



Special City Council Meeting

Tuesday, September 30, 2025 at 6:00 pm

Attendees: Renee Eckerly

1. Call to Order

a. Roll Call

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

2. Business Items

a. Discuss Variance Application for PID 23-0417000, 81 7th Street S (Jill Crowe) of a side yard setback of 4 feet for a new accessory structure and side wall height of 9 ' 9".

Motion to approve/deny Resolution 2025-023 Approving a Variance to Jill Crowe for Property PID 23-0417000, located at 81 7th St S, Dassel for 9 feet 9 inch side walls for accessory structure.

Motion to approve/deny Resolution 2025-024 Denying a Variance to Jill Crowe for Property PID 23-0417000, located at 81 7th St S, Dassel for 4 foot side yard setback for accessory structure.

Attachments:

- **City Planner Report and Variance Application** (9-25-25_Staff_Report_to_Council-_81_7th_St_S_Variance_CC.pdf)
- **9-23-2025 Draft Planning Commission Minutes** (9-23-25_DRAFT_Planning_Commission_Minutes.pdf)
- **Resolution 2025-023 Approving a Variance to Jill Crowe for Property PID 23-0417000, located at 81 7th St S, Dassel for 9 feet 9 inch side walls for accessory structure.** (2025-023_Resolution_Approval_Variance_for_9_ft_9_inch_Side_Walls_Jill_Crowe_9-30-25_-.pdf)
- **Resolution 2025-024 Resolution Denying a Variance to Jill Crowe for Property PID 23-0417000, located at 81 7th St S, Dassel MN 55325** (2025-024_Resolution_Denying_Variance_Jill_Crowe_for_4_foot_Property_Line_for_Side_Yard.pdf)

b. Motion to approve Request For Proposals for City Legal Services.

Attachments:

- **City Legal Services RFP** (LEGAL_RFP_9_2025_Dassel.pdf)

c. Motion to approve quote from Daston Mechanical for replacement of HVAC system at History Center in the amount of \$29,675.00.

There Daston Mechanical has 2 quotes on this estimate. The first is to fix what is already there and the second is to replace. The DAHS Board approved a motion to split the cost of the replacement of the HVAC system 50/50 with the City of Dassel for the History Center. A second quote will be available at or before the meeting.

Attachments:

- **Daston Mechanical Estimates** (Estimate_1296_from_Daston_Mechanical_LC.pdf)

d. 2026 Preliminary Budget - This will be distributed on Monday, Sept. 29th

3. Adjourn

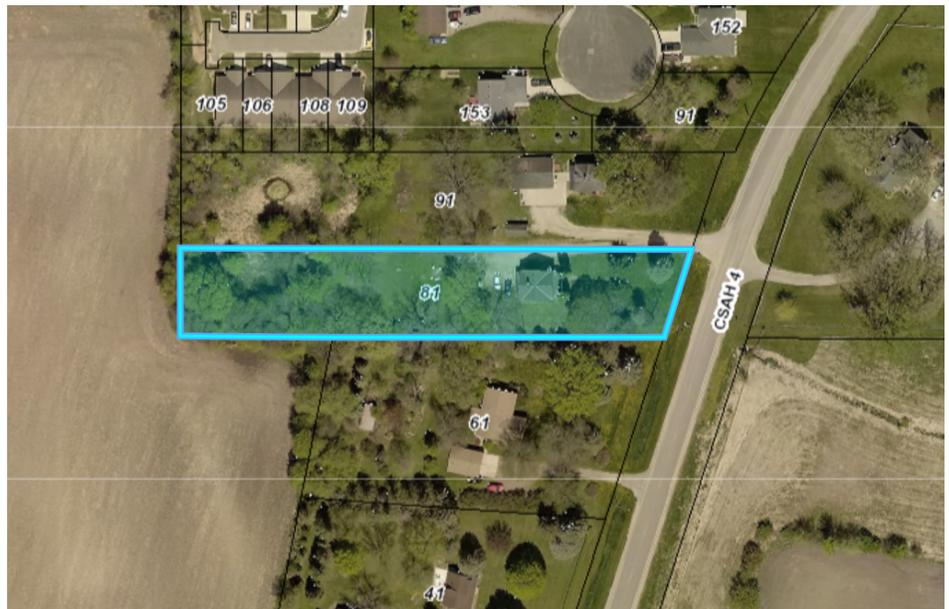
The agenda packet with all background material is located at the side table for viewing by the public. The agenda is subject to change without notice. Information and materials relating to the above items are available for review at city hall by appointment.

Contact: Renee Eckerly (renee.eckerly@dassel.com 320-275-2454) | Agenda published on 09/26/2025 at 1:02 PM



TO: Planning & Zoning Commission
FROM: Sarah Swedburg, Planning Consultant
SUBJECT: Variance Request, 81 7th St S
DATE: September 30, 2025

Background Information: The applicant and owner, Jill Crowe, is requesting two variances for the property located at 81 7th St S (CSAH 4). The lot is approximately 1.01 acres and has a width of 88.62 feet, well exceeding the minimum lot standards of the zoning district. The applicant is proposing to construct a 24' x 32' (768 square feet) detached garage in the side yard with 9' 9" sidewalls. The lot is served by an unpaved driveway and currently has a single-family dwelling with a small accessory shed in the rear yard. The previous detached garage with a non-conforming side yard setback and chicken coop have been removed from the property.



The applicant is requesting a side yard setback of 4 feet for the new accessory structure. The applicant has stated the purpose for this variance request is because of the design of the existing shared driveway and desire to maximize the open space in the backyard. Although this would be an improvement from the previous accessory structure setback, a variance is needed before construction of the accessory garage.

The applicant is requesting a side wall height of 9' 9" for the new accessory structure. The applicant has stated the purpose for this variance request is because of the larger nature of vehicles and need for a 9' 9" side wall height to accommodate an 8' garage door.

Zoning: This property is zoned R-1 (One Family Residential). It is not within the shoreland overlay district. Accessory structures are permitted outright in this zoning district.

Request: The applicant is requesting two variances to construct a 24' x 32' garage.

Section 153.036 (E) 6. i. requires a minimum side yard setback of 10'. The applicant is requesting a variance to allow a 4-foot side yard setback.

Section 153.071 (C) limits the maximum side wall to 9' in height. The applicant is requesting a variance to allow a side wall height of 9' 9".

Minnesota Statutes: Chapter 462.357, Subdivision 6 (2) of Minnesota statutes states, *"Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance."*

City Code: Section 153.103 of the City Code states:

"(B) Variances shall only be permitted:

(1) When they are in harmony with the general purposes and intent of the ordinance; and

(2) When the variances are consistent with the comprehensive plan.

(C) "Practical difficulties," as used in connection with the granting of a variance, means that:

(1) The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;

(2) The plight of the landowner is due to circumstances unique to the property not created by the landowner; and

(3) The variance, if granted, will not alter the essential character of the locality.

(D) Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems"

Recommendation: The Planning Commission met on Tuesday, September 23rd and held a public hearing on these variance requests. The Commission recommends denial of the request for the side yard setback variance and approval of the request for the side wall height variance. The City Council should consider the Commission's recommendations, based on the findings of fact:

Findings of fact to deny the **side yard setback variance** may include:

1. Accessory buildings are a permitted incidental use in the Zoning District. The requested variance will facilitate the construction of the accessory structure.
2. This property is guided as low-density residential in the comprehensive plan. Comprehensive plan land use goal #1 is to "Establish a cohesive land use pattern that ensures compatibility and functional relationships among activities." Maintaining the existing setback requirements would uphold a cohesive land use pattern.
3. The requested variance is not the minimal request to reasonably use the property. The applicant has alternative options to meet the 10' side yard setback.
4. The plight of the landowner is not due to unique circumstances not created by the landowner. While the shared driveway location and the location of the single family residence was not constructed by the landowner, neither of these property characteristics prohibit meeting the side yard setback requirements elsewhere on the existing lot.

5. The variances will not alter the essential character of the locality as the surrounding properties also have accessory buildings.

Findings of fact to approve the **side wall height variance** may include:

1. Accessory buildings are a permitted incidental use in the Zoning District. The requested variance will facilitate the construction of the accessory structure.
2. The requested variance of a 9' 9" sidewall height is the minimum sidewall height needed to accommodate an 8' garage door.
3. The plight of the landowner is due to unique circumstances not created by the landowner. The larger nature of vehicles requiring a garage large enough for a vehicle is outside of the land owner's control.
4. The variances will not alter the essential character of the locality as the surrounding properties also have accessory buildings and are residential in nature.

Should the City Council move to approve the side wall height variance, approval of the variance should be subject to the following conditions:

1. The applicant shall obtain all necessary permits prior to construction including but not limited to a building permit.
2. The property boundaries must be identified and marked prior to any work on the site.
3. A grading plan must be submitted and approved by the City Engineer prior to any grading on the site. Existing drainage patterns should be maintained.
4. The use must comply with all other provisions of the City Code.

The City Council should consider whether approval of this variance should include any additional conditions to protect the public health, safety, and welfare.

Attachments:

1. Copy of Application

FOR OFFICE USE ONLY

Date Complete Application was

Received: _____

Application Fee: _____

Date Fee Received: _____

VARIANCE CHECKLIST

This form applies to requested changes under Zoning Code Section 153.103 (B). The applicant shall submit the following required information to the City.

<input checked="" type="checkbox"/>	Property owner's names and addresses within 350 feet of the outer boundaries of the property in question	JAMES RIEGER 91 7 th ST DASSEL 320 248-9339	
<input checked="" type="checkbox"/>	Boundary survey a certified survey by a registered land surveyor of the site	North Star Surveying Inc	
<input checked="" type="checkbox"/>	To scale site plan of existing conditions	(ATTACHED)	
<input checked="" type="checkbox"/>	To scale site plan of proposed conditions		
<input checked="" type="checkbox"/>	A detailed written description of the variance request		
Multi-family residential, commercial, industrial and public and semi-public structures shall also submit the following information:			
<input checked="" type="checkbox"/>	Preliminary building and site plans		
<input checked="" type="checkbox"/>	Complete preliminary drawings		
<input checked="" type="checkbox"/>	Dimensional parking and loading arrangement		
<input checked="" type="checkbox"/>	Vehicular and pedestrian access and egress		
<input checked="" type="checkbox"/>	Surface and drainage plan	CONCRETE APRON OFF GARAGE DOORS; AGGREGATE DRIVE	
<input checked="" type="checkbox"/>	Landscaping plan	NEW GRASS	
<input checked="" type="checkbox"/>	Utility plan	IN FLOOR HEAT ROUGH IN ONLY - NO INTERIOR INSULATION/FINISH	
NA	<input checked="" type="checkbox"/>	Screening plan	EXISTING LINE OF TREES ALREADY DIVIDE LOTS
NA	<input checked="" type="checkbox"/>	Size and location of all signs and other site improvements	
	<input checked="" type="checkbox"/>	Building floor plans	
	<input checked="" type="checkbox"/>	Building elevations	NA

Variance Fee: \$300

(Fee must be attached to application and paid prior to scheduling the hearing date)

Payable to:

City of Dassel

PO Box 391

Dassel, MN 55325

Questions? Call (320) 275-2454



Application Type (check all that apply)

<input checked="" type="checkbox"/>	Variance § 153.103	<input type="checkbox"/>	Zoning Map Amendment § 153.104
<input type="checkbox"/>	Conditional Use Permit § 153.102	<input type="checkbox"/>	Minor Subdivision (see city staff)
<input type="checkbox"/>	Lot Consolidation/Lot Line Adjustment §152.12	<input type="checkbox"/>	Planned Unit Development (see city staff)

Please submit additional information per the checklist along with this land use application

Property and Project Information

Address of Project	81 7th St So. Dassel, MN 55325
Legal Description of Property	S 1/2 of Lot A
Parcel ID	23-0417000
Zoning District	R-1
Brief Description of Request	NEW GARAGE - 2 STALL
Why is this request needed?	A SURVEY WAS PERFORMED WITH HOME IMPROV. LOAN AND EXISTING GARAGE WAS ON NEIGHBORS PROPERTY LINE ALSO DRIVEWAY WITH CURBATURE 2 FT OVER PROPERTY LINE. NEIGHBOR DOES NOT WANT TO ADJUST. HAS OK'D NEW GARAGE TO BE 4 FE FROM NEW BOUNDARY.

Applicant and Owner Information

Applicant's Name	JILL CROWE
Address	81 7th St So.
City, State, Zip Code	Dassel, MN 55325
Phone	510 306-0880
Email	crowejiv14@gmail.com
Owner's Name	JILL CROWE
Address	(SEE ABOVE)
City, State, Zip Code	
Phone	
Email	

I hereby certify that the information provided in this application is true, correct and complete to the best of my knowledge and belief.

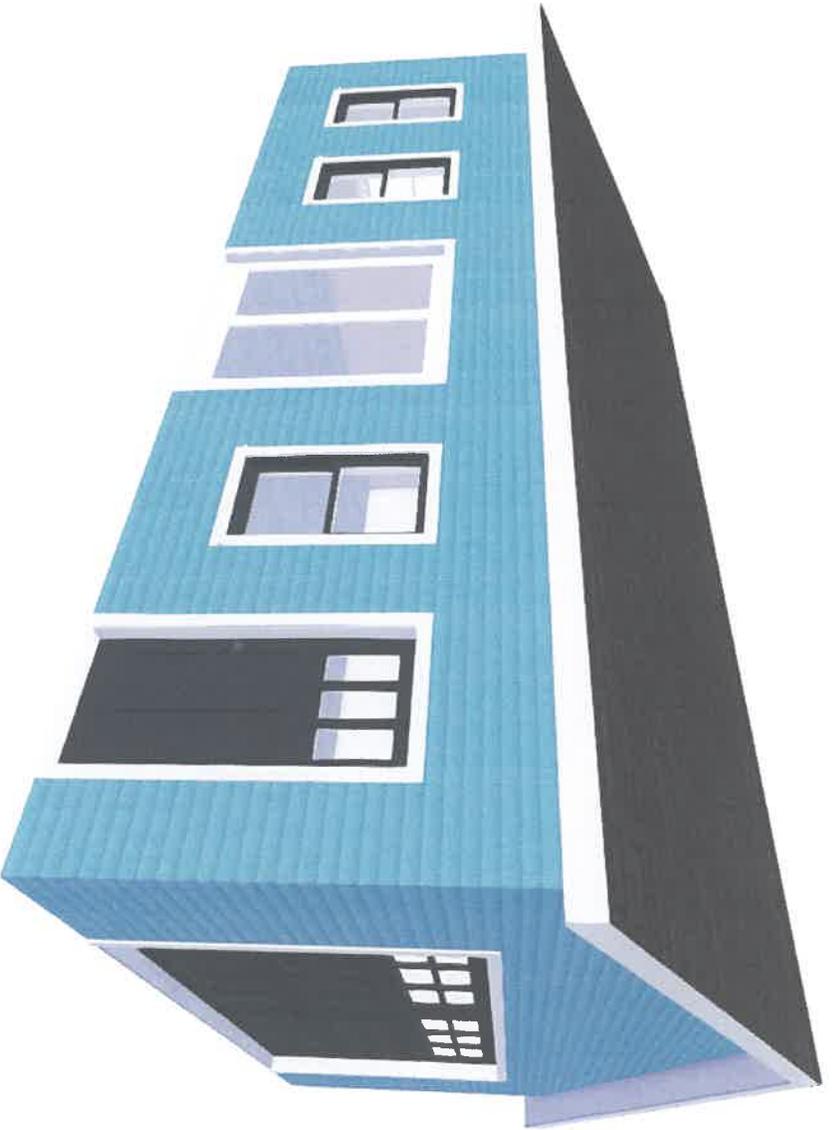
Applicant		Property Owner	
Signature		Signature	
Date	8/18/25	Date	8/18/25

FOR OFFICE USE ONLY

Date of Planning Commission Review: _____

Approved by City Council of Dassel, County of Meeker, State of Minnesota on this _____
day of _____, 20____.

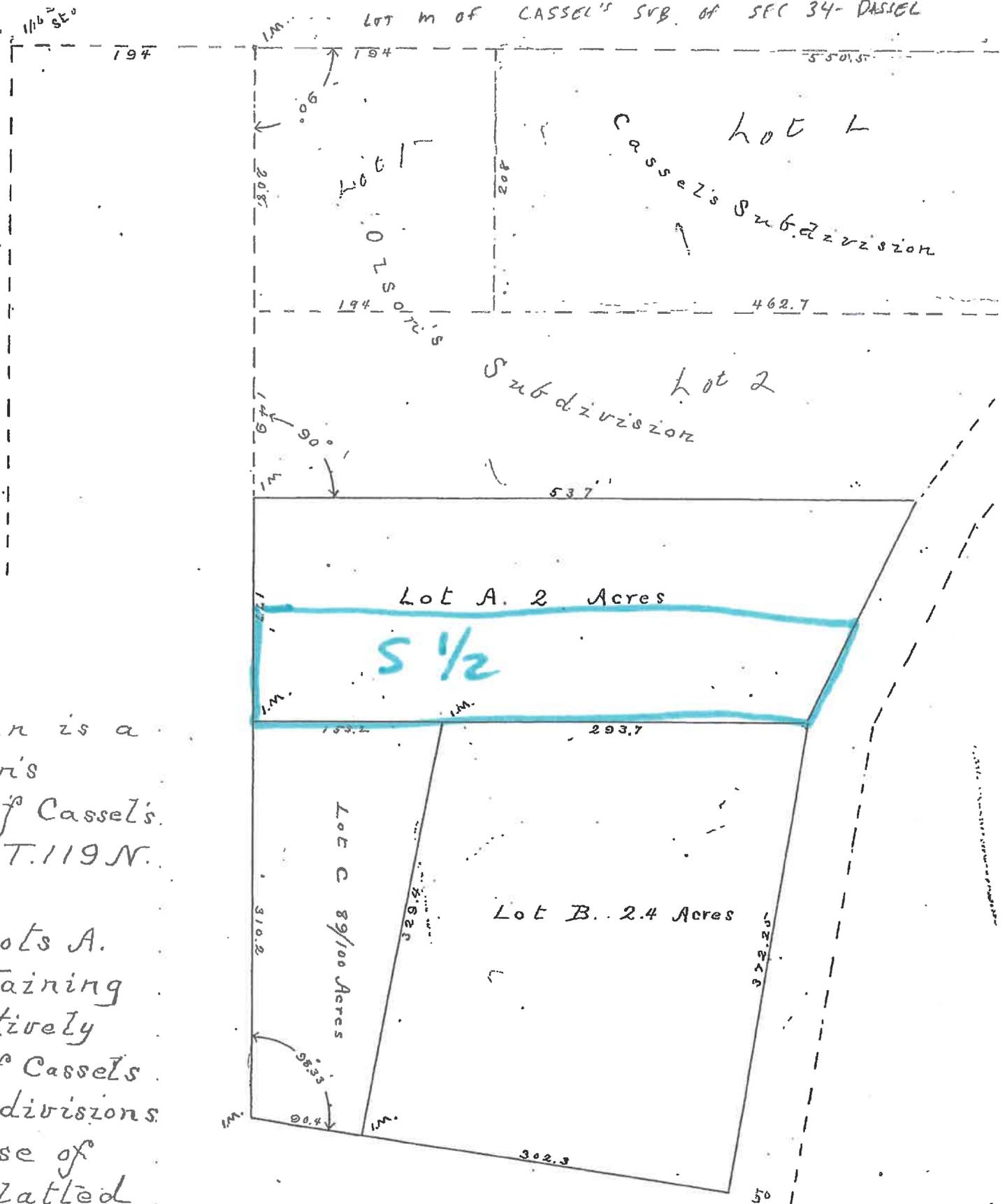
SUBJECT TO THE FOLLOWING CONDITIONS:



- Want to change build
toward property line (NOT 6ft)
- OK if neighbor
? variance needed?

Jill Crowe
81 South 7th St.
Dassel MN.

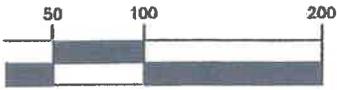
O.W. OLSON'S SUBDIVISION OF PART OF
 LOT M OF CASSEL'S SUB. OF SEC 34- DASSIEL



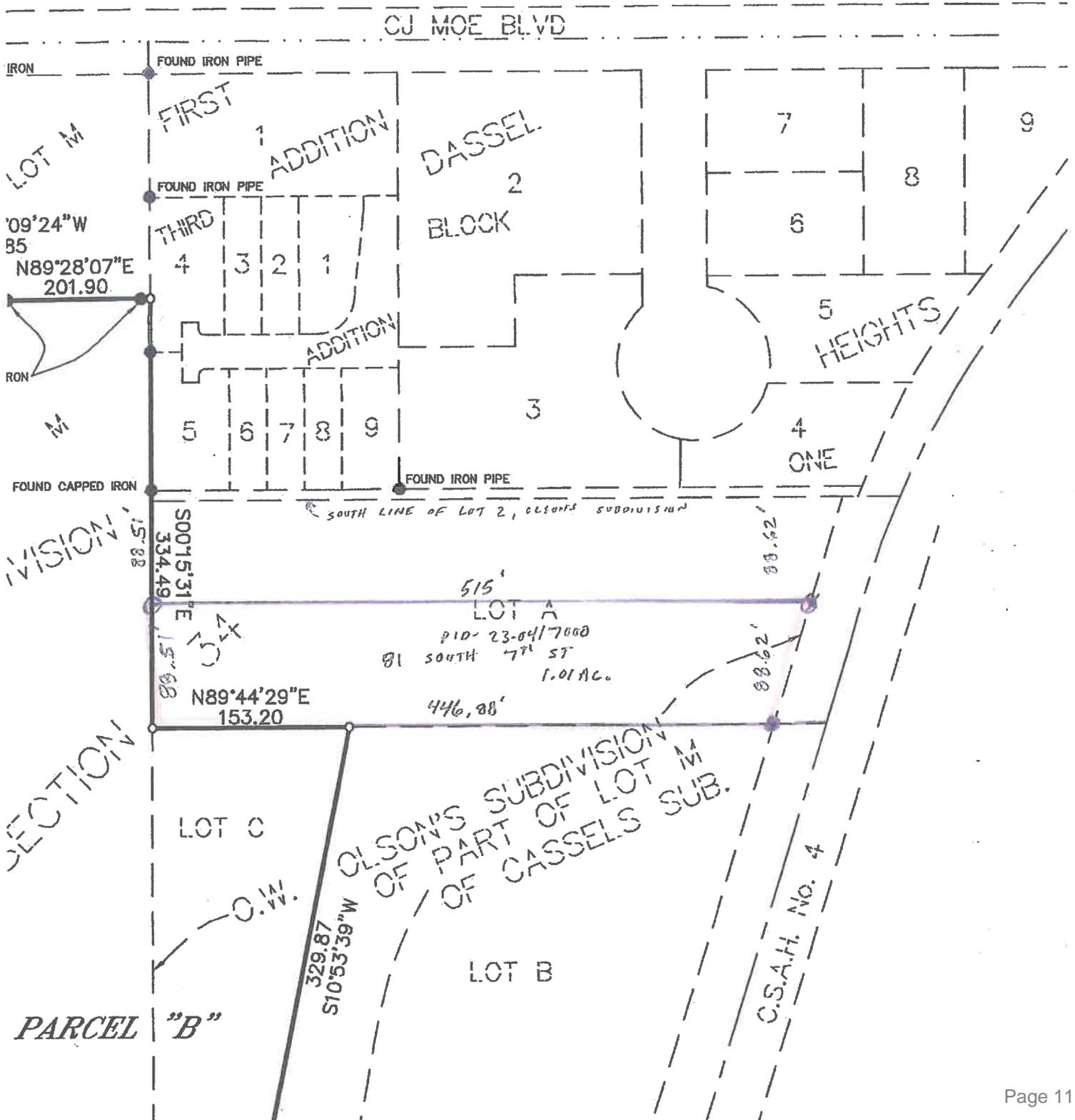
kin is a
 son's
 of Cassel's
 T. 119 N.

Lots A.
 containing
 Lot C
 of Cassel's
 subdivisions
 those of
 platted
 1/4 Sec 34
 for C. Sur.

Office of the Village Council



1" = 100 ft.



FIELD

ADDITION

3

5

6

7

8

9

4 ONE

FOUND IRON PIPE

SOUTH LINE OF LOT 2, OLSON'S SUBDIVISION

S00°15'31"E
334.49

15' RR

WANT Δ TO
4-41

515'

DRIVEWAY

Garage

Deck

House

STAIRS

15' 88

N89°44'29"E
153.20

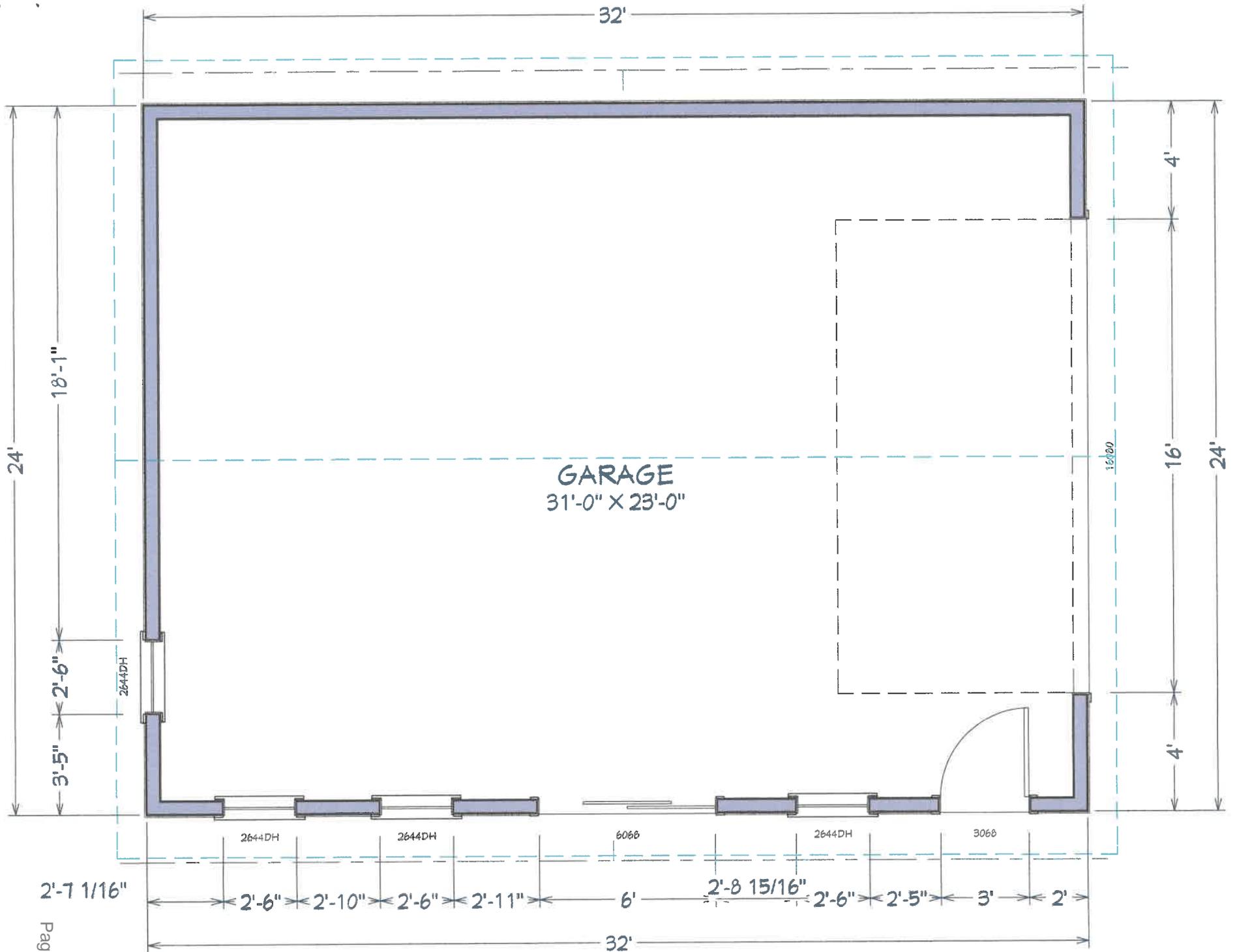
88.62'

88.62'

446.88'

OLSON'S SUBDIVISION W. SUB.
SUBDIVISION LOT 5
OLSON'S SUBDIVISION
LOT C

LOT C



6/12 Trusses 24" OC

2 X 6 Studs 24" OC.

House wrap and 1/2" OSB

Lap Siding

Sill seal and Treated BTM plate.

1/2" Anchor bolts

Concrete footing and slab.

#5 re-bar (2)

2" Foam insulation

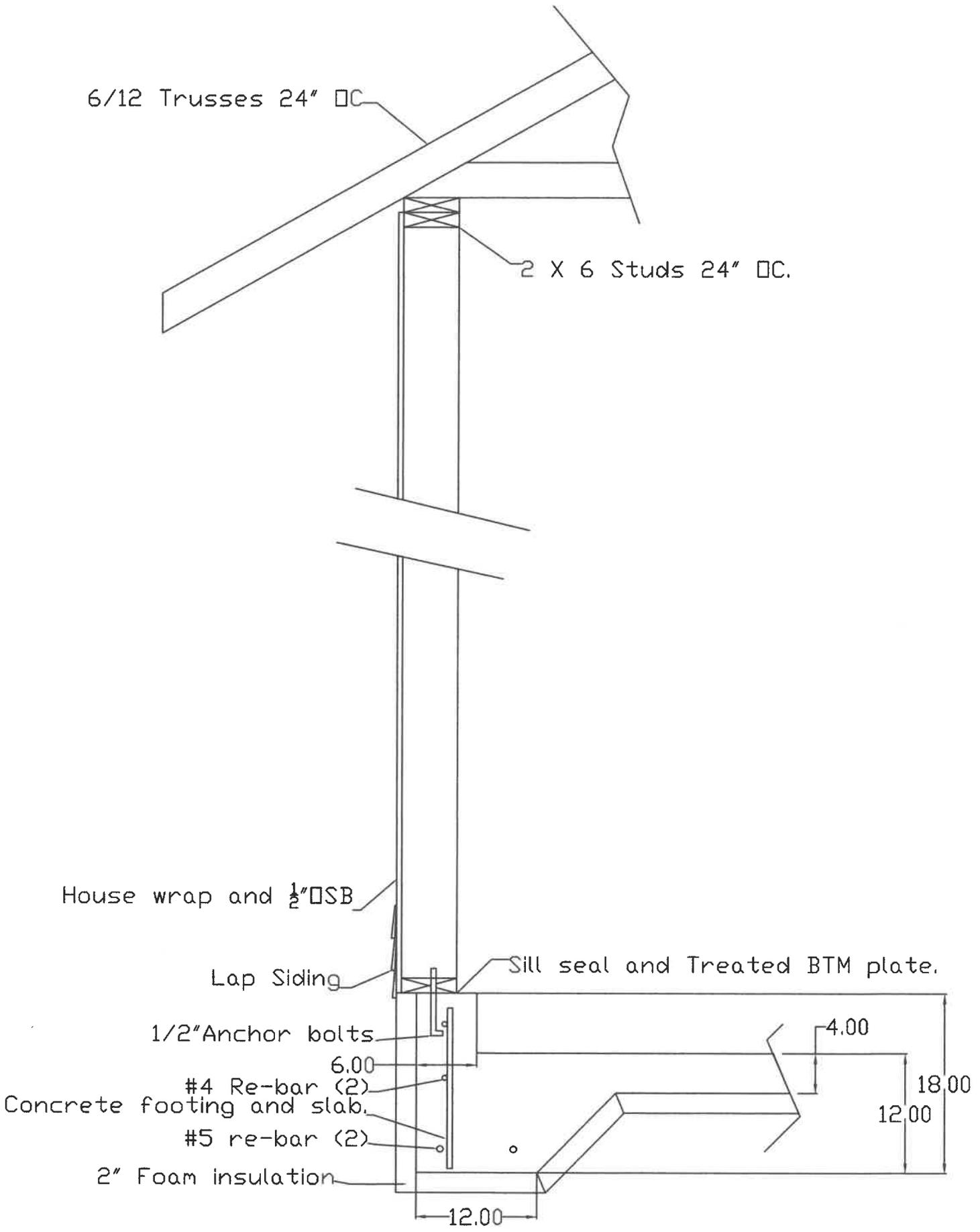
6.00

4.00

12.00

18.00

12.00



Meeker County, MN

Summary

Parcel ID 23-0417000
Property Address 817 ST S
 55325
Sec/Twp/Rng 0-0-0
Lot/Block N/A
Plat O W OLSON'S SUB-DIV
Brief Tax Description S 1/2 OF LOT A
 (Note: Not to be used on legal documents)
Deeded Acres 1.00
CER N/A
Class 201 - RESIDENTIAL/SINGLE UNIT
Homestead FULL HOMESTEAD
Twp/City CITY OF DASSEL
School District 466



Owner

Taxpayer
 Crowe/Jill A
 81 S 7th St
 Dassel MN 55325

Land

Record #	Item	Description	Type	Units	Depth
1	BLDGS	BLDGS	2b	1.00	

Buildings

Building 1

House Style SINGLE FAM
Foundation BLOCK
Exterior Walls WOOD LAP
Windows VINYL DH
Roof Style GABLE
Roof Cover ASPH SHING
Plumbing CITY WATER
Heating HOT WATER
Electric FUSE
Basement FULL
Basement Finish UNFINISHED
Garage Exterior DETACHED
Living Room Floor#1,
Dining Room Floor#1,
Kitchen REMODEL 2024
Bedrooms Floor#2--4,
Bathrooms Floor#1--1, Floor#2--1,
Plaster Floor#1, Floor#2,

Item	Type	Year Built	Size
GARAGE	GAR DT	1950	288
HOUSE TYPE	1/0	2024	240
HOUSE TYPE	2.25/B	1912	780
HOUSE TYPE	2/0	1912	21
PORCHES	EP	1912	192
UTIL SHED	SH-GOOD	2022	288

Current Taxes

Gross Tax	\$2,442.00
Total Credit	\$0.00
Spec Asmt	\$0.00
Net Tax Due	\$2,442.00
Adjusted Tax	\$0.00
Adjusted S.A.	\$0.00
Adjusted Net Due	\$2,442.00
Total Receipts	\$1,221.00
Remain Due	\$1,221.00

Current Valuation

	Market	Taxable
Land	\$64,400	\$64,400
Building	\$196,400	\$196,400
Machine	\$0	\$0
Exemptions		
Exclusions		\$23,078
Total Value	\$260,800	\$237,722

Valuation Taxation

Year	Est Market Value	TC Value	TC Rate	Credits	Abatements	Special Asmts	Net Tax
2024 Payable 2025	\$200,000	1,715	114.18700	0.00	0.00	0.00	\$2,442
2023 Payable 2024	\$188,500	1,682	108.51500	0.00	0.00	0.00	\$2,326
2022 Payable 2023	\$128,400	1,284	133.48500	0.00	0.00	0.00	\$2,090
2021 Payable 2022	\$125,800	1,258	140.00400	0.00	0.00	0.00	\$2,092
2020 Payable 2021	\$124,300	1,243	140.69900	0.00	0.00	0.00	\$2,108

Taxes Paid

Batch Date	Paid By	Validation #	Total Amount
5/09/2025	CROWE/JILL A	48	\$1,221.00

Taxes Unpaid

Year	Tax Due	Spec Asmt	Penalty	Interest	Cost	Total Due
2025-2	\$1,221.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,221.00

[View Recorded Documents](#)

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Photos

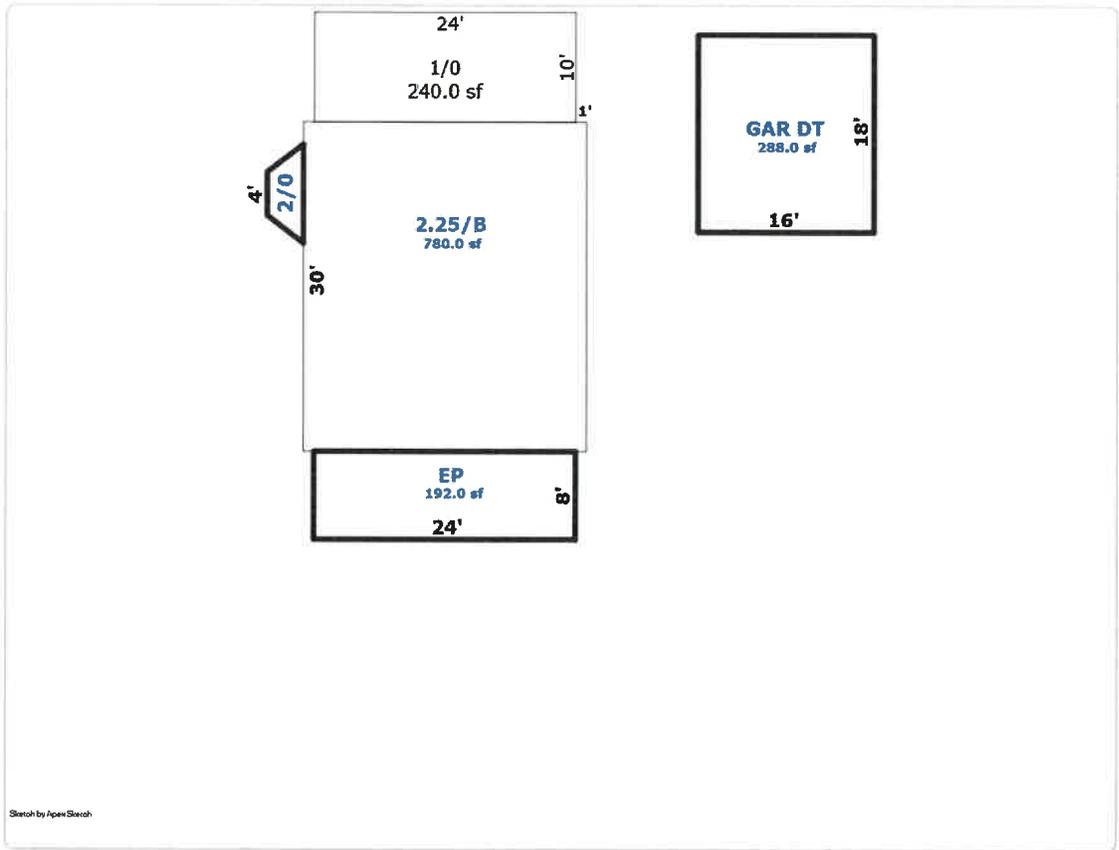


Photos Admin

To print an image, click to view then right-click and open in new tab.



Sketches



Tax Info

General Information

Receipt # 12587
 Class #1 201 RESIDENTIALSINGLE UNIT
 Homestead 1 FULL HOMESTEAD
 Cho-HS 0
 Class #2
 Class #3

Name CROWE/JILL A
 MP# 23-0417000
 Homestead FULL HOMESTEAD
 Homestead

Detail Information

Estimated Market	\$200,000	Rate	114.18700	Gross Tax	2,442.00
Taxable Market	\$171,450	Market Rate	0.24143	Std/HACA/Cr	0.00
New Improvements	0.00	County	594.15	Spec Asmt	0.00
TC Total	1,715.00	Twp/City	1,030.68	Net Tx Due	2,442.00
TC Hstd	1,715.00	State	0.00	Tax AB/Adds	0.00
TC Non Hstd	0.00	Sch Voter	373.58	S.A. AB/Adds	0.00
TC H G Hstd	0.00	Sch Other	440.91	Adjusted Net	2,442.00
TC QTA	1,715.00	County Wide	2.68	Total Receipts	1,221.00
TC State	0.00	Tax Incr	0.00	Remaining	1,221.00
Hstd Credit	0.00	Watershed	0.00	Due	
Ag Credit	0.00	SUBO	0.00	May 15	1,221.00
Other Credit	0.00	Debt	0.00	October 15	1,221.00
QTA Tax Amt	0.00	City	0.00		
		Sch Ref-Info	482.86		
		Extra C.W.	0.00		
		Non Sch Ref	0.00		

(Note: Agriculture parcels are due November 15)

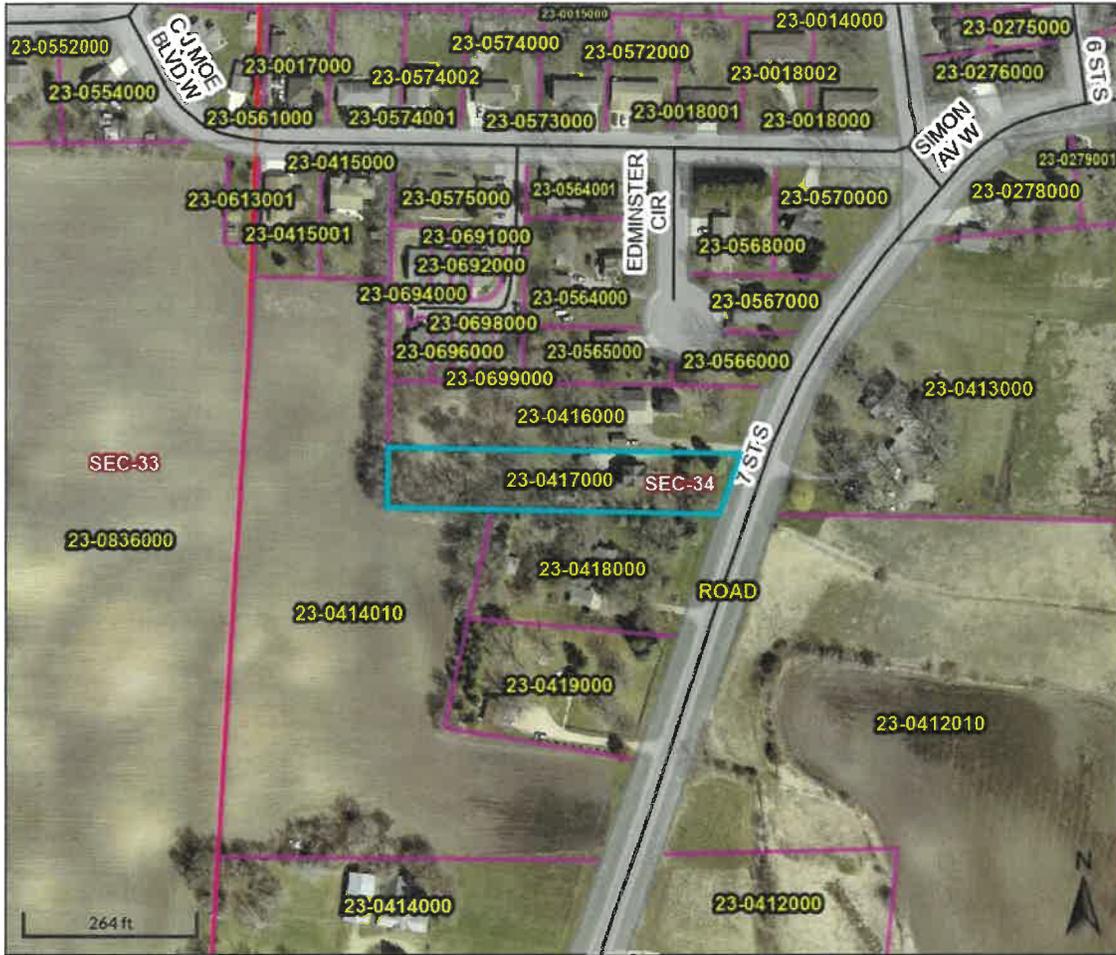
No data available for the following modules: Extra Buildings/Features, Tax Special Assessments.

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 Last Data Upload: 8/15/2025, 6:28:44 PM

Contact Us

Developed by:



Overview



Legend

- Parcels**
- DITCH
- GAP
- LAKE
- OVERLAP
- RAILROAD
- ROAD
- <all other values>
- Sections
- Lakes
- Local Roads

Parcel ID	23-0417000	Alternate ID	n/a	Owner Address	CROWE/JILLA
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL\SINGLE UNIT		81 S 7TH ST
Property Address	81 7 ST S	Acreage	1.0		DASSEL MN 55325
	DASSEL	Lot/Block	0/0		
District	n/a				
Brief Tax Description	S 1/2 OF LOT A				
	(Note: Not to be used on legal documents)				

Date created: 8/18/2025
 Last Data Uploaded: 8/15/2025 7:28:44 PM

Developed by **SCHNEIDER**
 GEOSPATIAL



DRAFT

Planning & Zoning Commission

Minutes

Tuesday, September 23, 2025 at 6:00 pm

1. Call to Order

Members Corbin, Landrus, Nelson, Sexton, Suchy

Minutes:

Meeting was called to order by Chair Sexton at 6:00 pm.

2. Roll Call

Minutes:

Members present: Corbin, Nelson, Suchy and Chair Sexton. Members absent: Landrus

3. Approval of Minutes - July 7, 2025

Minutes:

Motion by Nelson, seconded by Suchy to approve the minutes from July 7, 2025.
Motion carried.

4. Public Hearings -Public Hearings - Variance Request at 81 7th Street S (Jill Crowe) PID 23-0417000

Minutes:

Chair Sexton opened the Public Hearing at 6:02 pm. No public was in attendance. The Commissions review the application and discuss the size of the door and the need to review the ordinance to amend the side wall height to 10'. The application request is to allow for a wall height of 9'9" to accommodate a full-size truck with roof rack. The Commission discussed in length the garage set back an if approved it would need a 1 hour rated fire wall per the building official.
Public Hearing was closed at 6:17 pm.

5. Additions or Omissions to Agenda

6. Business Items

- a. **Motion to approve or deny Variance Application for PID 23-0417000, 81 7th Street S (Jill Crowe) of a side yard setback of 4 feet for a new accessory structure and side wall height of 9 ' 9" and recommend such to the City Council.**

Minutes:

Motion by Sexton, seconded by Suchy to approve the Variance for PID 23-0417000, 81 7th Street S (Jill Crowe), side wall height of 9 ' 9" for the new

accessory structure and recommend such to the City Council. Motion carried. Motion by Sexton, seconded by Suchy to deny Variance for PID 23-0417000, 81 7th Street S (Jill Crowe) of a side yard setback of 4 feet. Sexton amended his motion to state the denial is based on the Findings of Fact as provided by staff.

1. Accessory buildings are a permitted incidental use in the Zoning District. The requested variance will facilitate the construction of the accessory structure. 2. The requested variances are not the minimal requests to reasonably use the property. a. The applicant has alternative options and open space to meet the 10' side yard setback. b. The property supports a 9' accessory structure that meets zoning requirements. 3. The plight of the landowner is not due to unique circumstances not created by the landowner. While the shared driveway location and the location of the single family residence was not constructed by the landowner, neither of these property characteristics prohibit meeting the side yard setback requirements. 4. The variances will not alter the essential character of the locality as the surrounding properties also have accessory buildings. Motion carried with Corbin voting no.

b. Discuss Board Member term of appointment

Minutes:

Eckerly asked Corbin if he would like to extend his term and he stated since his term isn't up until the end of the year he would like to wait to make a decision.

7. Adjourn

Contact: Renee Mary Eckerly (renee.eckerly@dassel.com 320-275-2454)

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

RESOLUTION NO. 2025-023

**RESOLUTION APPROVING A VARIANCE TO JILL CROWE
FOR PROPERTY PID 23-0417000,
LOCATED AT 81 7TH STREET S, DASSEL MN 55325**

WHEREAS, Jill Crowe (the “Applicant”) has applied for a Variance for a 9 foot 9 inch accessory building side wall height located at 81 7th St S, Dassel, MN.

WHEREAS, the property is legally described as the South ½ of Lot A, O.W. Olson’s Subdivision of Part of Lot M of Cassel’s Subdivision of Section 34.

WHEREAS, the property is in a R-1 – One Family Residential zoning district.

WHEREAS, the side wall height for an accessory structure in the R-1 One Family Residential zoning district is nine feet pursuant to Chapter 153 of the City Code.

WHEREAS, the Dassel Planning Commission conducted a public hearing on the proposed Variance on September 23, 2025.

WHEREAS, all required public notices regarding the public hearing were posted and sent.

WHEREAS, the Dassel Planning Commission has submitted a report and findings of fact recommending the approval of the proposed Variance.

WHEREAS, the Planning Commission, acting as the Board of Adjustments and Appeals, has the power to hear and decide all applications for a Variance under Section 153.101 of the City Code:

(A) The Planning Commission, acting as the Board of Adjustments and Appeals, is authorized to hear requests for variances from the literal provisions of this chapter in instances where their strict enforcement would cause practical difficulties, as defined by Minn. Stat. § 462.357, subd. 6. The Planning Commission may impose conditions in the granting of variances to insure compliance and to protect adjacent properties.

(B) The Planning Commission shall hear and review all applications for variances from and special use permits provided for within this chapter. The decision of the Planning Commission shall not

be final, and any person having an interest affected by such ordinance shall have the right to appeal (within 60 days of the decision) to City Council.

WHEREAS, the Dassel Planning Commission reviewed and approved the requested Variance at its meeting of September 23, 2025. This Resolution was adopted memorializing the approval at a special City Council meeting on September 30, 2025.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DASSEL, MEEKER COUNTY, MINNESOTA, that it does hereby approve the request of the Applicant for a Variance relating to the side wall height of an accessory structure, based upon the following findings of fact pursuant to Section 153.103 of the City Code, which provides that:

(B) Variances shall only be permitted:

(1) When they are in harmony with the general purposes and intent of the ordinance; and

Finding 1. Accessory buildings are a permitted incidental use in the zoning district. The requested variance will facilitate the construction of an accessory structure.

(2) When the variances are consistent with the comprehensive plan.

Finding 2. This property is guided as low-density residential in the comprehensive plan. Comprehensive plan land use goal #1 is to “Establish a cohesive land use pattern that ensures compatibility and functional relationships among activities.” This side wall height supports the use of the accessory structure as a functional garage.

(C) "Practical difficulties," as used in connection with the granting of a variance, means that:

(1) The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;

Finding 3. The requested variance of a 9’ 9” sidewall height is the minimum sidewall height needed to accommodate an 8’ garage door.

(2) The plight of the landowner is due to circumstances unique to the property not created by the landowner; and

Finding 4. The plight of the landowner is due to unique circumstances not created by the landowner. The larger nature of vehicles requiring a garage large enough for a vehicle is outside of the land owner’s control.

(3) The variance, if granted, will not alter the essential character of the locality.

Finding 5. The variances will not alter the essential character of the locality as the surrounding properties also have accessory buildings.

BE IT FURTHER RESOLVED, that the following conditions of approval of the Conditional Use Permit shall be met.:

1. The applicant shall obtain all necessary permits prior to construction including but not limited to a building permit.
2. The property boundaries must be identified and marked prior to any work on the site.
3. A grading plan must be submitted and approved by the City Engineer prior to any grading on the site. Existing drainage patterns should be maintained.
4. The use must comply with all other provisions of the City Code.

Motion by _____, seconded by _____, the resolution approved/deny , motion carried, this 30th day of September 2025.

ATTEST:

Bob Lalone
Mayor

Tracey Bergum
City Clerk/Treasurer

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

RESOLUTION NO. 2025-024

**RESOLUTION DENYING A VARIANCE TO JILL CROWE
FOR PROPERTY PID 23-0417000,
LOCATED AT 81 7TH STREET S, DASSEL MN 55325**

WHEREAS, Jill Crowe (the “Applicant”) has applied for a Variance for a four foot side yard setback located at 81 7th St S, Dassel, MN.

WHEREAS, the property is legally described as the South ½ of Lot A, O.W. Olson’s Subdivision of Part of Lot M of Cassel’s Subdivision of Section 34.

WHEREAS, the property is in a R-1 – One Family Residential zoning district.

WHEREAS, the side yard setback for an accessory structure in the R-1 One Family Residential zoning district is ten (10) feet pursuant to Chapter 153 of the City Code.

WHEREAS, the Dassel Planning Commission conducted a public hearing on the proposed Variance on September 23, 2025.

WHEREAS, all required public notices regarding the public hearing were posted and sent.

WHEREAS, the Dassel Planning Commission has submitted a report and findings of fact recommending the denial of the proposed Variance.

WHEREAS, the Planning Commission, acting as the Board of Adjustments and Appeals, has the power to hear and decide all applications for a Variance under Section 153.101 of the City Code:

(A) The Planning Commission, acting as the Board of Adjustments and Appeals, is authorized to hear requests for variances from the literal provisions of this chapter in instances where their strict enforcement would cause practical difficulties, as defined by Minn. Stat. § 462.357, subd. 6. The Planning Commission may impose conditions in the granting of variances to insure compliance and to protect adjacent properties.

(B) The Planning Commission shall hear and review all applications for variances from and special use permits provided for within this chapter. The decision of the Planning Commission shall not

be final, and any person having an interest affected by such ordinance shall have the right to appeal (within 60 days of the decision) to City Council.

WHEREAS, the Dassel Planning Commission reviewed and denied the requested Variance at its meeting of September 23, 2025. This Resolution was adopted memorializing the approval at a special City Council meeting on September 30, 2025.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DASSEL, MEEKER COUNTY, MINNESOTA, that it does hereby deny the request of the Applicant for a Variance relating to the side yard setback of an accessory structure, based upon the following findings of fact pursuant to Section 153.103 of the City Code, which provides that:

(B) Variances shall only be permitted:

(1) When they are in harmony with the general purposes and intent of the ordinance; and

Finding 1. Accessory buildings are a permitted incidental use in the zoning district. The requested variance will facilitate the construction of an accessory structure.

(2) When the variances are consistent with the comprehensive plan.

Finding 2. This property is guided as low-density residential in the comprehensive plan. Comprehensive plan land use goal #1 is to “Establish a cohesive land use pattern that ensures compatibility and functional relationships among activities.” Maintaining the existing setback requirements would uphold a cohesive land use pattern.

(C) "Practical difficulties," as used in connection with the granting of a variance, means that:

(1) The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;

Finding 3. The requested variance is not the minimal request to reasonably use the property. The applicant has alternative options to meet the 10' side yard setback.

(2) The plight of the landowner is due to circumstances unique to the property not created by the landowner; and

Finding 4. The plight of the landowner is not due to unique circumstances not created by the landowner. While the shared driveway location and the location of the single family residence was not constructed by the landowner, neither of these property characteristics prohibit meeting the side yard setback requirements elsewhere on the existing lot.

(3) The variance, if granted, will not alter the essential character of the locality.

Finding 5. The variances will not alter the essential character of the locality as the surrounding properties also have accessory buildings.

Motion by _____, seconded by _____, the resolution approved/deny , motion carried, this 30th day of September 2025.

ATTEST:

Bob Lalone
Mayor

Tracey Bergum
City Clerk/Treasurer

Request For Proposals

City Legal Services



**Proposals must be received no later than 4:30 p.m. on
Monday, November 3, 2025.**

Introduction and Background

The City of Dassel seeks to retain the services of legal consultants to act as the City Attorney and staff for municipal government legal services.

About Dassel

The City of Dassel, with a population of about 1,500, is located in Central Minnesota between St. Cloud and Hutchinson, and less than 60 miles from the Twin Cities metropolitan area. The City is a Plan A Statutory City with a Council-Administrator form of government.

City Council

The City Council is the final review and approval authority regarding all contracts, payments, Plans, improvements, policies & procedures, and other business of the City. The 5-person Council is composed of four Councilmembers and the Mayor, each serving four-year terms.

- Bob Lalone, Mayor
- Amy Gaertner, Councilmember
- Dan Landrus, Councilmember
- Deb Suchy, Councilmember
- Marie Thurn, Councilmember

City Administrator

The City Administrator reviews and coordinates all matters coming before the City Council and is responsible for the implementation of Council direction and the coordination and management of City departments. Renee Eckerly is the City's administrator and has served in this role since May 2024.

City Staff

The City of Dassel has 9 full-time, 8 part-time and 1 seasonal/temporary staff across four departments: Administration, Public Works, Museum and Municipal Liquor Store. In addition, the City has 21 volunteer firefighters in its Fire Department.

Schedule

City Council Approval of RFP	September 22, 2025
Distribute/Advertise RFP	October 3, 2025
RFP Submittals Due	November 3, 2025
City Council Interviews	TBD
City Council Approval	TBD

Overview of Services Requested

The services requested include, but are not limited to following:

1. Act as an Advisor to the City Council, Planning Board, and relevant boards and staff.
Relevant duties include:
 - Attend City Council, Planning Board, and other boards or staff meetings as requested by the City Administrator or City Council.
 - Prepare timely opinions on issues including zoning, re-zoning, plating, issuance of permits, conditional use permits, variances, lot splits, and procedural matters dealing with the operation of the City Council and its boards.
2. The City Attorney's office advises on acquisitions and negotiations, public improvement projects, 429 process, including sanitary sewer, water storm water and street improvements.
3. Manage assessment appeals to the District Court.
4. Provide counsel on matters of economic development activities including economic development loans, housing incentives, large scale redevelopments, enforcement, and real estate law.
5. In collaboration with staff to draft or update ordinance language as needed as well as the enforcement of ordinances.
6. Prepare documents including development agreements, Planned Unit Development (PUD) agreements, contracts, leases, easements and resolutions.
7. Assist with negotiation for the acquisition, sale, or transfer of title to personal property.
8. Advise on annexation and orderly annexation agreements.
9. Advise on land acquisition or sale by the City for miscellaneous purposes including parks.
10. Provide general advice to the City regarding building permits, zoning, platting, assistance with insurance issues, property maintenance and code enforcement.

11. Provide legal representation in all civil actions brought against the City that are not covered by the City's liability insurance. Situations requiring legal representation may include:
 - Legal action being brought following a Planning Board and or City Council decision whereby a developer or applicant requests the court that the action be overturned.
 - Condemnation for land, street and utility right-of-way.
 - Actions being brought either by or against the City regarding violations of the City Code.
 - Injunctions brought for or against the City where Dassel's liability insurance carrier defends the claims.
12. The City has retained separate legal counsel for labor and criminal services.

Proposal Contents & Instructions

Interested firms may submit a proposal for the legal service requested in this RFP document. In addition to the information included below, proposals should include the following:

- Name of the firm
- Services to be rendered
- Local address
- Telephone number
- Contact person's name, email and telephone number

Proposals shall also include:

- The areas of expertise and general services available
- The general qualifications of the firm as related to the requested services
- An explanation of how the services outlined in the scope of work will be provided including the firm's approach and capacity including permanent attorney assignments at other public sector clients
- Current resume of the person who will be responsible for fulfilling the obligations as City Attorney to the City, and his/her designees
- Resumes of the other professional staff who will be responsible for providing support legal services
- Expectation for how the attorney(s) will be available and responsive to City personnel and preferred contact methods
- Summary of legal services provided at other municipalities and relevant references including contact information
- Disclosures of all potential conflicts of interest if firm is to provide services to the City

- Explanation of firm's research capabilities for clients including the ability to track legal costs by project or case and by attorney and to search legal invoices by key word
- Copy of firm's most recent audit or financial report

Proposals must be sent via email* to:

Renee Eckerly, Administrator
Renee.eckerly@dassel.com

*Please do not send hard copy proposals.

Proposal Evaluation and Contract Award

The City intends to award a contract to the firm identified as most qualified to perform the services to the City. Cost of services will also be a factor in selection. Following submissions of proposals, staff will be in contact with firms should they be invited to participate in an interview. Selection of firms will take place on **TBD** with formal action by the City Council.

The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.

The City of Dassel reserves the right to reject any and all proposals or to request additional information from interested firms.

Contract Execution, Ethics and Anti-Discrimination Policy

Negotiations

Notwithstanding a contract award, the City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and the firm to whom the contract is recommended to be awarded be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations. Select another firm or reject all of the proposals. Upon completion of negotiations agreeable to the City and the firm to be retained, a contract shall be executed.

Ethics & Anti-Discrimination Policy

No elected official or employee of the City who exercises any responsibilities in review, approval or implementation of the proposal or contract shall participate in any decision which affects his/her direct or indirect personal or financial interest.

It is a breach of ethical standards for any person to offer, give or agree to give any City employee or Council person or for any City employee or Council person to solicit, demand,

accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

The firm shall not assign any interest in this contract and shall not transfer any interest in the same without prior written consent of the City.

The firm shall not accept any client or project which, by nature, places it in an ethical conflict with its representation of the City of Dassel.

The City requires affirmative action and, therefore, the firm selected shall not discriminate under the contract against any person in accordance with federal, state or local regulations.

Daston Mechanical LLC
 70246 278TH ST
 DASSEL, MN 55325 USA
 3202823530
 dastonmech@gmail.com

Estimate



ADDRESS
City of Dassel P.O. Box 391 Dassel, MN 55325

ESTIMATE #	DATE
1296	08/28/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	15 HVAC	Estimate to remove air handler in historical society 3rd level and install drain pans under to prevent water from dripping through floor and onto wood floor. Will pump down AC system and remove indoor air handler, isolate the hot water heating coil and remove, all duct will be removed so there is nothing in the closet space. Will make a drain pan that is 3" deep and sealed so water that is collected in box will not drip through floor. There will also be a overflow switch installed in drain pan to stop operation if there is ever water in pan. Once pan is set will re install equipment, and start up and verify operation.	1	13,670.00	13,670.00
	15 HVAC	<p>This option is for re-using existing equipment. A total of 2 systems will have drain pans installed on them</p> <p>Estimate to replace Luxaire equipment with a Trane air handler with build in AC coil, new Trane outdoor unit with R454 freon, add new hot water coil to supply side of duct, and piping needed for AC and heating systems.</p> <p>This option is for removing and recycling old equipment, and installing new once drain pan is installed.</p>	1	29,675.00	29,675.00

Thank you for your business!

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		Will re-use existing line sets. They will be pressure tested to verify there are no leaks in them prior to connecting up new equipment.			

Credit Card Payments add 4% to
Terms- 1/2 down payment, 1/2 when complete

TOTAL

\$43,345.00

Accepted By

Accepted Date

Thank you for your business!