

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
JANUARY 16, 2018, 7:35 P.M.
DASSEL CITY HALL**

The regular meeting of the Dassel City council was called to order by Acting Mayor Carlson at 7:35 p.m. on January 16, 2018 at the Dassel City Hall.

Acting Mayor Carlson led the opening Pledge of Allegiance.

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

APPROVAL OF MINUTES

Motion by Weseloh, seconded by Hallquist to approve the December 18, 2017 Special Meeting; December 18, 2017 Truth in Taxation Hearing; December 18, 2017 Public Hearing; December 18, 2017 Regular Meeting; and the January 10, 2018 Special Meeting minutes as presented. Motion carried unanimously.

OPEN FORUM

Mike Housman, Meeker County Commissioner and Braden Piram, Parks Superintendent provided information on the proposed Spring Lake fishing pier project. The project will include a handicapped accessible 10' wide trail approximately 200-300' long through the park. The length of the trail is due to the steep terrain at the site. Housman reported that the county has received \$12,375 in private donations to date and 50% down payment is required to let the contract for the pier. It is scheduled to be installed in 2018 along with upgrading the playground equipment. They will be creating a 32'x 45' 10 event play area. MN COR will construct the pier and the DNR will be responsible for the pier maintenance. The county will act as the fiduciary agent for the project and is requesting a donation from the city for the project.

The council directed Attorney Greenley to research the legalities of the city donating to the project.

Motion by Bemenderfer, seconded by Hallquist to approve the agenda as presented. Motion carried unanimously.

CONSENT AGENDA

- A. Adopt Resolution 2018-001 Designation Official Newspaper and Financial Institutions

**RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER
AND OFFICIAL DEPOSITORIES OF THE CITY OF DASSEL**

WHEREAS, the City of Dassel is required under M.S. 412.831 to annually designate the Official City Newspaper; and

WHEREAS, the City of Dassel is required under M.S. 427.01 to annually designate the official depositories of the City.

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NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dassel that the Dassel – Cokato Enterprise Dispatch is designated as the official newspaper of the city for 2018; and

BE IT FURTHER RESOLVED by the City Council of the City of Dassel that the following financial institutions are hereby designated as depositories to the extent they are collateralized per the requirements of M.S. 118A.03 of accepted standards:

Perennial Bank
4-M Fund
Wells Fargo

BE IT FURTHER RESOLVED by the City Council of the City of Dassel that the City Clerk/ Treasurer is authorized to make purchases and transfers as required to manage funds with the depositories.

B. Adopt Resolution 2018-002 Mayor Committee Appointments

**A RESOLUTION RATIFYING MAYORAL
COMMITTEE APPOINTMENTS FOR 2018**

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dassel the following Mayoral Appointments are accepted and adopted by the Council as a whole:

Acting Mayor	Andrew Carlson
Cable Commission	Clerk/Treasurer Boese
Community Education Board	Andrew Carlson
DC Baseball Association	Andrew Carlson
DC Trail Committee	James Hallquist
	Jeffrey Putnam, Citizen Representative
Discover Dassel Committee	James Hallquist
Economic Development	Ron Hungerford
Authority Board	Justin Bemenderfer
Farmer’s Market Board	Clerk/Treasurer Boese
Fire Advisory Board	Ron Hungerford
Planning Commission Liaison	Tom Weseloh
Fire Department Relief Assoc. (Ex-Officios)	Ron Hungerford
Heart Safe Community	Clerk/Treasurer Boese
	Justin Bemenderfer
	Tom Weseloh
Historical Society Liaison	Ron Hungerford
	Clerk/Treasurer Boese
Meeker County Broadband Panel	Justin Bemenderfer
	Clerk/Treasurer Boese

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Negotiations/Personnel Committee	Ron Hungerford Justin Bemenderfer
Red Rooster Festival Committee	Tom Weseloh Clerk/Treasurer Boese
Website Committee	Justin Bemenderfer Andrew Carlson
Wellhead Protection Committee	Ron Hungerford Clerk/Treasurer Boese Public Works Director Zwilling

C. Adopt Resolution 2018-003 Assigning Citizen & Staff Appointments

**RESOLUTION ASSIGNING CITIZEN AND
STAFF COMMITTEE APPOINTMENTS FOR 2018**

WHEREAS, A community is strongest when it is supported by a broad base of citizens active in its growth and working toward ever increasing betterment of the community; and

WHEREAS, the City of Dassel is fortunate to have Citizens and Staff willing to serve the community to the best of their abilities on committees and advisory boards to provide the City with a united voice to guide its actions;

NOW, THEREFORE, BE IT RESOLVED that the following staff and citizen appointments are hereby approved by the Dassel City Council:

National Incident Management Board

Chairman – Dale Grochow, City of Dassel – Staff (Fire Chief)
Mike Enerson, City of Dassel – Staff (Assistant Fire Chief)
Debbie Morris, Dassel Elementary School – Principal
Brianna Wolters, Lakeside Health Care Center – Executive Director
Ronald Hungerford, City of Dassel – Mayor
Terri Boese, City of Dassel – Staff (Clerk/Treasurer)
Brian Cruze, Meeker County Sheriff – Public Safety
Troy Zwilling, City of Dassel – Staff (Public Works Director)

Dassel Safety Committee

Ronald Hungerford, City Council Representative
Kurt Mortenson, Fire Department Representative
Terri Boese, Administrative Representative
Walter Hansen, Public Works Representative
Marvin Vetsch, Liquor Store Representative
Jerry Bollman, Dassel History Center Representative

Planning Commission

Clint Shering (Term ending 12/31/18)

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Lynn Hollaran (Term ending 12/31/18)
Nick Corbin (Term ending 12/31/19)
Sherrie Bjork (Term ending 12/31/19)

- D. Adopt Resolution 2018-004 Appointing City Assessor & Building Official

**RESOLUTION APPOINTING THE CITY ASSESSOR
AND CITY BUILDING OFFICIAL FOR 2018**

WHEREAS, the City of Dassel is required under State Statute to designate a qualified Assessor to perform the function of appraising all real property within the City for purposes of utilizing those appraised values to calculate tax capacity from which property taxes are derived; and

WHEREAS, the City of Dassel furthermore also must appoint a Building Official to administer state building code provisions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dassel that the City does hereby appoint Meeker County Assessor as the Dassel City Assessor; and

BE IT FURTHER RESOLVED that the City Council of the City of Dassel does hereby appoint Kevin Piepenburg, Certified Building Official, as the Dassel Building Inspector.

- E. Adopt Resolution 2018-005 Council Assignments

A RESOLUTION MAKING COUNCIL ASSIGNMENTS FOR 2018

WHEREAS, It is desirable to assign first line contacts to departments to be available to discuss with staff, projects and issues within the specific departments, and then to provide input to the council as a whole to add in the decision making process;

NOW, THEREFORE, BE IT RESOLVED by the Dassel City Council the following Assignments are accepted and adopted by the Council as a whole:

Administrative, Liquor, Museum

Utilities & Public Works Departments

Fire Department

Technology

Mayor Hungerford

Council member Hallquist

Councilmember Carlson

- F. Adopt Resolution 2018-006 Approving Annual Fee Schedule

**RESOLUTION SETTING & APPROVING THE
ANNUAL FEE SCHEDULE FOR 2018**

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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 2018:

Exhibit A

2018 City of Dassel Fee Schedule

Building Usage Rates	
City Hall - Community Room	
Rental (Resident)	\$50.00
Rental (Non-resident)	\$75.00
Hourly (during normal business hours)	\$10.00/hr
Damage & Cleaning Deposit	\$200.00
 <u>City Residents & DAHS Members</u>	
Community/Event Center	
Event Center (Normal Business Hours)	\$30.00/hr, \$120 max.
Event Center (Non-Business Hours)	\$50.00/hr, \$200 max.
Museum	
Museum (Normal Business Hours)	\$25.00/hr, \$100 max.
Museum (Normal Business Hours)	\$25.00/hr, \$100 max. + \$25.00/hr Sec
Conference Room	
Meeting (Normal Business Hours)	\$10.00/hr
 <u>Non-City Residents & Non-DAHS Members</u>	
Community/Event Center	
Event Center (Normal Business Hours)	\$40.00/hr, \$160 max.
Event Center (Non-Business Hours)	\$60.pp/hr, \$240 max.
Museum	
Museum (Normal Business Hours)	\$35.00/hr, \$140 max.
Museum (Non- Business Hours)	\$35.00/hr, \$140 max. + \$25.00/hr Sec
Conference Room	
Meeting (Normal Business Hours)	\$20.00/hr
 <u>Tax Exempt (501-c3 Certificate Required)</u>	
Community/Event Center	
Event Center (Normal Business Hours)	\$40.00/mtg

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Event Center (Non-Business Hours)	\$50.00/mtg
Fund Raising Events	10% of net profits/Min \$50, Max \$200
Museum	
Museum (Normal Business Hours)	\$40.00/mtg
Museum (Non- Business Hours)	\$40.00/mtg + \$25.00/hr Security
Conference Room	
Meeting (Normal Business Hours)	\$20.00/mtg

Miscellaneous Fees

City Meetings

Special City Council Meeting	\$200.00
Special Planning Commission Meeting	\$150.00

Administrative Fees

DVD Copies of Meetings, Events, etc.	\$5.00 per dvd
Fax (per page)	\$1.00
Copies (per side)	\$0.20
Notary service (per page)	\$1.00
Document Scanning/Emailing	\$.20 per page
Assessment Searches	\$20.00
Copy of Zoning Ordinance	\$50.00
Copy of Subdivision Ordinance	\$25.00
Copy of City Code (paper)	\$200.00

Project Deposits

TIF Project	\$3,000.00
JOBZ Project	\$3,000.00
Preliminary Plat	\$3000.00 & \$100.00 per lot

Building, Planning & Zoning Fees

Conditional Use Permit	\$175.00
Variance/Vacation Request	\$175.00
Rezoning Request	\$175.00
Annexation Request	Actual Cost to City
Plat Filing Fee	\$200.00 \$ \$10.00 per lot
Building Permit Fees	Meeker County Fee Schedule
Plan Review Fee (Commercial Only)	25% of permit fee
Mechanical Permits	\$40.33
Reroof, Siding, Window/Door, Misc. Repair	\$40.33
Residential Demolition	\$40.33
Signs	\$40.33/minimum

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	Commercial Demolition	\$64.25
	State Surcharge	per statute
Zoning Review Fee (New Construction)		\$50.00
Administrative Fee (All Permits)		10% of permit fee
Development Fees		
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		Actual Cost to City
Animal Licenses-Annual Calendar Year		
Non-Spayed or Neutered		\$10.00
Spayed Neutered		\$5.00
Animal Fines		
Impound Fee		\$50.00
Daily Fee		\$5.00/day
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Licenses & Permits		
Liquor Licenses		
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
Special Permits		
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
Fertilizer Application License		
1st Vehicle		\$100.00
Each Additional Vehicle		\$25.00

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Peddlers License Fee	\$10.00/day
Parking Lot Sanding	\$30.00/sanding

Water, Sewer, Surface Water Rates	
Water Base Rate (Monthly per unit)	\$16.25
Water Usage Rate (per 1000 gallons)	\$8.50
Sewer Base Rate (Monthly per unit)	\$21.00
Sewer Usage Rate (per 1000 gallons)	\$6.60
Wellhead Protection Fee (Monthly)	\$0.50
State Water Testing Fee (Annually in June, rates set by State of MN)	
Surface Water Management Fee - Residential	\$2.00
Surface Water Management Fee - Commercial	\$3.00
Surface Water Management Fee - Industrial	\$4.25
Commercial Hauler's Permit (Annual, Commencing January 1st)	\$50.00
Irrigation Meter	\$70.00/annually
Water Turn Off/On	\$50.00
Meter Frost Plate	Actual Cost to City + Applicable Tax

G. Adopt Resolution 2018-007 Ratifying Slate of Fire Department Officers

A RESOLUTION RATIFYING THE 2018 SLATE OF DASSEL FIRE DEPARTMENT OFFICERS AND CLARIFYING THE DUTIES OF THE DASSEL FIRE DEPARTMENT AS APPROPRIATE AND APPARENT

WHEREAS, the Dassel Volunteer Fire Department holds election of officers bi-annually to serve for the coming years, and appoints Captain and Lieutenant positions;

AND WHEREAS, the officers chosen are subject to ratification by the Dassel City Council to declare the offices as being filled; and

AND WHEREAS, the Dassel Fire Department provides services beyond the commonly stated fire and rescue emergency services.

NOW THEREFORE, BE IT HEREBY RESOLVED, the Dassel City Council approves the following slate of officers for 2018 to serve the Dassel Volunteer Fire Department:

Chief	Dale Grochow
Assistant Chief	Mike Enerson
Captain 1	Brian Massingham

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Captain 2	Zach Holm
Captain 3	Andy Nelson
Lieutenant 1	Jeff Putnam
Lieutenant 2	Tom Weseloh
Lieutenant 3	Matt Doughty
Secretary	Caleb Herzog
Treasurer	Justin Johnson

AND BE IT FURTHER RESOLVED, that the Dassel Fire Department is hereby authorized to provide services related to Emergency Activities and Community Outreach which include but are not limited to:

Services as assigned or apparent in emergency response to the needs of the Dassel area community and contracted areas; Santa Days; Water Hauling; Fire Prevention Activities; Blood Mobile; Fire Safety Classes; Outside Training/Meetings; Relief Association Fund Raisers; Labor Day/Red Rooster Activities; Station use for Community Support (ie. Gun Training); Inspections; Award & Appreciation Banquets; Department Auxiliary's; Structure Controlled Burns; and Emergency Activities a Chief Officer Deems Appropriate.

H. Adopt Resolution 2018-008 Appointing Red Rooster Committee Members

**A RESOLUTION APPOINTING RED ROOSTER
COMMITTEE MEMBERS FOR 2018**

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dassel to ratify the Red Rooster Festival Committee Member appointments for 2018 as follows:

Chris Hansen
Doug Pierce
Dale Grochow
John Sandstede
Jennifer Schoening
Larry Oberg
Maribel Gilmer
Paul Holm
Kelly Klima
Sundee Kuechle

I. Approve Johnson Storm Sewer Right-of-Way Easement as presented

Motion by Bemenderfer, seconded by Weseloh to approve consent agenda items B-F and H-I as presented above. Motion carried unanimously.

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Motion by Hallquist, seconded by Carlson to approve consent agenda item A as listed above. Motion carried with Bemenderfer abstaining.

Motion by Bemenderfer, seconded by Hallquist to approve consent agenda item G as listed above. Motion carried with Weseloh abstaining.

COUNCIL & COMMITTEE REPORTS

Acting Mayor Carlson read the Mayoral Proclamation declaring the week of February 7-14 at Congenital Heart Defect Awareness week in Dassel and urged residents to learn more about congenital heart defects.

Motion by Bemenderfer, seconded by Hallquist to appoint Aron Levandowski to the EDA Board to a term expiring 12/31/19. Motion carried unanimously.

Motion by Hallquist, seconded by Bemenderfer to appoint Sundee Kuechle to the EDA Board to a term expiring 12/31/23. Motion carried unanimously.

Motion by Hallquist, seconded by Bemenderfer to appoint Council member Weseloh to represent the city on the DC School Strategic Planning Committee. Motion carried unanimously.

DEPARTMENT REPORTS

Clerk/Treasurer

Clerk Boese reported on the following upcoming meetings and events:

1. Fire Relief meeting, Wednesday, January 17th at 7:00 pm, Fire Hall
2. History Society Board Meeting, Tuesday, January 23rd at 10:00 am, History Center
3. Fire Advisory Board Meeting, Tuesday, January 23rd at 7:00 pm, Fire Hall
4. Cable Commission Meeting, Thursday, February 1st 15 1:00 pm, Buffalo
5. EDA Regular Meeting, Tuesday, February 6th at 7:00 pm, City Hall
6. Department Head Meeting, Wednesday, February 14th at 7:00 am, City Shop
7. City Hall will be closed Monday, February 19th (President's Day)
8. The February Regular City Council meeting will be Tuesday, February 20th at 7:00 pm, City Hall
9. Discover Dassel Meeting, Tuesday, February 20th at 5:00 pm, History Center

City Attorney

Attorney Greenley provided an update on the Crown Castle tower permit request. They are requesting modifications to the original permit. The tower is located on private property and any changes would require approval from the FCC. He will continue to work with the representative from Crown Castle on the permit request.

Fire Chief

Chief Grochow stated there were 18 calls in December bringing the total calls for the year to 296. Total hours for 2017 were 4,315 and the department averaged 13 members per call with a

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response time average of 5.5 minutes. Currently the department has 25 full time members and 3 reserve members.

The annual banquet will be held January 26th. He reported the light bar is being repaired.

Motion by Bemenderfer, seconded by Hallquist to amend Resolution 2018-007 Appoint of Officers, as presented by Chief Grochow. Motion carried with Weseloh abstaining.

Liquor Store Manager

Mayor Hungerford reported liquor sales for December flat at \$108,177.10 compared to 2017. Inventory will be conducted on January 1st and the department is gearing up for 2018. He thanked his staff for the successful year which showed an annual growth of 4%.

Museum Director

Director Holje reported \$10,815 in rental income for 2017. There were 2,156.5 volunteer hours logged at the History Center for the year, by 31 volunteers. Work will start in February-March on the window repairs provided through the grant from the MN Historical Society. The FungusAmong Us Players will be performing in March and she invited everyone to attend the event.

Public Works Director

Director Zwilling reported the skating rink is open and the ice is in good condition. He sent in 4 of the spray nozzles from the spray irrigation site to be rebuilt and 2 were no longer able to be repaired and had to be replaced. Zwilling reminded residents not to park on the city streets for 48 hours after a snow event.

Sheriff's Report

Sergeant Howell reported there were 72 calls in the month of December. The Sheriff's Department provided 4,212.5 hours of coverage to Dassel through 11/30/17 and picked up 25.95 pounds of drugs in the take back box. They will be conducting interviews to replace Deputy Johnson.

CLAIMS FOR PAYMENT

Motion by Weseloh, seconded by Hallquist to approve payment of claims in the amount of \$73,448.11 (total through Asyst) and \$12,958.84 for the January, 2108 payroll as presented. The remainder of the claims (through Banyon) will be added to the February agenda for approval. Motion carried unanimously.

OLD BUSINESS

Motion by Weseloh, seconded by Bemenderfer to approve the Municipal Code Corporation Website Contract as presented. Motion carried unanimously.

Council member Bemenderfer stated there will be a Website Committee meeting on January 23rd.

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**Motion by Hallquist, seconded by Bemenderfer to adjourn the meeting at 8:24 p.m.
Motion carried unanimously.**

ATTEST:

Ronald Hungerford
Mayor

Terri Boese
Clerk/Treasurer