<b>TOTAL:</b>		<b>\$4,470.00</b>

\* Renewals encompass Maintenance, Subscription, or Cloud where selected

## Addendum A: About CDI

Cities Digital Inc. (CDI) is a dynamic and forward-thinking technology company specializing in delivering innovative solutions for modernizing business processes and content management. With a strong commitment to helping organizations thrive in the digital era, CDI has been at the forefront of revolutionizing the way businesses handle their data, content, and workflow automation.

### ***Our Vision***

At CDI, our vision is to empower organizations to unlock their full potential through cutting-edge technology. We believe in a world where information flows seamlessly, processes are streamlined, and teams collaborate effortlessly, ultimately leading to improved efficiency, productivity, and growth.

### ***Our Expertise***

With a dedicated team of experts, CDI brings a wealth of knowledge and experience in Enterprise Content Management (ECM) and Business Process Management (BPM). Our solutions are designed to transform the way businesses operate, eliminating bottlenecks, reducing manual tasks, and ensuring compliance with industry regulations.



### ***Why Choose CDI?***

**Proven Track Record:** CDI has a history of successful implementations across various industries, helping organizations of all sizes achieve their digital transformation goals.

- **Innovative Solutions:** We leverage state-of-the-art technology, including Laserfiche, a leading ECM platform, to deliver cutting-edge solutions that drive efficiency and enhance productivity.
- **Client-Centric Approach:** We prioritize understanding your unique business needs and challenges, tailoring our solutions to align perfectly with your goals.
- **Ongoing Support:** Our commitment to your success doesn't end with implementation. We offer ongoing support, training, and maintenance to ensure your continued success.

### ***Join the Digital Revolution with CDI***

Partner with Cities Digital Inc. to embark on a transformative journey toward a more efficient, organized, and future-ready business environment. Experience the power of technology-driven solutions that can revolutionize the way you work and help you achieve your business objectives.

## Addendum B: Licensing

### Laserfiche Cloud Package Tiers

Laserfiche Cloud enables organizations to automate business -critical processes and properly secure content. With continuously enhanced platform capabilities that include workflow management, electronic forms, A.I.-powered document capture and more, the Laserfiche Cloud SaaS- based deployment allows you to generate value immediately and accelerate your return on investment.

The Municipality site license includes 100 Full users, 10TB of storage, and everything in the business tier in the table below.

Key: - Not included | + Add-on | ✓ Included

	Description	Starter	Professional	Business
<b>Document Management</b>				
Advanced search	Perform and save granular searches across a wide set of search attributes for easy and quick content retrieval.	✓	✓	✓
Version history	Store previous versions of documents allowing you to revert back to prior versions if necessary.	✓	✓	✓
Simultaneous editing of Microsoft 365 content	Add searchable comments, callouts, highlights, stamps and more to images and text.	✓	✓	✓
Annotations	Collaborate on and edit Microsoft 365 content at the same time with other users	✓	✓	✓
Direct file sharing with external users	Share content via secure links within and outside of the organization with external constituents and other users.	✓	✓	✓
Customizable metadata templates	Define a metadata template that can be automatically populated to support keyword search, document classification and more.	✓	✓	✓
Mobile app with offline sync	Access and update files on-the-go, even without internet connection using offline mode.	✓	✓	✓
File publishing via public portal	Provide read-only web access to documents for a population outside of your organization with a user-friendly public portal site.	-	+	Unlimited views
Audio/Video transcription	Perform keyword searches within audio and video content.	-	✓	✓

Process Automation				
No-code workflow designer	Automate email alerts, document routing, approvals and much more with a drag-and-drop interface to automate and optimize virtually any process.	-	✓	✓
Process versioning	Reference and restore previous versions of process definitions.	-	✓	✓
Rules management	Centrally define repeatable decision logic, formulas, scripts and more that can be defined once and used across multiple processes as relevant.	-	✓	✓
Task management	View, manage, complete and report on individual and team tasks, which can be sorted by priority and deadlines in a central task inbox.	-	✓	✓
Custom scripting	Create custom scripts to include as part of automated solutions and integrate with third parties.	-	✓	✓
Process health reports	Identify process bottlenecks and inefficiencies using out-of-the-box insights reports that monitor process health metrics.	-	✓	✓
Custom reports	Create custom report visualizations on process data to gain business intelligence and inform strategic decisions.	-	✓	✓
Content Capture				
Bulk import	Automatically import electronic files from network drives and file shares in bulk or on a schedule.	✓	✓	✓
Email archiving	Archive emails automatically, using filing rules based on email properties such as "subject" or "from/to".	✓	✓	✓
Batch document scanning and image processing	Perform automated clean-up (e.g. page separation, image improvement, deskew, etc.) to improve OCR and indexing.	+	✓	✓
Auto-classification and auto-filing	Sort and classify documents as they are added to the repository, simplifying the process to search and retrieve content.	+	✓	✓
Mobile app capture	Easily capture documents through your mobile device's camera and access offline documents via mobile app.	✓	✓	✓
Smart Invoice Capture	Automatically capture information from any invoice, in any format with machine learning technology.	-	+	+

Electronic Forms				
Dynamic field rules	Dynamically show and hide certain form fields based on the values of other fields for more complex forms.	-	✓	✓
Form templates	Use pre-built forms and process templates to reduce development time and jumpstart automation efforts.	-	✓	✓
Approval automation	Automate approval tasks, document routing, reminders and more using a code-free business process designer to outline the activities after a form submission.	-	✓	✓
Surveys	Create surveys and view results as responses are submitted via visualized charts.	-	✓	✓
Custom themes	Set colors, font sizes, borders, logos and everything else to design the look of an electronic form.	-	✓	✓
CSS/JavaScript scripting	Allows advanced functionality to be added to an electronic form to customize how a form looks and feels beyond existing functionality by using CSS/JavaScript.	-	✓	✓
Mobile offline form submissions	Complete electronic forms on the go or through kiosk mode via mobile app, even when offline. Offline forms are submitted when connection is restored.	-	✓	✓
Public form submissions	Publish external-facing forms for public users or external constituents to submit information and kick off internal review processes	-	+	✓
Integrations & Integration Tools				
Microsoft 365 integration, including Outlook and Office	Work efficiently and securely with direct integrations for Microsoft Word, PowerPoint, Excel and Outlook.	✓	✓	✓
Remote lookups	Access local databases to populate form fields, metadata, process logic and more via lookups.	-	✓	✓
Redtail CRM integration	Push and pull data between Laserfiche and Redtail to reduce data entry and optimize CRM process flows.	-	✓	✓
Microsoft Dynamics 365 integration	Push and pull data between Laserfiche and Dynamics 365 to reduce data entry and optimize CRM process flows.	-	✓	✓
Salesforce CRM Integration	Push and pull data between Laserfiche and Salesforce to reduce data entry and optimize CRM process flows.	-	+	+

Workflow Bots	Use robotic process automation-powered software “bots” to automate manual, repetitive clicks and data entry that span across the user interfaces of websites and software application that lack traditional integration access points, without the need to write any code.	-	+	+
Laserfiche API	Use a set of RESTful web APIs to design custom integrations between Laserfiche and third-party enterprise apps.	-	50,000 calls/month.	100,000 calls/month.
Software development kit	Create custom applications that access Laserfiche with programming tools and documentation.	-	+	✓
DocuSign integration	Send documents from the Laserfiche repository via DocuSign to complete e-signatures.	+	+	✓
Ellucian Banner integration through Ethos	Seamless exchange of student personal information and course information between Laserfiche and Banner SIS to support the student registrar forms use case.	-	+	+
Certified integration with SAP ArchiveLink	Configure a Laserfiche repository as a content repository in SAP, where you can directly archive SAP content in Laserfiche as well as search, retrieve, update and delete content.	+	+	+
Integration with Laser App	Import filled out LaserApp forms into the Laserfiche repository and set Laserfiche metadata field values based on Laser App data.	+	+	+
<b>Compliance</b>				
Redactions	Redact images and/or text associated with a document to hide sensitive data from unauthorized users.	✓	✓	✓
Basic audit trail on user activity	Track successful user actions, such as create/delete/edit actions performed on documents and metadata.	✓	✓	✓
Advanced audit trail on user activity	Configure and track successful and unsuccessful changes to access rights, global and user settings, passwords and more.	-	+	✓
Watermark Tracking	Place an administrator-defined watermark on content printed or exported by a user.	-	+	✓
Records lifecycle management	Manage records through creation, active use, and disposition based on compliance and organizational requirements. This includes classifying, securing, storing, tracking, and destroying records as necessary.	-	+	✓
Legal holds	Apply a legal hold to specified content, preserving all forms of relevant information and halt	-	+	✓

	retention policies to avoid evidence tampering or accidental removal when litigation is possible.			
Records retention and disposition reporting	Quickly locate and create a report on records based on their retention and disposition schedules.	-	+	✓
Automate records actions and events	Automatically set cutoff instructions, retention schedules, holds and more to reduce manual records-related actions.	-	+	✓
Strict compliance mode WORM (Write Once Read Many) storage – Laserfiche Vault	Automatically set cutoff instructions, retention schedules, holds and more to reduce manual records-related actions.	-	+	+
<b>Administration</b>				
Group and role-based fine-grained security access controls	Set access rights by individuals, roles or groups to limit and control access to documents and objects across the platform.	✓	✓	✓
Multi-factor authentication	Enable multi-factor authentication to strengthen user security.	✓	✓	✓
AD FS authentication for Windows users	Configure single-sign on via Active Directory Federation Services to use existing AD credentials.	-	✓	✓
SAML authentication	Configure SAML-based single sign-on with a variety of identity providers.	-	✓	✓
SCIM User Provisioning and Management	Automate the user provisioning and deprovisioning process for SAML users.	-	-	✓
Just-in-time/on-demand provisioning for SAML and AD users	Create and assign user licenses upon initial user log in to eliminate the need to configure user accounts in advance.	-	-	✓
<b>Security</b>				
SOC 2 Type 2	This report details the controls for Laserfiche Cloud related to the criteria for the security, availability and confidentiality principles set forth in TSP section 100, 2017 Trust Services Criteria for Security, Availability, Processing Integrity, Confidentiality and Privacy (AICPA, Trust Services Criteria).	✓	✓	✓
TLS encryption in transit and AES-	All data sent between Laserfiche customers and applications is encrypted in transit using Transport Layer Security (TLS) with Perfect	✓	✓	✓

256 encryption at rest	Forward Secrecy (PFS). Data volumes on servers storing customer data and attachments in Laserfiche Cloud are encrypted at rest using industry-standard full-disk AES-256 encryption.			
Intrusion detection	Laserfiche Cloud utilizes host-based intrusion detection systems to reduce the risk of data theft by individuals or organizations attempting to gain unauthorized access	✓	✓	✓
Penetration testing	Laserfiche engages third-party vendors to conduct external penetration testing of the Laserfiche Cloud system.	✓	✓	✓
Vulnerability scanning	Laserfiche performs a vulnerability scan of backend servers that run in the Laserfiche Cloud hosting environment.	✓	✓	✓
<b>Cloud Platform Reliability</b>				
High Availability	Laserfiche Cloud SaaS services are hosted in multiple regions, consisting of multiple availability zones with multiple data centers. These data centers are housed in separate facilities with redundant power, networking, and connectivity.	✓	✓	✓
Automated and encrypted backups	Customer data is backed up several times each day. The backups are encrypted, replicated and stored in geographically separate data centers.	✓	✓	✓
<b>Support</b>				
Online learning resources	Access a variety of training videos, certification courses, documentation and more to support smooth implementation and user adoption.	✓	✓	✓
Community forum	Engage with a vibrant user community, including Laserfiche staff, resellers and other customers, to share questions and find answers.	✓	✓	✓
Automated feature and security updates and enhancements	Continue to drive innovation with the latest features and enhancements without requiring any manual updates.	✓	✓	✓

## Addendum C: Supported Operating Systems

### Server Operating Systems:

- Windows Server 2022
- Windows Server 2019
- Windows Server 2016
- Windows Server 2012 R2
- Windows Server 2012

Laserfiche software requires Windows Server with Desktop Experience.

Server Core installations of Windows Server operating systems are not supported.

Laserfiche will support operating systems through their end of support date as stated by their manufacturer.

### Desktop Operating Systems

- Windows 11
- Windows 10

Home editions of Windows desktop operating systems are not supported.

Laserfiche will support operating systems through their end of support date as stated by their manufacturer. In cases where this article, the documentation included with the software, and the manufacturer's documentation differ, the manufacturer's end of support date will be used unless otherwise indicated in this article.

Except for the Laserfiche Integration with Microsoft Teams, locally installed Laserfiche components are not supported on MacOS. Mac users can use any web-based Laserfiche application functionality that does not require a locally installed component (e.g., desktop Office Integration, Snapshot, Scanning, etc.).

### Web Browsers

- Recent versions of Chrome, Microsoft Edge, and Firefox
- Safari on Mac OS and iOS are supported for interacting with the repository and filling out forms.

### Database Engines:

- Any Laserfiche 11 or 10.4 system with Laserfiche Forms requires Microsoft SQL Server 2014 SP3 or above.
- Laserfiche supports Amazon RDS for SQL Server running a supported version of SQL Server
- Laserfiche supports Azure SQL Managed Instance
- Laserfiche supports Azure SQL Database, with the constraint that External Tables for Dynamic Fields in Laserfiche repositories must be created within the repository database itself since Azure SQL Database does not currently fully support cross-database queries.

## Addendum D: Software Support

### LSAP Policy:

The initial purchase of a Laserfiche software system also requires purchasing LSAP for each component. LSAP is a software assurance program initiated by Laserfiche to ensure that clients can receive regular product updates and basic software support through their value-added reseller. CDI has developed this policy about services that are included with the purchase of LSAP to serve all clients with the utmost accuracy and efficiency.

### Services covered in base LSAP costs:

- CDI website access at Support.CitiesDigital.com
- Laserfiche website access at Support.Laserfiche.com & Answers.Laserfiche.com
- Monthly Laserfiche User News (email newsletter with information and helpful tech tips)
- Educational webinars from Laserfiche and CDI
- Periodic CDI sponsored user groups.
- Unlimited CDI telephone and remote support (weekdays, during business hours) 8:00 a.m. - 7:00 p.m. CST
- Free access to Laserfiche product updates (does not include installation or training)

### Services available on a per unit basis (not included with base LSAP):

- Installation
- Training
- On-site support (available in packaged units by hours)
- Custom integrations
- Document conversions
- Product consulting and configuration
- Workflow, Forms, and system design
- Software development services

### You will have access to:

- **Rapid-response technical support:** CDI will promptly troubleshoot and resolve any issues that arise—before they impact operations or affect staff productivity.
- **The latest hotfixes, updates, and patches:** These critical items ensure that your Laserfiche system continues to operate at peak efficiency.
- **New releases:** These updates will help you make sure your system stays current, as new releases of your licensed products are included at no additional charge.

## Addendum E: Premium Services

The following provides an overview of premium Services that CDI offers to its client base. These services extend beyond the foundational LSAP maintenance agreement and offer levels of premium and enhanced support.



### Professional Service Prepaid Packages

Get the most out of your solution by securing prepaid services with CDI experts, at deeply discounted rates.

- Reduced professional service rates.
- Up to 15 minutes of free *Hands & Eyes* service with CDI Support.
- \*Priority Support.

\*Diamond, Platinum, and Gold Support packages



### Reserved Laserfiche Expert:

Augment your staff with a dedicated Laserfiche expert who is there to accelerate your projects.

- More cost effective than hiring an FTE.
- More efficient than hiring and training an FTE.
- World-class expertise & certification in Laserfiche solutions = get more done faster.
- Dedicated availability to build, consult and train without a scheduling hassle.



### 24x7 Emergency Support:

Add 24x7 support coverage for your Laserfiche solution.

- A simple process to access assistance from Laserfiche experts.
- 24x7 Laserfiche coverage, including holidays.
- Predictable costs that decrease the chance of downtime expense during business hours.

## PROFESSIONAL SERVICES PREPAID PACKAGES

While all clients can engage in projects with our Laserfiche-leading Professional Service and Development teams, *Professional Services Prepaid Packages* provide a variety of advantages and benefits over ad-hoc engagements, including:

- Reduced professional service rates
- Priority support with guaranteed response times
- Up to 15 minutes of free online/phone assistance with CDI Support

PROFESSIONAL SERVICES PREPAID PACKAGES	HANDS & EYES SERVICES	PRIORITY SUPPORT HOTLINE	PRIORITY SUPPORT HOTLINE
	up to 15-minutes of free online/phone assistance with CDI support	includes priority support with guaranteed response times	number of hours included at discounted hourly rate
<b>DIAMOND</b> \$28,000 (\$175/hr.)	✓	✓	160 hours*
<b>PLATINUM</b> \$14,400 (\$180/hr.)	✓	✓	80 hours*
<b>GOLD</b> \$7,400 (\$185/hr.)	✓	✓	40 hours*
<b>SILVER</b> \$3,800 (\$190/hr.)	✓		20 hours*
<b>BRONZE</b> \$1,950 (\$195/hr.)	✓		10 hours*

\*Advanced service packages expire 1-year from date of purchase | Additional hours may be purchased at a discounted rate within the service year

### TRAVEL TIME

CDI technician on-site travel time is billed a 1/2 of normal hourly rate during travel time plus...

- \$ .585 per mile (vehicle)
- total cost of airfare (flight)
- \$250 per day per diem

### OFF-HOURS CONSULTING & SUPPORT

- Professional Services Prepaid Packages can be used for off-hours support and consulting services at an adjusted conversion rate
- Must be scheduled two weeks in advance

### DEVELOPMENT HOURS

- Consulting services prepaid packages can be used for development services hours at an adjusted conversion rate

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## RESERVED LASERFICHE EXPERT

Reserved Laserfiche Expert is great for clients seeking a time-based engagement rather than a project-based commitment. Subscribe annually to our Reserved Laserfiche Expert program and be paired with an expert for a specified weekly timeframe. The matched resource is at your disposal for tasks such as user training, system management, process analysis, and Laserfiche solution development.

### BENEFITS:

- More cost effective than hiring an FTE.
- More efficient than hiring and training and FTE.
- World-class expertise & certification = get more done faster.
- Dedicated availability to build, consult and train without a scheduling hassle.

### ENGAGEMENTS:

- Engagements start at a minimum of 1 day per week (8 hours) and increase at the same increment.
- 12-month commitment.
- Discounted hourly rate of \$150/hr.

### PRICING:

- 1 Day Per Week: \$5,200 (monthly charge)
- 2 Days Per Week: \$10,400 (monthly charge)
- Days Per Week: \$15,600 (monthly charge)

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## 24X7 EMERGENCY SUPPORT

CDI offers an optional add-on service, which provides customers with 24/7 emergency support services for their Laserfiche system. All customers have the option to add this service to their annual agreement.

### EMERGENCY DEFINITION:

An emergency event is defined as a situation that necessitates immediate attention outside of regular business hours due to the following circumstances:

1. Financial Losses: The event poses a significant risk of financial loss if not addressed promptly.
2. Regulatory Challenges: The event involves issues that could lead to non-compliance with regulatory requirements requiring immediate intervention.
3. Total System Outage: The Laserfiche System and/or CDI Solutions are completely non-operational, impacting all users and critical functions.

Such events demand urgent resolutions to mitigate adverse impacts and ensure continuous operational integrity.

### EMERGENCY EXCLUSIONS:

- Laserfiche system or integration updates, upgrades and server migrations must be scheduled in advance with CDI Support and fall outside “Emergency Support”.
- Modifications of existing configured processes, or design/creation of new processes, within modules like Workflow, Forms, Quick Fields, CDI integrations, etc.

### BENEFITS:

- A simple process to access assistance from Laserfiche experts.
- 24x7 Laserfiche coverage, including holidays, ensuring prompt resolution of issues.
- Predictable costs that decrease the change of downtime expense during business hours.

### PRICING:

- Contact Sales



2000 O'Neil Rd., Suite 100  
Hudson, WI 54016  
[www.cdi.support](http://www.cdi.support)  
email | [laura@citiesdigital.com](mailto:laura@citiesdigital.com)  
phone | 855.714.2800  
fax | 866.592.7374





DocuWare Proposal for:

**City of Dassel**



December 11<sup>th</sup>, 2025

Prepared by:

Justine Pool, Software Specialist, MSI

Vance Martin, Senior Technology Consultant, MSI

## Benefits of DocuWare

- Paperless processing and storage of digital documents
  - Documents automatically organized with flexible searching through digital filing cabinets with a variety of search criteria
  - AI Machine Learning Technology to automatically capture and index documents
  - Full-text search allows you to search through all typed text on documents quickly
  - Make audits simple with a quick compilation of all documents, use DocuWare Export Audit Request to share documents directly with an auditor
- Customized digital document storage built for your documents
  - Council Files, Property Records/ Permits, Finance/Accounting
  - Option to include vendor invoice department approval workflow
  - Option to include customized DocuWare permit merge form to collect permit requests with a digital web form
  - Includes workflow automation using notifications, review task, and signature stamps
- Use DocuWare Highlight Search to highlight key text in another application, such as Banyon, and use a shortcut key to execute a search in DocuWare
- User permissions ensure document security standards are maintained
- Ability to add customized document retention policies
- Import documents directly from email, scanner, or DocuWare “printer” with direct ingest methods
- Documents stored in secure cloud storage hosted on Azure Servers; documents are automatically backed up and encrypted
- Nothing to install and is always up-to-date with the latest features and functionality
- Highly scalable and easy to grow with; ability to expand into additional departments with tailored document storage

## DocuWare + Municipalities in the US

- As of 2024, DocuWare is currently deployed in 488+ different municipalities and government agencies across the United States. Nationwide DocuWare is averaging 7 new municipality contracts per month
- DocuWare specializes in small to medium-sized organizations and is a great fit for supporting smaller municipalities as they grow
- Currently, the number one industry type that new DocuWare subscriptions are being deployed in is municipalities and other government agencies

## MSI & DocuWare: MN City Government References

- City of Morris, MN
- City of New Richland, MN
- City of Waverly, MN
- City of Wells, MN
- City of Baine, MN

## MSI & DocuWare: MN Cities Average Storage Usage

- On Average, the cities that we work with are using ~22 GB of the 30-40 GB of Storage available in their system.
- The city using the largest amount of storage has 50 GB of storage available and did a large backlog scanning project with our document services team when they purchased DocuWare.

## Benefits of MSI

- Since 1969, MSI has been a leading provider of office technology with a commitment to delivering innovative solutions and exceptional customer service. With a network of experienced professionals and a dedication to excellence, MSI is poised to meet the needs of clients across various industries.
- As an ESOP company, we answer directly to our customers, not stockholders
- Your sales rep is your direct point of contact; there is no need to call around in order to try and get your questions answered, your time is valuable and that's our job
- Professional services implementation and support are handled by MSI's local professional services team; ongoing questions and support are covered by technicians who know your DocuWare site and processes
  - DocuWare Subscription includes Tier 1 Support

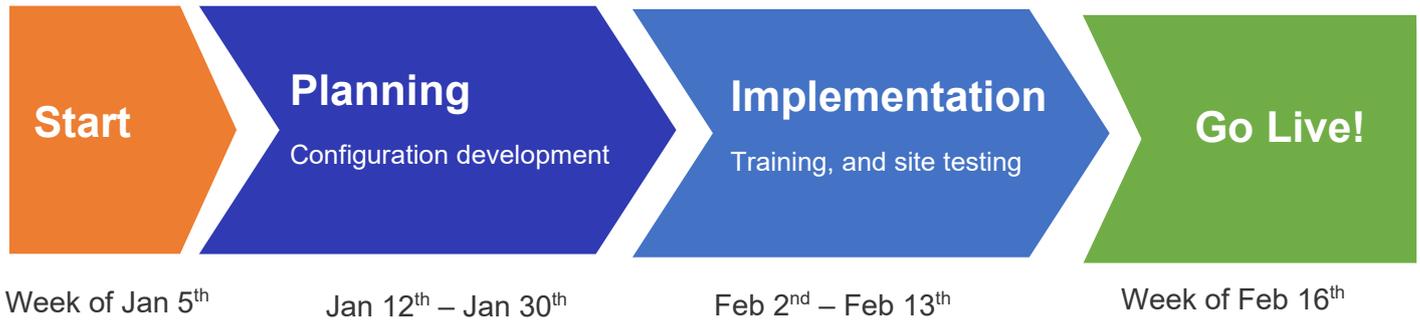
## DocuWare Cloud Solution – Annual Subscription

DocuWare Cloud Annual Subscription Cost		
Cloud 4	This Package Contains 4 Named User Licenses and 20 GB of Storage Available for Documents	
Included Modules	DocuWare Connect to Outlook DocuWare Workflow Manager DocuWare Intelligent Indexing DocuWare Task Manager DocuWare Autoindex DocuWare Connect to Mail DocuWare Barcode & Forms DocuWare Import DocuWare Mobile DocuWare Forms DocuWare Smart Connect DocuWare Request DocuWare Printer DocuWare PaperScan	
<b>Annual Total: DocuWare Cloud 4</b>		<b>\$5,569.40</b>
<i>Annual Total: Additional Users x 3 – Optional for Approval Workflow</i>		<i>+\$4,255.70</i>
<b>17% off Additional User Licenses if signed by 12/18/2025</b>		<b>\$3,532.23</b>
<i>Annual Cost per Additional 10 GB Storage</i>		<i>+\$185</i>

- **DocuWare Subscription includes Tier 1 Support**
- **10 Free Hours of Document Services Dept. Scanning**

Professional Services		
Professional Services <i>One-Time Cost</i>	DocuWare Base Storage & Retrieval Package <i>Discovery, Implementation, Training &amp; Project Management</i>	<b>\$3,920</b>
Professional Services <i>One-Time Cost</i>	Vendor Invoice Dept. Approval Workflow <i>Optional Add-on</i>	<i>+\$2,205</i>
Professional Services <i>One-Time Cost</i>	Permit Request Merge Form and Review Task with Signature Stamp <i>Optional Add-on</i>	<i>+4,465</i>

\*Subscription and Professional Services pricing valid through 12/18/2025



## About DocuWare

Enterprise Content Management with DocuWare means considerably more than archiving and managing documents electronically. ECM is an information system deeply integrated into a company's IT infrastructure that automates and universally networks document intensive processes. DocuWare is the comprehensive, complete solution for securely archiving business documents of all types, making them available in a flexible way, and using them efficiently. Regardless of the format and source, the ECM automates business processes and workflows by managing and linking documents electronically.

The basis for this is the structured storage of documents in a central document repository. Every employee with the necessary authorization has access to all information needed for their work regardless of whether they are at their PC in the office or on their smartphone when on the move. All interrelated documents concerning a customer, a project, or a business process are available within a few seconds.

## Say Farewell to Paper

Paper slows work down, is easily lost, and can add up to a big expense. Have you ever calculated how much time and money is spent on copies, printing, filing cabinets ... not to mention unproductive searches? Modern organizations eliminate physical archives and paper-based processes to save cost and time and to protect valuable corporate knowledge. Digital document management maintains your data in a structured and secure way. When digitized information is served up quickly and accurately, you and your team can work with peak efficiency.

## Stop Wasting Time, Automate Your Processes

Tedious and routine tasks such as data entry and comparison, information sharing, and correcting mistakes consume valuable resources that could be better utilized by your sales, accounting and HR teams. There is enormous potential in automating tasks. Processes like invoice processing, employee onboarding and contract management have numerous steps and decision points that can be digitized and automated. Employees focus on decision making, not moving paper. Free up your employees from frustrating and time-wasting manual work and make way for them to use their talents, expertise and customer service skills instead.

## DocuWare Software Package

### DocuWare On-Premise or Cloud Hosted

DocuWare software for professional Enterprise Content Management—simplifies every single task relating to documents. By managing your documents with DocuWare, you increase efficiency throughout your entire organization. Employees are equipped with the right information whenever they need it so that customer service improves and productivity increases. Security gaps are closed, and because everything is so well-organized and legally compliant, audits consume less time.

### Feature Descriptions

#### DocuWare Intelligent Indexing

DocuWare's Intelligent Indexing is a web-based service that automatically captures the most important metadata from your scanned documents. The system quickly learns from feedback, so that recommended index words for known document types can be automatically and reliably assigned.

- Electronic filing is now faster and easier than handling paper.
- Due to crowd learning, automatic indexing becomes very reliable within a short time.
- The system constantly learns from your input and from others in your company.

#### DocuWare Workflow Manager

Establish clear rules for processing documents to optimize your business processes with DocuWare Workflow Manager. You assign: employees, tasks, and define substitution rules in case the employee responsible for that step is out of the office. You determine what it is to start a workflow, for example by storing an invoice, or because a certain deadline is due. And naturally, you can track all processes.

#### DocuWare Task Manager

DocuWare Task Manager speeds up day-to-day office work. With lists and email notifications, no task gets left behind and project move forward on schedule.

#### DocuWare Auto-Index

Index Archived Documents Automatically from External Data Source Many of the documents you need to archive will already have existing categorization criteria and search words in the IT system. DocuWare Autoindex transfers the data and adds it to the file cabinet as index words. Manual input is eliminated and storage is also automatic.

#### DocuWare Connect to Mail

Users of Gmail and Microsoft Exchange can organize and store their email quickly and easily in DocuWare with Connect to Mail. Connect to Mail monitors a folder in your inbox. There, incoming email is automatically transferred to the DocuWare system. Connect to Mail can also automatically index the email. Managing email and all other document types together in a single document management solution simplifies and improves the organization of related contents. Now you can use Connect to Mail to combine the practical benefits of web-based email accounts with the efficiency and functionality of DocuWare.

#### DocuWare Connect to Outlook

Integrate Microsoft Outlook into your office productivity. Securely archive incoming and outgoing email while automatically triggering new workflow tasks. Key search views are embedded directly in

the Outlook for single-screen productivity. You don't have to leave your email client to store email messages and search the file cabinet. The functions are available directly in Outlook:

- Store messages with a mouse click
- Or have email archived automatically
- Email that you want to keep in Outlook can be marked as filed

### DocuWare Barcode & Forms

Speed up and simplify the capturing and storage of documents with Barcode & Forms. With instant reading of barcodes and text, your documents can be automatically presorted, indexed and stored. Easy and accurate processing saves time and money.

- Automatic indexing: have your barcodes read out for indexing
- Presorting documents: use the data read out to categorize and separate scanned pages
- Time saving: optimize your work processes
- Highly accurate: automatic data capture instead of manual entry is safer and more accurate

### DocuWare Import

With DocuWare Import you can easily and efficiently import documents directly into your DocuWare system. The module works in the background monitoring selected folders in your file system or network to automatically move all incoming files into DocuWare, where they can be indexed as needed.

### DocuWare Mobile

Document retrieval and display, task list and stamps for document approval on mobile devices with iOS, Android or Windows Phone operating systems. Where additional apps are required they can be downloaded for free from the respective stores. The license is required for document upload into DocuWare with PaperScan.

### DocuWare Forms

DocuWare Forms allows your company to convert recurring manual form filling and filing processes to a simple digital process within DocuWare. Data is captured instantly and accurately in a web form and then applied to a document and stored as a form in a central file cabinet. The completed form can be stored in the design of the original form. Employees can easily access and work with the stored forms. With Workflow or Task Manager the form processing is transparent for everyone.

### DocuWare Electronic Signatures

Sign documents with an electronic signature and ensure the authenticity of important business information. With a qualified electronic signature, your documents are legally binding and meet current security requirements.

### DocuWare Request

Allows individual documents or entire DocuWare file cabinets to be conveniently saved and forwarded to third parties. This is useful if, for example, a scanning service provider would like to give documents to a customer. The customer can search or open the documents with the browser provided, even without DocuWare installed.

M user cost

# MSI

## METRO SALES INC

### SALES ORDER AND SECURITY AGREEMENT

**CUST NO.**  
138989/ C058

**PO #**

**SALES REP**  
Vance Martin

**MAIN PHONE**  
320-275-2454

SHIP TO
The City of Dassel 460 3rd St Dassel, MN 55325

BILL TO
The City of Dassel 460 3rd St Dassel, MN 55325

ITEM/SERVICE DESCRIPTION	PRICE	QTY	SUBTOTAL
Annual Subscription DocuWare Cloud 4 + 20 GB Storage	\$5,569.40	1	\$5,569.40
DocuWare Cloud Additional User License	\$1,177.41	3	\$3,532.23
Professional Services - Base Configuration	\$3,920.00	1	\$3,920.00
	<b>SUBTOTAL</b>		<b>\$ 13,021.63</b>
	<b>TAX</b>		<b>\$ -</b>
	<b>TOTAL</b>		<b>\$ 13,021.63</b>

**SPECIAL INSTRUCTIONS**  
Professional Services is a one time cost

**CREDIT TERMS: SERVICE CHARGE OF 1% PER MONTH (12% PER ANNUM) OR HIGHEST LEGAL RATE, WILL BE CHARGED ON ALL PAST DUE ACCOUNTS**

<b>X</b>	<b>NAME OF CUSTOMER - PRINT</b>
<b>X</b>	<b>CUSTOMER'S AUTHORIZED SIGNATURE &amp; TITLE</b>
<b>X</b>	<b>DATE</b>

This Sales Order and Security Agreement ("Agreement") is made and entered into pursuant and subject to the terms and conditions under the Master Solutions Agreement located at <https://www.metrosales.com/msi-master-solutions-agreement/>. This Agreement, including any schedules and addenda referenced herein, is Customer's legal agreement to purchase all items specified above. Customer accepts this Agreement without modification. Any modification by Customer is deemed rejected by MSI. A fax signature by Customer shall be as binding as an original. If Customer electronically returns only part of the Agreement to MSI, Customer agrees that it is bound by the entire Agreement.



## DocuWare Statement of Work

This Statement of Work ("SOW") is made and entered into on the date last signed below (the "Effective Date") between Metro Sales, Inc. ("MSI"), a Minnesota corporation, with an office at 250 River Ridge Circle North, Suite 100, Burnsville, MN 55337 ("us", "our", "we" or "MSI"), and

City of Dassel

**Address**

460 3rd St, Dassel MN, 55325

("you", "your" or "Customer")(each a "Party" and together the "Parties") and is pursuant and subject to the terms and conditions under the Master Solutions Agreement ("Agreement") that is available at <https://www.metro-sales.com/msi-master-solutions-agreement/>. All items not specifically detailed in this SOW are considered out of scope. All capitalized terms in this SOW shall have the same meaning as defined in the Agreement, unless otherwise specifically defined in this SOW.

**Overview**

DocuWare is on the DocuWare Cloud Platform that offers key functions to securely capture and store business documents with sharing, assigning, and managing deadlines. Tightly control access permissions for security and confidentiality.

**Project goals:**

Metro Sales Inc. will implement the Storage and Retrieval, Human Resources, Accounts Payable, Electronic Signature DocuWare solution. Professional Services will provide assistance in configuring according to the agreed to Process Planner as outlined in Exhibit A.

**Proposed products / current products:****Storage and Retrieval****Deliverables****Users and Role Assignment – Comprises all User Licenses and Security Roles****Access Permissions – Assigns Licenses to Users for access****End User Training- Demonstrate all site functions to end users****Admin Training- Demonstrate all administrator functions to site admins****Extra Support Hours- 1 hour of extra support as needed in the first year****Capture Methods**

Metro Sales Inc. will setup up to option to capture to get documents into the system. The document types will be captured and sent to a tray or stored directly into the file cabinet.

**MFD Scanning****Drag and Drop**

## **Outlook Button**

## **DocuWare Printer**

## **Monitored Network Folder**

## **Training**

MSI will provide the system training outlined below for the system design and setup for end users:•

### *End User Training*

MSI uses the Train the Trainer method and will provide one (1) session up to one (1) hour. The training session will cover:

Searching and Processing documents

Capture and Storing documents

Viewer Tools and Settings

### *Admin Training*

MSI uses the Train the Trainer method and will provide one (1) sessions up to one (1) hours for Admin users.

Training plan for administrator defines the content for specific training for named employees of to maintain a DocuWare system.

### *First 365 Training*

MSI provides unlimited additional training within the first year after project completion for either End User or Admin users.

## **Assumptions**

- Any changes to the agreed scope of work will be handled as a change order.
- Customer will provide a person dedicated as the project manager that will have the authority to sign off progress of the project. Participate in progress meetings as needed. Respond back to the project team within 8 business hours.
- All authorized users will need to have internet access available on their workstations to access the documents from the DocuWare system.
- Optical Character Recognition (OCR) should not be considered 100% accurate. OCR is executed in multiple steps and every one of them does have an influence on the accuracy level that is achieved at the end of the process. OCR accuracy is affected by several items including quality of the original document, hand writing originals, scanned image quality as well as the amount of image pre-processing for example automatic page rotation and page de-skewing, page cropping and de-speckling.
- Customer will have scanners and/or MFPs and its necessary software to capture new images installed.
- USB scanning will be installed using DocuWare scan front end (software). If an alternate software is required it will not be supported.
- Customer will provide SMTP information if email notifications are to be sent from DocuWare using the customer's domain.
- Customer hardware will meet or exceed the DocuWare Technical specs on Servers and Workstations as defined by DocuWare Support for the current version of DocuWare. Current specifications can be found here:  
<https://help.docuware.com/#/home/82276/2/2>
- All configuration and training will be done remotely unless stated otherwise.
- Electronic Signatures required a Docusign or VerifiedID account prior to deployment.

## Flow-down Terms

*Please see Exhibit B for additional terms and conditions from DocuWare that are incorporated into this SOW.*

## On-going Support

When MSI will contact DocuWare Cloud Support on your behalf:

- When site won't load
- When site is running slowly

When to contact Metro Sales (May be possible billable service, if exceeding level one support based on determination by PS team):

- When documents won't come into the system
- When documents aren't processing properly
- When users can't login or access the site
- When users cannot perform tasks
- When site admins can't access/perform administrative tasks

**All support provided by MSI will be on a time and materials basis at MSI's then-current rates and terms.**

**This project will be considered completed by both parties once all deliverables, training and integrations has been completed. The DocuWare solution has been implemented as laid out in the process planner and has been successfully running for fourteen (14) days.**

## Price

### Configuration pricing confirmation

**Terms**

**All Pricing at Cost to:**  
City of Dassel

**Total:**  
3,920.00

Quotes expire 90 days from document date

**Additional Terms**

Either Party may terminate this SOW project prior to approval of the Process Planner. In that event, the costs incurred through the date of such termination shall be paid by Customer at MSI's then-current time and materials rates. After the Process Planner is complete, MSI reserves the right to update pricing due to issues identified during review and approval of the Process Planner. Proposed changes in pricing will be documented and approved by both Parties in writing. If the Parties do not agree on the updated pricing, this SOW will terminate and costs incurred through the date of such termination shall be paid by Customer at MSI's then-current time and materials rates.

If the Customer requires assistance exporting or importing data from their third party systems, MSI will evaluate the technical requirements with a system administrator and/or application specialist for the third party system at an additional cost. MSI will perform a needs assessment and discovery at time and materials rates to document the customer's needs and provide a new professional service estimate to perform the changes.

The parties have executed this Statement of Work as of the Effective Date.

**Metro Sales, Inc**

**Customer**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_



**Exhibit B**

## 1. Authorized Users

1.1 During the configuration of the Services, Partner shall specifically identify End-User employees and contractors who shall be authorized to use the Services (hereinafter, "Authorized User") solely for End-User's internal business purposes. Unless specifically authorized by DocuWare in advance and in writing, third parties (including, but not limited to, users employed by or working for companies that are affiliated with Partner or End-User) are not authorized to use the Services.

1.2 Authorized Users may access DocuWare-provided local software application programs as part of the Services ("Local Application Programs") solely for the purposes of accessing the Services. For the term of the applicable Services (as set forth in the applicable Order), Authorized Users shall have the revocable, non-exclusive, non-sublicensable, non-transferable right: (i) to install such Local Application Programs on hardware devices operated and controlled by Partner or End-User; and (ii) to access and display such Local Application Programs for the purpose of accessing the Services in compliance with the online support documentation available as part of the Services.

1.3 Partner, End-User and any Authorized User shall not: (i) modify, copy, create derivative works decompile or reverse-engineer the Services or Local Application Programs other than as expressly permitted by applicable statute to permit interoperability and then only after notice to DocuWare; (ii) frame or mirror any content forming part of the Services; or (iii) access the Services in order to: (a) build a competitive product or service, or (b) copy any ideas, features, functions or graphics of the Services.

1.4 Partner, End-User and any Authorized User shall not: (i) license, sublicense, transfer, sell, resell, rent, lease, distribute, time share, assign, share or otherwise commercially exploit or make the Services available to any third party, other than to Authorized Users or as otherwise expressly contemplated by these Terms or the applicable Order; (ii) send spam or otherwise duplicative or unsolicited messages in violation of applicable laws; (iii) send or store infringing, obscene, threatening, libelous, or otherwise unlawful or tortious material, including material that is harmful to children or violates third party privacy rights; (iv) send or store viruses, worms, time bombs, trojan horses or other harmful or malicious code, files, scripts, agents or programs; (v) interfere with or disrupt the integrity or performance of the Services or the data contained therein; (vi) attempt to gain unauthorized access to the Services or related systems or networks; (vii) access the Services if Partner and/or End-User is a direct competitor of DocuWare; or (viii) access the Services for purposes of monitoring its availability, performance or functionality, or for any other benchmarking or competitive purposes.

1.5 DocuWare will exercise reasonable efforts to provide a 99.5% availability of the Services per calendar year, excluding any Downtime. "Downtime" shall mean unscheduled downtime of the Services caused by emergencies or Force Majeure Events (as defined below) and downtime due to scheduled maintenance activities of the Services ("Scheduled Maintenance"). DocuWare will use reasonable efforts to limit any downtime due to Scheduled Maintenance to four (4) times per year for up to eight (8) hours each, and to notify by way of e-mail or via the DocuWare website with a notice period of at least five (5) calendar days.

1.6 The Partner will install and configure Services in a way which avoids any excessive utilization of DocuWare systems.

1.7 The Services require Internet access and computing facilities with the system requirements identified in the applicable technical documentation available at <https://help.docuware.com/#/home/82276/2/2>. Partner acknowledges and agrees that such requirements may be changed from time to time, and DocuWare shall use reasonable efforts to provide at least four (4) weeks' notice of any such changes.

## Exhibit A

**Document Storage & Retrieval**

Base Configuration

**Store to File Cabinet**  
 3 File Cabinets: Finance, Council, Property Records. 4 Store Dialogs: Finance, Council, Property Records, Permits.

**Retrieval**  
 4 Search Dialogs: Finance, Council, Property Records

**INGEST METHODS:**  
 Scan to monitored file folder  
 Outlook Button  
 DocuWare Printer to document tray

**Retention Policies:**  
 Four retention policy lengths plus permanent option.  
 Select retention length when storing  
 Option to default to most common length  
 Option to use to be deleted list to review documents due to be deleted

**Finance:**  
 Index - Doc Type, Vendor, Date, Department (Include drop-down list for 4 depts: Public Works, Museum, Liquor Store, City Office) Bill To, Total, Project Type

**Council:**  
 Index - Doc Type, Meeting Type, Date, Keyword field for Notes

**Property Records/ Permits:**  
 Property Records index: Doc Type, Sub Type (confirm), Date, PID, Property Owner, Address  
 Permits index - Doc Type, Permit Type, Date, PID, Date Paid, Total, Applicant, Address

- Highlight Search - Full text for finance cabinet  
 - Export Audit Request set up training for audits  
 - Signature Stamp for Tracy and Renee (City Office Users)

**CITY OF DASSEL**

**RESOLUTION SETTING & APPROVING THE  
ANNUAL FEE SCHEDULE FOR 2026**

**WHEREAS**, The Dassel City Council is charged with setting fees for various services and permits at its organizational meeting in January each year pursuant to City Code 36.01;

**NOW, THEREFORE, BE IT RESOLVED** that the Dassel City Council hereby approves the following fee schedule referred to as “Exhibit A” in the City Code 36.01B for 2026:

**Exhibit A**

<b>2026 City of Dassel Fee Schedule</b>		
<b>Building Usage Rates</b>		
	<b>Proposed Change for 2026</b>	
<b>City Hall - Community Room</b>		
Rental	Increase to \$75.00 (+\$15.00)	\$60.00
Damage & Cleaning Deposit		\$300.00
<b><u>City Residents &amp; DAHS Members</u></b>		
<b>Community/Event Center</b>		
Event Center (Normal Business Hours)		\$30.00/hr, \$120 max.
Event Center (Non-Business Hours)		\$50.00/hr, \$200 max.
<b>Museum</b>		
Museum (Normal Business Hours)		\$25.00/hr, \$100 max.
Museum (Normal Business Hours)		\$25.00/hr, \$100 max. + \$25.00/hr Security
<b>Conference Room</b>		
Meeting (Normal Business Hours)		\$10.00/hr
<b><u>Non-City Residents &amp; Non-DAHS Members</u></b>		
<b>Community/Event Center</b>		
Event Center (Normal Business Hours)		\$40.00/hr, \$160 max.
Event Center (Non-Business Hours)		\$60.00/hr, \$240 max.
<b>Museum</b>		
Museum (Normal Business Hours)		\$35.00/hr, \$140 max.
Museum (Non- Business Hours)		\$35.00/hr, \$140 max. + \$25.00/hr Security
<b>Conference Room</b>		
Meeting (Normal Business Hours)		\$20.00/hr
<b><u>Tax Exempt (501-c3 Certificate Required)</u></b>		
<b>Community/Event Center</b>		
Event Center (Normal Business Hours)		\$40.00/mtg
Event Center (Non-Business Hours)		\$50.00/mtg
Fund Raising Events		10% of net profits/Min \$50, Max \$200
<b>Museum</b>		
Museum (Normal Business Hours)		\$40.00/mtg
Museum (Non- Business Hours)		\$40.00/mtg + \$25.00/hr Security
<b>Conference Room</b>		
Meeting (Normal Business Hours)		\$20.00/mtg
Damage & Cleaning Deposit		\$300.00

## Meeting, Admin, Building & Development Fees

<b>Meeting, Admin, Building &amp; Development Fees</b>		
<b>City Meetings</b>		
Special City Council Meeting		\$200.00
Special Planning Commission Meeting		\$200.00
<b>Administrative Fees</b>		
DVD Copies of Meetings, Events, etc.		\$5.00 per dvd
Fax (per page)		\$1.00
Copies (per side)		\$0.25
Notary service (per page)		\$1.00
Document Scanning/Emailing		\$.25 per page
Assessment Searches		\$30.00
<b>False Alarm Fees (new)</b>		
Fire/Security - First 3 Alarms	\$0.00	\$0.00
4th - 10th Alarm	\$55.00 each	\$0.00
11th - 15th Alarm	\$110.00 each	\$0.00
16th plus each successive alarm	\$165.00 each	\$0.00
<b>Fire Department Fees (new)</b>		
Fire Incident Report		\$50.00
<b>Project Deposits</b>		
TIF Project	Developer to pay all legal, engineering and planning costs incurred related to project	\$3,000.00
Preliminary Plat		\$3,000.00 & \$100.00 per lot
<b>Building, Planning &amp; Zoning Fees</b>		
Annexation Request		Actual Cost to City
Conditional Use Permit		\$350.00
Minor Lot Line Adjustment		\$350.00
Plat Filing Fee		\$200.00 & \$10.00 per lot
Rezoning Request		\$350.00
Variance/Vacation Request		\$350.00
<b>Building Permit Fees</b>		
Plan Review Fee (Commercial Only)		Meeker County Fee Schedule 25% of permit fee
Mechanical Permits		\$64.00
Reroof, Siding, Window/Door, Misc. Repair (appr. 7/21/25)		\$64.00
Residential Demolition (appr. 7/21/25)		\$64.00
Signs (appr. 7/21/25)		64.00 / minimum
Commercial Demolition		\$64.25
State Surcharge		per Statute
Zoning Review Fee (New Construction)		\$50.00
Administrative Fee (All Permits)		10% of permit fee
<b>Development Fees</b>		
Water Accessibility Charge		\$1,500.00
Sewer Accessibility Charge		\$1,500.00
Trunk Access Fee - Water per Acre		\$1,000.00
Trunk Access Fee - Sewer per Acre		\$1,750.00
Water Inspection Fee		\$50.00
Water Connection Fee		\$50.00
Water Turn Off/On		\$50.00
Water Meter		Under Utility Rates
Pre-Development Agreement	Developer to pay all legal, engineering and planning costs incurred related to project	

<b>Licenses &amp; Permits</b>		
<b>Animal Licenses-Annual Calendar Year</b>		
Non-Spayed or Neutered	Recommend Ordinance be repealed; except for Dangerous Dog sections	\$10.00
Spayed Neutered	Recommend Ordinance be repealed; except for Dangerous Dog sections	\$5.00
<b>Animal Fines</b>		
Impound Fee		\$50.00
Daily Fee		\$5.00 /day
<b>Chicken Keeping Licenses-Annual Calendar Year</b>		
Max 10 chickens (based on lot size) NO ROOSTERS		\$50.00
<b>Liquor Licenses</b>		
3.2 On-Sale (Annually, Commencing July 1st)		\$350.00
3.2 Off-Sale (Annually, Commencing July 1st)		\$100.00
Investigation (One-Time Fee)		\$300.00
Temporary Intoxicating On-Sale		\$50.00
Consumption & Display Permit (City Fee Only)		\$50.00
On-Sale Intoxicating		\$2,000.00
On-Sale Sunday		\$200.00
<b>Cannabis Retail Registration (Fees Established by State Statute. Application to Dept of Cannabis Management)</b>		
Cannabis Microbusiness (initial and review)	Initial Registration & 1st Annual Renewal \$500; Second Annual Renewal and Beyond \$1,000	\$1,000.00
Cannabis Mezzobusiness (initial and renewal)	Initial Registration & 1st Annual Renewal \$500; Second Annual Renewal and Beyond \$1,000	\$1,000.00
Cannabis Retailer (initial and renewal)	Initial Registration & 1st Annual Renewal \$500; Second Annual Renewal and Beyond \$1,000	\$300.00
Medical Cannabis (initial and renewal)	Initial Registration & 1st Annual Renewal \$500; Second Annual Renewal and Beyond \$1,000	\$0.00
Lower Potency Hemp Edible Retailer Registration		\$125.00
		\$0.00
Tetrahydrocannabinol (THC) products(needs to be repealed 10-1-25)	Recommend Ordinance by repeal, State of Cannabis Management Regulates	\$2,200.00
<b>Special Permits</b>		
Dance Permit		\$35.00
Charitable Gambling		10% of Net Profits
Sexually & Adult Use Oriented Business ( Annually, on July 1st)		\$2,500.00
Investigation (One-Time Fee)		\$1,500.00
Right-of-Way	\$50.00	\$0.00
<b>Peddlers License Fee</b>		
		\$500.00
<b>Parking Lot Sanding</b>		
		\$50.00/sanding
<b>Water, Sewer, Surface Water Rates</b>		
Water Base Rate (Monthly per unit)	increase by 3% to \$.60 to \$20.57	\$19.97
Water Usage Rate (per 1000 gallons)	increase by 3% to \$.30 to \$10.42	\$10.12
Sewer Base Rate (Monthly per unit)	increase by 3% to \$.73 to \$25.01	\$24.28
Sewer Usage Rate (per 1000 gallons)	increase by 3% to \$.23 to \$7.73	\$7.50
MN Dept Health Water Testing Fee (Annually in June)	MN Dept of Health increased to \$15.22 as of Jan 1, 2026	Rates set by State of MN 2019 \$9.72
Surface Water Management Fee - Residential	increase by 3% to \$.10 to \$3.39	\$3.29
Surface Water Management Fee - Commercial	increase by 3% to \$.15 to \$5.07	\$4.92
Surface Water Management Fee - Industrial	increase by 3% to \$.21 to \$7.19	\$6.98
Water Turn Off/On		\$50.00
Water Meter standard 3/4" meter \$300.00;larger size price would be cost plus setup fee and applicable tax	Water Meter standard 3/4" meter \$350.00	Actual Cost to City + Applicable Tax
Late Fee Penalty per month		10.00%
<b>Equipment Utilization Fees</b>		
<b>Public Works</b>		
Vac Truck with Public Works staff		\$100.00 per hour
Sweeper with Public Works staff		\$200.00 1st hour, \$150. ea additional hour

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the resolution was adopted and unanimously carried, this 15<sup>th</sup> day of December, 2025.

ATTEST:

\_\_\_\_\_  
Bob Lalone  
Mayor

\_\_\_\_\_  
Tracey Bergum  
City Clerk/Treasurer

**CITY OF DASSEL  
RESOLUTION ADOPTING FINAL CITY BUDGET & LEVY  
COLLECTIBLE IN 2026**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DASSEL, MEEKER COUNTY, MINNESOTA,** hereby adopts the final City general fund operating budget for 2025 in the amount of \$1,450,031 and the following sums of money be levied for the current year, collectible in 2025, upon taxable property in the City of Dassel, for the following purposes:

General Fund Levy	\$937,836
General Obligation Bonded Debt	<u>\$182,240</u>
Total Levy	\$1,120,076

The Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Meeker County, Minnesota.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the resolution was adopted and unanimously carried, this 15<sup>th</sup> day of December, 2025.

ATTEST:

\_\_\_\_\_  
Bob Lalone  
Mayor

\_\_\_\_\_  
Tracey Bergum  
City Clerk/Treasurer

# ESTIMATE

Computer Samurai  
PO Box 104  
Dassel, MN 55325

billing@computer-samurai.com  
+1 (320) 334-2877  
www.computer-samurai.com



### Bill to

Renee Eckerly  
City of Dassel  
460 Third Street  
Dassel, MN 55325

### Ship to

Renee Eckerly  
City of Dassel  
460 Third Street  
Dassel, MN 55325

### Estimate details

Estimate no.: 2257  
Estimate date: 04/25/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Managed Services - Security</b>	Barracuda CloudGen Firewall F12 to your existing support and protection membership plan for one or both of your locations. Price includes: - Hardware as a service - Application Control - Malware Protection - Intrusion Prevention System (IPS) - Web filtering - Instant replacement - Firewall Insights - Ongoing monitoring and support is included in this price.	3	\$1,200.00	\$3,600.00
2.		<b>Hardware</b>	Dell Inspiron 3030 Small Desktop Computer; Intel Core i5 14th Gen 14400 1.8GHz Processor; 16GB DDR5-4400 RAM; 512GB Solid State Drive; Intel UHD Graphics 730	1	\$999.99	\$999.99
3.		<b>Hardware</b>	Crucial 16GB (2 x 8GB) DDR4-3200 PC4-25600 CL22 Dual Channel Desktop Memory Kit CT2K8G4DFRA32A - Green	2	\$37.99	\$75.98

Subtotal \$4,675.97

Sales tax \$321.71

**Total \$4,997.68**

## LEASE

THIS AGREEMENT is made and entered into this 11<sup>th</sup> day of December 2025 by and between Tiercel Properties LLC, a Minnesota limited liability company ("Landlord"), whose principal address is 190 3<sup>rd</sup> Street South, Dassel, MN 55325; and, the City of Dassel, a Minnesota statutory city ("Tenant"), with its offices situated at 460 3<sup>rd</sup> Street ( Mail: P.O. Box 391), Dassel, MN 55325.

### The parties agree as follows:

1. **PREMISES AND TERM.** Landlord leases to Tenant the Following real estate, situated within the City of Dassel, Meeker County, Minnesota, legally described as:

*That part of Block 18 of AUDITOR'S RE-PLAT OF THE VILLAGE OF DASSEL according to the plat thereof on file and of record in the Meeker County Recorder's office, described as follows: Commencing at the Northwest corner of said Block 18; thence on an assumed bearing of South 10 degrees 49 minutes 27 seconds East along the westerly line of said Block 18, a distance of 205.00 feet; thence North 79 degrees 10 minutes 33 seconds East, at a right angle to last said line, a distance of 279.98 feet to the easterly line of said Block 18; thence North 10 degrees 49 minutes 27 seconds West along said easterly line of Block 18, a distance of 14.00 feet to the point of beginning of the tract of land herein described; thence South 79 degrees 10 minutes 33 seconds West, at a right angle to last said line, a distance of 124.02 feet; thence North 12 degrees 00 minutes 04 seconds West, a distance of 191.04 feet to the northerly line of said Block 18; thence North 79 degrees 10 minutes 33 seconds East along last said line, a distance of 128.49 feet to the Northeast corner of said Block 18; thence South 10 degrees 49 minutes 27 seconds East along the easterly line of said Block 18, a distance of 191.00 feet In the point of beginning and there terminating.*

together with all improvements thereon, and all rights, easements and appurtenances thereto belonging, for a term beginning immediately with the signing of this document, and ending on December 1, 2027, upon the condition that Tenant performs as provided in this lease

2. **RENT.** Upon execution of this Lease, Tenant shall pay Landlord the sum of \$1.00 (One Dollar and 00/100) as Rent for the Lease term
3. **POSSESSION.** Tenant shall be entitled to possession of the Premises on the first day of the lease term and shall yield possession to Landlord at the termination of this lease.
4. **USE.** Tenant use of the Premises shall be restricted to recreational park purposes, I.E., ball field, ice skating rink, or similar activities for the public

- 5. CARE AND MAINTENANCE.** Tenant takes the Premises as is with respect to physical condition; and Tenant shall Maintain the Premises and any improvements situated thereon in a reasonable safe, serviceable, clean and presentable condition. Tenant shall make no permanent structural changes or alterations to the premises without the prior written consent of Landlord
- 6. UTILITIES AND SERVICES.** Tenant shall pay for all utilities and services which may be used on the Premises
- 7. SURRENDER.** Upon the termination of this lease, Tenant will surrender the Premises to Landlord in good clean condition, except for ordinary wear and tear or damage without fault or liability to Tenant.
- 8. ASSIGNMENT AND SUBLETTING.** Tenant may not assign nor sublet the Premises either voluntary or by operation of law.
- 9. INSURANCE.** Tenant shall obtain and keep in force a Municipal or Commercial General Liability policy of insurance protecting Tenant (and Landlord as an additional insured) against claims for bodily injury, personal injury and property damage based upon or arising out of the ownership, use, occupancy or maintenance of the Premises and all areas appurtenant thereto. Such insurance shall be on an occurrence basis providing single limit coverage in an amount not less than \$1,000,000 per occurrence with an annual aggregate of not less than \$2,000,000; and, contain a waiver of subrogation against landlord. The Policy shall not contain any intra-insured exclusions as between insured persons or organizations and shall include coverage for liability assumed under this lease as an "insured contract" for the performance of Tenant's indemnity obligations under this Lease. The limits of said insurance shall not, however, limit the liability of Tenant nor relieve Tenant of any obligation hereunder. Tenant shall provide an endorsement on such policy(ies) which provides that its insurance shall be primary to and not contributory with any similar insurance carried by Landlord, whose insurance shall be considered excess insurance only.
- 10. LIABILITY FOR DAMAGE.** Each party shall be liable to the other for all damage to the property of the other negligently, recklessly or intentionally caused by that party (or their agents, employees or invitees), except to the extent the loss is insured and subrogation is waived under the owner's policy.

**11. IDEMNITY.** Landlord shall be free from any and all liability and claims for damages by reason of injury(ies) to any person or any property of any kind whatsoever and to whomever belonging, arising from the acts or omissions of any third party, Tenant and any agent or guest of Tenant's, or in any way resulting from Tenant's or the public's presence on the demised premises, Lessee shall defend and indemnify Lessor from all such liability, loss, costs and obligations, including reasonable attorney's fees.

**12. DAMAGE.** In the event of damage to the premises, so that Tenant is unable to conduct its planned activities on the premises, this lease may be terminated at the option of either Party, and both parties shall be released from all future obligations hereunder.

**13. MECHANICS LIEN.** Neither Tenant, nor anyone claiming by, through, or under Tenant, shall have the right to file any mechanic's lien against the premises. Tenant shall give notice in advance to all contractors and subcontractors who may furnish, or agree to furnish, any material, service or labor for any improvement on the premises.

**14. DEFAULT, NOTICE OF DEFAULT AND REMEDIES.**

- A. Each of the following shall constitute an event of default by Tenant: 1) Failure to observe or perform any duties, obligations, agreements, or conditions imposed on Tenant pursuant to the terms of the lease; 2) abandonment of the Premises; 3) institution of voluntary bankruptcy proceedings by Tenant; institution of involuntary bankruptcy proceedings in which the Tenant thereafter is adjudged a bankruptcy; assignment for the benefit of creditors for the interest of Tenant under this lease agreement; appointment of a receiver for the property of affairs of tenant, where the receivership is not vacated within the ten (10) days after the appointment of the receiver.
- B. Landlord shall give Tenant a written notice specifying the default and giving the Tenant ten (10) days in which to correct the default. If there is a default that cannot be remedied in the ten (10) days by diligent efforts of the Tenant, Tenant shall propose an additional period of time in which to remedy the default. Consent to additional time shall not be unreasonably withheld by Landlord. Landlord shall not be required to give Tenant any more than three notices for the same default within any 365-day period.
- C. In the Event Tenant has not remedied a default in a timely manner following a notice of default, Landlord may declare this lease to be terminated and shall give Tenant a written Notice of such termination and may proceed with all available remedies at law or in equity.

**15. NOTICES AND DEMANDS.** All notices shall be given to the parties hereto at the addresses designated unless either party notifies the other, in writing, of a different address. Without prejudice to any other method of notifying a party in writing or making a demand or other communication, such as notice shall be considered given under the terms of this lease when it is deposited in the U.S. Mail, registered or certified, properly addressed, return receipt requested, and postage prepaid.

**16. PROVISIONS BINDING.** Each and every covenant and agreement herein contained shall extend to and be binding upon the respective successors, heirs, administrators, executors and assigns of the parties hereto.

INWITNESS WHEREOF, Landlord and tenant have each duly executed this Lease as of the date and year first above written.

LANDLORD

Tiercel Properties, LLC



By: Sam Hendrickson

Its: Officer

TENANT

City of Dassel

\_\_\_\_\_

By:

Its:

\_\_\_\_\_

By:

Its: