

**REGULAR MEETING OF THE DASSEL CITY COUNCIL
JULY 15, 2019, 7:00 P.M.
DASSEL CITY HALL**

The Regular Meeting of the Dassel City Council was called to order by Mayor Hungerford at 7:00 p.m. on July 15, 2019 at the Dassel City Hall.

Mayor Hungerford led the opening Pledge of Allegiance.

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

APPROVAL OF MINUTES

Motion by Carlson, seconded by Hallquist to approve the: June 12, 2019 Special Meeting; the June 17, 2019 Special Meeting; June 17, 2019 Regular Meeting; and July 2, 2019 Special Meeting minutes as presented. Motion carried unanimously.

OPEN FORUM

Elaine Kuester, 413 Circle View Drive, requested the city mow the property designated as park and retention pond more often and not plant any more trees in that area.

Chad Ardoff, 407 Circle View Drive, requested that the wetland and park areas, which were dedicated to the city by the developer, be maintained and possibly develop the park area more.

The Council directed the Public Works Director to meet with the City Engineer and bring a recommendation on the above requests to the Council at their next meeting.

Barb Lothe, 1003 Martin Drive recommended the holes in the street be repaired before winter. Mayor Hungerford offered to meet with her to discuss her request later this week.

PUBLIC HEARING

No input from the public was received.

Mayor Hungerford closed the public hearing.

Motion by Weseloh, seconded by Hungerford to adopt City Code Section 155, Regulations of Signage on Private Property as presented. Motion carried unanimously.

ADDITIONS/OMISSIONS TO AGENDA

Add: 8A6. City Clerk – PFA Financing; 8A7. City Clerk Bludorn Builders quote; 8F. Public Works Director – Stripping pickle ball courts.

Motion by Weseloh, seconded by Carlson to approve the agenda with 3 additions listed above. Motion carried unanimously.

CONSENT AGENDA

- A. Approve payment of claims in the amount of \$616,257.28
- B. Appoint the following election judges for August 13, 2019 Special Election: J. David Anderson; Ruth Karli; Susan Stueck; Della Robertson; Marge Piepenburg; Tracey Bergum, Head Judge; Terri Boese, Head Judge
- C. Approve Thirsty's Tavern Annual Dance Permit as presented
- D. Approve Thirsty's Tavern request to block off Atlantic Ave for Red Rooster events on Saturday, August 31st and Sunday, September 1st as presented.

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- E. Appoint Nora Dorsey to DC Trail Committee, Community Member At-Large to replace Jeff Putnam who resigned

Item C. was removed from the Consent Agenda due to incorrect dates on the application. It will be added to next month's regular meeting agenda for approval.

Motion by Weseloh, seconded by Hallquist to approve consent agenda items A, B, D & E as listed above. Motion carried unanimously.

Council & Committee Reports

Meeker County Sheriffs will be hosting the annual National Night Out celebration on August 6th at a local church. The public is invited.

DEPARTMENTAL REPORTS

Clerk/Treasurer

Clerk Boese reported on the following upcoming meetings and informational items:

1. Discover Dassel meeting, Tue, July 16th at 5 pm, Dassel History Center
2. DAHS Board meeting, Tue, July 23rd at 10 am, Dassel History Center
3. Public Accuracy Testing of voting equipment, Wed, August 7th at 9 am, Dassel City Hall
4. Special Election, Tue, Aug 13th, 7 am- 8pm, Dassel City Hall; residents may vote absentee during regular business hours at the Clerk's office. Additional absentee voting hours are Sat, Aug 10th from 10 am – 3 pm.
5. City Council Canvass meeting, Wed, August 14th at 5:30 p.m.

Other/Action Items

1. We have an opening on the Planning Commission. Clint Scherping has moved out of Dassel. Clerk Boese will request a resignation letter from Scherping.
2. **Motion by Carlson, seconded by Hallquist to approve \$30/month phone stipend for Department Head Carolyn Holje. Motion carried unanimously.**
3. Notice from MN DOH that the annual drinking water service connection fee that the City is required to collect from each user is going from \$6.36 to \$9.72 annually beginning in 2020. Currently we add the \$6.36 to the June water bills. The Council will review further during the 2020 budget process.
4. **Motion by Carlson, seconded by Hallquist to approve the following proposal for repairing the fire suppression system at the History Center, from Johnson Controls- not to exceed \$1,655.00. Motion carried unanimously.**
5. The Council reviewed a proposal for agenda management software by TownCloud. The cost is \$50/month and can be canceled any time. Boese recommended trying the software until the end of the year to determine the increase in efficiency and potential cost savings. It was agreed that the sample provided by Clerk Boese looked good and the Council directed Attorney Greenley to review the contract terms. The item will be discussed at the next regular meeting.
6. **Motion by Weseloh, seconded by Carlson to approve MN Public Facilities Authority financing proposal of 1% interest for 20 years on taxable bonds for the Water Treatment Facility improvement project as presented. Motion carried unanimously.**

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- 7. Motion by Weseloh, seconded by Hungerford to accept the bid of \$4,000 from Bludorn Builders to install a handicapped accessible ramp in the city hall to access the raised council area from General Capital Outlay 101-41000-500. Motion carried unanimously.**

City Attorney

Attorney Greenley reviewed the Occupancy and Use Agreement with the Dassel Area Historical Society. He met with the City Clerk and Museum Director to review the final draft which will be submitted to the State Commissioner of Finance for approval. The Commissioner has 60 days to review the agreement and comment.

Greenley discussed the IRS regulation in regard to Constructive Receipt of pay and the city's personnel policy for accrual of Compensatory Time and Paid Time Off. He will provide a memo with recommended policy changes to the Council at the next meeting.

He also updated the council on his progress on drafting a new water ordinance. The City recently received a Department of Health grant for this work.

Fire Chief Report

Chief Johnson reported 26 calls for June, and a total of 2130 service hours year-to-date.

The new truck has been ordered and is expected to arrive in September. They have rearranged the existing vehicles in the fire hall and think they will be able to get the new truck in without having to do any building renovations.

Motion by Weseloh, seconded by Carlson to accept Jose Almazan's resignation from the fire department. Motion carried unanimously.

The department is currently at 22 members and 3-part time day responders. They are requesting ideas and input on how to recruit more applicants/members.

Liquor Store Manager

Manager Vetsch presented the June, 2019 monthly liquor store report, which showed gross sales for June of \$124,815.85, best sales month ever for the store. Moving into summer on a positive note even though the weather has not cooperated.

Museum Director

Director Holje reported on the following projects and happenings at the History Center:

Grants

Active: Window Restoration. Report due July 30. 33 Windows have been completed and the grant has been finalized.

Scanned 1840 photos from our collection – finished; report submitted

Lighting Evaluation –No more news consultant has not been back, nor do we have his report

Motion by Weseloh, seconded by Hungerford to accept the bid from Kinetico in the amount of \$8,290 to install a water softener system at the History Center building. The Board of DAHS will be asked to contribute 50% of this cost. Motion carried with Carlson voting no.

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Happenings

Summer Music Jam – First jam went well. Audiences are encouraged. Mondays July 29, and Aug 26, Come and join the fun – keyboards, voices, other instruments. Everyone welcome

Cool It at the Mushroom. Thursday evenings, 6-8:30.
Two left, July 18 with Harland Anderson when music it moves to the History Center, and July 25.

Annual Flower Show, July 25

Seed Corn: from Maize to Amazing and Manthei Farm Dioramas
Exhibited through Labor Day.

Celebrating Summer, Scandinavian Dancers, June 22, Successful
Norskefolkdanslaget and Aanie Onnenn

“The Red Wheelbarrow” Wingding and Art Sale and Exhibit opens will continue until Aug. 10
Event on June 29 was fun.

Public Works Department

Director Otten presented the following departmental information:

Street Department-

- Weed Spraying has been done once and will be done again soon
- Meeker Highway Dept. graded Pacific Avenue
- The Street sweeper needed a few minor repairs but have been completed and sweeping has been done
- Missing storm grates have been ordered
- Numerous streets sustained damage due to the past winter’s thawing and freezing and repairs will need to be completed.

Motion by Weseloh, seconded by Hallquist to complete the pickleball court striping at a cost of \$1,100. Motion carried unanimously.

Water Dept. / Water Plant-

- The Chlorine Booster pump that went out last month came in last week, been installed and is back in service.

Sewer Department-

We are planning to run the sewer plant this fall during the discharge window for treated waste water. The plan is to pump up to 17M gallons as allowed under the City’s permit. In order to do so, the following lab equipment must be purchased, to be used for required testing, and is available through HACH Supply:

- Lab Oven #1428900 -- \$708.00
- Analytical Scale #2936901 -- \$2848.00
- Vacuum Pump # 2947000 -- \$1822.00

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- Dessicator Cabinet #2618100 -- \$200.00
- Dessicator Drier #2088701 -- \$22.00
- Filtering Flasks # 54649 X5 -- \$31.95 each
- Filter Holder #1352900 X2 -- \$15.00 per pack
- Tweezers -- \$304.00

Motion by Weseloh, seconded by Hallquist to purchase the required sewer testing equipment from HACH Supply in the amount of \$6,093.75. Motion carried with Carlson voting no.

The Council approved publishing notice to accept sealed bids for 2007 Arctic Cat 500 4-wheeler.

- Otten will be in training for sewer certifications from August 13 - 15

Buildings/ Equipment-

- Repairs were made on one Kubota mowers

Motion by Hungerford, seconded by Weseloh to trade in the 1985 Allis-Chalmers 6140 and the 2003 Bobcat S185 to Farm-Rite; and to purchase a new 5600 Bobcat Toolcat for the state bid cost of \$30,781 from Public Works Capital Outlay account 101-.41000-500. Motion carried with Carlson voting no.

City Engineer

DeWolf provided an update on the south storm sewer pond project. The contractor jetted the line last week and the next step is to televise it. The DNR will require the property owner to get a conditional use permit to allow fill to be added at the site of the Lake Street storm sewer project. No easement has been signed by the property owner at this time.

Property owner Jack Adams, 361 Lake St requested the city make a reasonable monetary offer for the easement that is being requesting to install the new Lake Street.

DeWolf will research costs paid for easements and report back to the Council.

The City received plan review approval from MN Department of Health and final pre-loan approval from MN Public Facilities Authority for the water treatment facility rehab project.

Sheriff's Report

Deputy Bondhus reviewed the Sheriff's report which showed 75 calls for the month of June.

BUSINESS ITEMS

The Council will hold a special meeting on August 19, 2019 at 5:30 to discuss the Nuisance Ordinance.

Motion by Carlson, seconded by Hallquist to approve renewing the Dassel Cokato Area Trail Committee Memorandum of Understanding, which is scheduled to expire 12/31/2019 and continue the annual contribution of \$5,000 for trail maintenance. Motion carried unanimously.

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Motion by Carlson, seconded by Hallquist to reimburse Betty Anderson, 203 Circle View Drive \$120.00 for the plumbing bill she incurred due to Public Works turning off her water in error. Motion carried unanimously.

The Council took a 5-minute recess at 8:55 p.m.

The meeting was closed at 9:00 p.m. to conduct Public Works Director Otten, Probationary Review.

The meeting was reopened at 9:20 p.m. and Mayor Hungerford announced that Public Works Director Otten had successfully completed his probationary review.

Motion by Weseloh, seconded by Carlson to approve a \$.50 per hour end of probation increase to Mitchell Otten effective retro-actively to May 12, 2019. Motion carried unanimously.

Motion by Carlson, seconded by Weseloh to adjourn the meeting at 9:25 p.m. Motion carried unanimously.

ATTEST:

Ron Hungerford
Mayor

Terri Boese
Clerk/Treasurer