

# Dassel, MN

## Regular City Council Meeting

### Minutes

Monday, September 16, 2024 at 7:00 pm

#### 1. Call to Order

##### Minutes:

Meeting called to order by Mayor Lalone at 7:00 pm.

##### a. Pledge of Allegiance

Led by Mayor Lalone

##### b. Roll Call

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

##### Minutes:

Member present: Gaertner, Landrus, Sombke, Thurn and Mayor Lalone. Members absent: none

Others present: Alexis Grondahl 531 4th St. N., Nathan Paone 401 Parker Ave. W., Barb & Rob Duff 530 4th St. N., Sherrie Bjork 520 4th St. N., Nathan Clark 74540 213th St.

#### 2. Approval of Minutes - Regular Council August 19, 2024, Planning & Zoning August 20, 2024, Dassel Fire Advisory Feb. 28, 2024

##### Minutes:

Motion by Gaertner, seconded by Landrus 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.)

##### Minutes:

Alexis Grondahl, 531 4th St. N. addressed the council regarding her concerns of the test results the owners of 421 Parker Avenue W stated they would have. Grondahl contacted the demolition company who informed her they did not perform any testing as it was not part of the contract.

Dave Johnson, 130 Linart Ave. W., wanted to speak regarding his concerns with the city possibly moving forward with the library renovation project before looking at all of the city's buildings to see what needs to be done now and in the future. Johnson believes the upgrade to the library will only put more stress on the staff at City Hall.

#### 5. Additions or Omissions to Agenda

#### 6. Consent Agenda

##### Minutes:

Motion by Gaertner, seconded by Sombke to approve the consent agenda as presented. Motion carried.

- a. **Payment of Claims - \$392,860.68**
- b. **Payment Request #3 on Project 2024 Parking lot and Sidewalk Improvement payable to Levanen Underground LLC in the amount of \$100,362.72**
- c. **Approve a \$.50 (fifty cent) increase from \$43.27 to \$43.77, (salary increase of \$1,041.60) for completing 90-day performance evaluation, retro to August 20, 2024. for Renee Eckerly, City Administrator.**

**7. Council & Committee Reports**

- a. **Council member Landrus - Planning Commission meetings August 20th and Sept. 10, 2024**

**Minutes:**

Council member Landrus reported on the August 20, 2024, Public Hearing for the rezoning of 421 Parker Ave, W., was held. Plus a Lot Line Adjustment for 625/631 Parker Ave. W. was considered. The rezone of 421 Parker Ave W was recommended to be denied (see report for details) and the Lot Line Adjustment for 625/631 Parker Ave W was recommended for approval to Council. The September 10, 2024, meeting was held for a Conditional Use Permit for 625/631 Parker Ave. W. The CUP was approved to move forward to Council for approval. Planning Commission member Suchy was recommended for the appointed to the Heritage Preservation Commission.

- b. **Eckerly - Red Rooster Committee August 22, 2024**

**Minutes:**

Administrator Eckerly reported the meeting was to review to finalize everything prior to the event. The wrap up meeting is scheduled for September 25th at 6:00 pm. The survey is available on the City's website and copies are available in City Hall.

- c. **Council Member Sombke - Dassel Area Historical Society August 27, 2024**

**Minutes:**

Council member Sombke reported the new lighting has been installed and the new hire has started, her focus will be working on social media.

- d. **Mayor Lalone - Special City Council Meeting Sept. 9, 2024**

**Minutes:**

Mayor Lalone reported council met and approved the updated THC Ordinance as well as a 6% preliminary budget increase and the new sign for the liquor store.

- e. **Council Member Thurn - Fire Advisory Meeting Sept 11, 2024**

**Minutes:**

Council member Thurn reported all jurisdictions were present except for Collinwood Township. Motion was passed for the Fire Relief to move forward with joining PERA. A new fire hall was discussed. A task force will be formed to explore the departments wants vs. needs. The 2026 preliminary budget was reviewed, and the next meeting will be held on January 29, 2025.

**8. Staff Reports**

- a. **Museum Director**

**Minutes:**

Director Holje reported the new lighting has been installed, and the sprinkler system has been inspected. They are still in need of storage. There is a space they'd like to use as a little theatre, but it currently is full of stuff. Programs include Crow River String Band, Dr. Tim Tomlinson speaking at our annual program on Red Rooster weekend, Our Town, Mary Jensen –leader, Our Town, Reader Theatre – date to be determined, Janey Weston – Oct. 6, 1:30 pm., Art Tour – Oct 26, Book Club – Mary Jensen, Curtis and Loretta Music, Nov. 1. Upcoming exhibits include What's in a Name? Dassel, Minnesota 55325-2024 Karen Humphrey, other exhibits planned are Hatchery 2025, Printing and books – Steve Meisner and our printing items from the Dassel Dispatch, 2025 and Manhole Covers – Lydia Henry. There are 4 rentals scheduled for August and September.

**b. Liquor Store Manager****Minutes:**

Manager Moy reported sales were down a bit in the month of August. The parking lot project was put on hold prior to Red Rooster Days, and it appears to be back on track now. Staff has been assisting customers with carry-outs during the construction. The new sign has been ordered, about a month timeline to get it installed and power run from Alhgren. Eckerly requested that Moy reach out to her vendors to get a temporary open sign. Motion by Lalone, seconded by Thurn to accept the resignation of Michael Adams effective September 27th. Motion carried.

Motion by Gaertner, seconded by Landrus to advertise for a full-time liquor store clerk. Motion carried.

**c. Fire Chief****Minutes:**

Chief Johnson reported 29 calls for the month of August, 15 of them being within the city limits of Dassel, year to date 261. The department Pork Chop Feed is scheduled for October 11, 2024, at 5:00 pm.

Relief Association had decided to change their pension funds to PERA. Relief Association approved on Sept. 9, 2024. Fire Advisory Commission recommended on Sept. 11, 2024. Raising pension to \$4,000 per year for fully vested member (is currently at \$3,300). Fire Advisory Commission recommended on Sept. 11, 2024. The Bylaw change is highlighted on pages 8 and 9.

Motion by Landrus, seconded by Gaertner to approve the Dassel Fire Relief Pension fund to join the Statewide Volunteer Firefighter (SVF) Plan under MN PERA. Motion carried

Motions by Landrus, seconded by Lalone to approve the annual individual pension contribution to increase from \$3,300 to \$4,000 with no increase contribution by the City of Dassel. Motion Carried.

Motion by Gaertner, seconded by Thurn to approve the drafted Dassel Volunteer Firefighters Relief Association Bylaws addressing the change in pension contribution. Motion carried.

**d. Public Works Director**

**Minutes:**

Director Moy shared his report. Streets: Lifting of manholes on 6th St is complete. We had Diversified Paving come and patch some large potholes along the Fire Hall alley. We were very busy last month in preparations for Red Rooster Days getting streets swept and looking great only to get that storm the day before. We were able to get back out and sweep the busy areas before the festivities. Water Dept.: We have received the results back from last month's sampling and passed everything. We have been continuing to do regular sampling and testing. We did receive a notice from MDH saying that we hadn't turned in our service line inventory. He had a conversation with them about how we were one of the first to complete it in 2022 and they were using our information in their presentations. They agreed and are sending a letter of completion. Will be flushing hydrants in October. Wastewater: We have been spraying in the fields non-stop. We are close to where we would be for a normal year. We will be continuing this pace for September. We will be having Quality Flow out to inspect the pumps at the lift stations. They will be here the first week of October. Mason and Kyle will be attending training and testing for wastewater license. Plan to begin sewer flushing in October. Parks: The playground equipment and mulch is installed at Summit Cove. We are still waiting on the concrete boarder to be redone. I have not received a date when this will be completed again. We have the playground barricaded off until completed. We just received the final part to finish siding the bathroom at Sellards Park. We will be back to working on it this week. Equipment: We have all the plow trucks DOT inspected. We will do the services in house. We have Nuss trucking set up to come compete the service on our pay loader. We are beginning to get snow equipment ready and will be getting summer equipment ready to store. Building & property: I have been in contact with a couple gate companies about getting a controlled gate for the compost. I am just waiting for them to come out to give me an estimate. We were able to remove the sign at the liquor store in house.

**e. City Engineer****Minutes:**

Engineer Lease reported that all the paving is not complete, just needing the concrete in front of the Liquor store to finish. They will be doing the finish on the sidewalks to make the color match due to the tearing out and repour of several sections. They will be pouring the concrete at the park in Summit Hills, it is already formed.

**f. City Administrator****Minutes:**

Administrator Eckerly reported on the upcoming events: Dassel-Cokato Area Trail Meeting, Thurs. Sept. 19, 5:00 p.m. at the Cokato City Hall. DAHS Board meeting, Tues., Sept. 24, 2024, 10:00 a.m. History Center. Red Rooster Planning meeting, Wed. Sept. 25, 2024, 6:00 p.m. at City Hall. Small Business Group meeting, Mon. Oct. 7, 2024, at 10:00 a.m. at SIMO. Joint City of Dassel, ISD #466 and City of Cokato meeting, Tues. Oct. 8, 2024, at 4:30 p.m. History Center. Department Head meeting, Tues, Oct. 15, 7:00 am, City Hall. City Council meeting, Mon. Oct. 21, 2024, at 7:00 p.m. at City Hall.

She attended the following meeting: Planning Commission (2), Department Head meeting, Red Rooster Planning, DAHS Board, construction meetings, Verkada – access system webinar, Safety Training, Meeker In Motion, Fire Advisory. Worked on preliminary budget for general fund and the 2026 preliminary budget for the fire department. Volunteered at Red Rooster, Monday, Sept. 2, 2024. Discussed with AT Group the renewals of health and dental insurance. Setup survey and worked on the final preparation of Red Rooster days. Admin department processed all the revenue, surveys and put stuff away from Red Rooster. Researched and responded to inquiries regarding the lot combination, CUP and rezone. The Administration office is back to full staff.

Eckerly discussed with council the number of hours and work it took for staff to work on Red Rooster Days. The local Girl Scout troop would like to replant the area under the sign in front of City Hall. They would like to get rid of the rock and plant perennials. Council would like to get more information from the troop on their plans prior to making a decision.

Eckerly asked council for any items for discussion at the joint meeting coming up between the city, the school district and the City of Cokato. No input was received.

**g. City Attorney (will not be in attendance)**

**h. Sheriff's Department**

**9. Business Items**

**a. Zoning Amendment - PID 23-0076000, 421 Parker Ave W**

**Minutes:**

Motion by Landrus, seconded by Sombke to deny the zoning amendment request for PID 23-0076000, 421 Parker Ave W. Motion carried.

**b. Lot Line Adjustment - JC Clark LLC, 625 and 631 Parker Ave W**

**Minutes:**

Motion by Gaertner, seconded by Landrus to approve the lot line adjustment for JC Clark LLC, 625 and 631 Parker Ave W., with the conditions that the handicap signage will be moved to the parking area, and the clarification of who is responsible for pavement replacement for the drainage easement. Motion carried.

**c. Conditional Use Permit - PID 23-0498001 and PID 23-0499000 625/631 Parker Ave W - Outside Storage**

**Minutes:**

Motion by Gaertner, seconded by Landrus approve a conditional use permit application by JC Clark for 625/631 Parker Ave W for outside storage with the City planners conditions:

1. The lot combination request shall be approved by the City Council and the applicant shall record the appropriate documents in the Office of the County Recorder within 120 days after the date of approval and furnish the City Clerk with a copy of the recorded documents.
2. Fencing shall be maintained in good condition and meet all zoning code requirements.
3. All future development shall submit the grading plan and other applicable permits for the lot must be approved by the city prior to issuance of any building permits, including fences.
4. The utility easement currently running north and south between 625 and 631 Parker Ave W shall be maintained. The City shall be granted access to the storm sewer line whenever

required, and if any work or repairs need to be completed within the easement area, the property owner shall be responsible for removing and replacing the fence that is proposed. Any work within the easement by the City shall be completed according to the original easement agreement. 5. Drainage patterns on the property shall be maintained. 6. The use must comply with all other provisions of the City Code.

Motion carried.

**d. Motion to schedule a Special Council meeting for Thursday, November 14, 2024.**

**Minutes:**

Motion by Lalone, seconded by Gaertner to schedule a Special Council meeting for Thursday, November 14, 2024 to canvass the local election results and not have the regular November 18, 2024 meeting. Motion carried.

**e. Discuss change the start time of the City Council meetings from 7:00 p.m. to 6:00 p.m.**

**Minutes:**

It was decided that Council would like to move forward with changing the time of the meetings to 6:00 pm., this will begin in November, Ordinance amendment will be approved in October.

**f. Discuss starting to hold the Board of Review & Equalization meetings annual.**

**Minutes:**

Motion by Landrus, seconded by Lalone to start holding the Board of Equalization meetings annually. Motion carried.

**10. Adjourn**

**Minutes:**

Motion by Landrus, seconded by Sombke to adjourn at 9:27 pm. Motion carried.