

**CITY OF DASSEL
DASSEL CITY COUNCIL**

**Regular Meeting
December 4th, 2006
7:00pm**

AGENDA

1. Call to Order

**PUBLIC HEARING TRUTH IN TAXATION 2007 TAX YEAR
*Power Point Presentation***

2. Approval of Minutes from November 20th, 2006 regular meeting, and November 27th, 2006 special meeting.
3. Citizens to be Heard (Open to all citizens, but please limit comments to 3 minutes, unless granted additional time by the Council)
4. Approval of Claims: General \$ / Liquor \$
5. Business Items:
 - a. Chuck & Cindy Nelson – Discussion of Sewer Backup
 - b. 2007 Enterprise Fund Budgets
 - c. 2007 Budget and Levy Adoption at Subsequent Meeting
 - d. Report from Personnel Committee
 - e. Building Inspection Contract 2007, Mid-Minnesota Dev. Comm.
6. Staff Reports

Liquor Store –

Police –

Public Works –
7. Council Items
8. Administrator Items
 - a. Fire Department Property Update
 - b. Transaction Closing for New Liquor Store Property

ADJOURN

Official Proceedings and Minutes Thereof, Dassel City Council, Regular Meeting, November 20th, 2006.

Pursuant to due call and notice thereof, the Dassel City Council convened in regular session November 20, 2006 at 7:00 p.m. at the Dassel City Hall. Meeting Called to order by Mayor Flachmeyer.

Councilmembers Present: Flachmeyer, Wilde, Lalone and Dunn.

Councilmembers Absent: None

Admin. Present: Mc Grath

Also present for parts of the meeting: B. Ryberg, Roz Kohls, Bill Ward, Pat Haapala, Donna Anderson, Rob Swendra, members of DCISC board

A resolution # 2006-10 declaring vacancy on the City Council and appointing a resident to fill out the unexpired term was moved by Wilde, seconded by Dunn, with the appointment of resident Pat Haapala to fill the unexpired term, carried unanimously. The oath of office was administered to Pat Haapala and she took her place at the City Council table.

Mayor Flachmeyer called to order the Public Hearing on Ordinance 01-2006, an ordinance regulating Individual Sewage Treatment Systems – Ordinance # 01-2006 is presented for the purpose of regulating the ongoing maintenance of Individual Sewage Treatment Systems (ISTS). The City of Dassel has the responsibility of regulating ISTS and maintaining records and annual reports on all systems within its corporate boundaries. The ordinance would become Chapter 54 of the Dassel City Code. The hearing moved to accept public comment regarding the ordinance. There being none the hearing was closed.

Minutes - On motion by Wilde, seconded by Lalone; approved the minutes of the, November 6th, 2006 regular meeting and and the November 8th special meeting, carried unanimously.

Citizens to be heard – None

Items of Business –

- a. **Chuck and Cindy Nelson** – chose not to appear pending the outcome of an investigation at their property of a sewer backup incident.
- b. **Action on ordinance # 01-2006 Individual Sewage Treatment Systems** – Having conducted a public hearing earlier in the same meeting on the adoption of an ordinance for the regulation of Individual Sewage Treatment Systems. The City Council were given an opportunity to question any areas of the ordinance. One note made was; the ordinance does not dictate installation procedures or design. Staff replied that the design and installation are dictated by MPCA standards which are duly noted within the ordinance. On motion by Wilde, seconded by Dunn; Ordinance # 01-2006 is adopted as Chapter 54 of the Dassel City Code, carried unanimously. A

summary of this ordinance will be published and upon 30 days following that published summary the Ordinance will be in effect.

- c. **Report From Arena Committee** – Rob Swendra and several members of the Dassel Cokato Ice and Sport Center were in attendance to update the Council on their project. The group shared their capital fund assets with the Council at a level of \$671,583.51 in cash, plus the land at the facility site. The hurdle they are up against is the cost of infrastructure to reach the site. A feasibility study has placed that cost at \$435,000.00 (Water, Sewer, Street, turn lane). No agreement has been reached with the other benefiting properties. The project will be up for consideration of another extension in Mid January 2007. The City will provide whatever technical assistance it can, but does not the financial resources to step in and pay for any of the infrastructure.
- d. **Report on Rider-ship Meeker County Transit** - Donna Anderson was in attendance to discuss the rider-ship levels of the Meeker County Transit Bus in response to Council seeking further information regarding the continuation of the service in the Dassel City Budget. During a 6 month period the bus carried 464 passengers. The numbers are moving upward as the public gets acquainted with the service. The City has budgeted just under \$6,000.00 in 2007 for continuation of the service.
- e. **Adoption of Enterprise Fund Budgets** – The Council was asked to consider adoption of the budgets for Enterprise funds. These include: Water, Sewer, Storm Water, and Liquor. It was noted that no amount was associated with the Liquor Fund Budget for insurance (Dram shop, Liability) coverage. This will be corrected and the budgets brought back at the next meeting.
- f. **Current Services Assessments for Certification** - Staff presented to the Council a list of current services including Water and Sewer bills that are at a minimum 90 days in arrears. The intent is to certify the amounts due for collection with taxes payable in 2007. Upon review the Council on motion by Wilde, seconded by Dunn; approve the list of amounts owed the City of Dassel to be certified to the Meeker County Auditor for collection with taxes payable 2007, carried unanimously. Staff clarified its understanding that the Council wishes to follow this means of collection rather than shut-offs of service.

Staff Reports - Bill Ward, Lakeside Home Administrator, reported on operations of the Lakeside Community Home. A draft of the agreement with Augustana Homes is being prepared and will be reviewed with the Council individually or in groups of two. A meeting will be held on Thursday, November 30th for the Nursing Home Board to consider the draft. The City Council can attend and a notice of the meeting will be posted to allow for open meeting laws. On motion by Lalone, seconded by Haapala; the financial statements, reports, and minutes of the Nursing Home Board are approved as presented, carried unanimously.

Council - Mayor Flachmeyer reported on her attendance at the Meeker County Development Commission. A topic of discussion was the area revolving fund which can be utilized for projects anywhere in Meeker County. The Dassel City Personnel Committee will be meeting the week of November 27th.

Administration:

a. Meter Project Report - A summary of the Water re-metering project conducted during 2006 was presented to the City Council. The original budget for the project was set in January 2006 at \$138,024.36. This amount included a contingency amount and also funding for a mobile computer reading device that was determined to not be needed. The project is 99+% completed with 4-5 installations yet to be made. All of these are very challenging for 1 reason or another, and will be dealt with as time and circumstances permit. The final cost of the project including an adequate inventory of new meters is \$107,394.91. This is \$30,629.45 under the original budget.

b. Special Meeting Monday, November 27, 2006 – The council on consensus approved a special meeting to be called on Monday November 27, 2006 at 7:00pm.

There being no further business the meeting was adjourned at 8:40pm.

APPROVED BY:

ATTEST:

Ava Flachmeyer, Mayor

Myles Mc Grath, Administrator

**Official Proceedings Dassel City Council
Special Meeting, Monday, November 27th, 2006 8:00am**

The Dassel City Council conducted a special meeting on Monday, November 27th, 2006.

Members Present: Mayor Flachmeyer, Councilmembers; Lalone, Wilde, Dunn, Haapala.
Members Absent: None

Staff Present: Administrator, Myles Mc Grath
City Attorney, Frank Kundrat

Mayor Flachmeyer called the meeting to order at 7:00pm.

The item of business was discussion of an investigation of a personnel matter being conducted by the City Attorney, Frank Kundrat. Mayor Flachmeyer instructed that the meeting move into closed session in accordance with open meeting law.

The special meeting was reopened at 8:05 pm, at which time the City Administrator was instructed to schedule a Personnel Committee session with Police Chief, Maria Pipal.

There being no further business the meeting was adjourned at 8:10pm

Ava Flachmeyer, Mayor

Myles Mc Grath, Administrator

City of Dassel Claims

LIQUOR

STORE CLAIMS

December 4, 2006

Howard K. Page	Liquor Store Rent	2,375.00
Alcohol & Gambling Enforcement Div.	Buyers Card	20.00
Arctic Glacier	Ice	78.65
Bernick Companies	Liquor, etc.	653.40
C & L Distributing	Liquor, etc.	8,598.05
Extreme Beverage LLC	Liquor, etc.	96.00
G & K Services	Mats	123.26
Griggs Cooper & Company	Liquor, etc.	5,681.38
Hutchinson Leader	Advertising	224.40
Johnson Brothers Liquor Co.	Liquor, etc.	3,791.20
KARP FM Radio	Advertising	237.00
Leo's Transfer	Freight	64.90
Locher Bros, Inc.	Liquor, etc.	3,662.00
M. Amundson LLP	Tobacco, etc.	610.73
Paustis & Sons	Liquor, etc.	437.00
Phillips Wine & Spirits	Liquor, etc.	5,179.04
Quality Wine & Spirits Co.	Liquor, etc.	3,967.96
Specialty Wines & Beverages LLC	Liquor, etc.	382.00
Viking Coca-Cola Bottling Co.	Liquor, etc.	1,285.85
Vinocopia	Liquor, etc.	82.00
Wine Merchants	Liquor, etc.	146.86
Bernick Companies	Liquor, etc.	468.10
C & L Distributing	Liquor, etc.	10,349.80
G & K Services	Mats	61.63
Griggs Cooper & Company	Liquor, etc.	1,811.31
J & P Marketing	Advertising	719.55
Johnson Brothers Liquor Co.	Liquor, etc.	1,463.85
Locher Bros., Inc.	Liquor, etc.	9,551.30

M. Amundson LLP	Tobacco, etc.	539.10
MediaOne	Advertising	175.00
Phillips Wine & Spirits	Liquor, etc.	3,219.18
Pinnacle Distributing	Liquor, etc.	123.00
Quality Wine & Spirits Co.	Liquor, etc.	2,025.95
Viking Coca-Cola	Liquor, etc.	1,594.55
Wine Merchants	Liquor, etc.	73.43

TOTAL LIQUOR STORE-NOVEMBER \$69,872.43

GENERAL FUND CLAIMS

December 4, 2006

Bethany Rydberg	Taping Council Mtg. 11-06-06	35.00
Ron's Amoco	Gas & Repair-Police Dept.	273.15
Wells Fargo	Savings Deposit-11-07-06	170,000.00
Third Street Café	Election Expense	39.62
Wells Fargo	Payroll – 11-10-06	17,142.39
Wells Fargo	Employer Shr. S.S. – 11-10-06	840.42
Wells Fargo	Employer Shr. Medicare – 11-10-06	248.58
PERA	Employer Share – 11-10-06	1,166.67
Principal Mutual Life Ins.	Additional Prem.	1.20
Dassel Volunteer Fire Dept.	City Share Grant	175.00
Dassel Post Office	Postage for Utility Bills	127.11
Xcel Energy	Overhead Service-New Liquor Store	6,398.00
Dassel Firemen's Relief Assn.	Fire State Aid 2006	33,914.00
Meeker Cooperative	Service	1,302.77
Xcel Energy	Service	5,011.59
Wells Fargo	Payroll – 11-24-06	16,828.38
Wells Fargo	Employer Shr. S.S. – 11-24-06	855.49
Wells Fargo	Employer Shr. Medicare – 11-24-06	244.02
PERA	Employer Share – 11-24-06	1,097.55
Citizens State Bank	Gen. Obl. Equip. Cert #2005A	22,887.50
	Prin. \$20,000.00 – Int. \$2,887.50	

Stonelake Title	Purchase of A+ Sports Property	590,546.00
Wells Fargo	Savings Deposit – 12-01-06	150,000.00
Phillip Anderson	Election Judge – 11-07-06	55.35
Arlene Newstrom	Election Judge – 11-07-06	64.58
Marge Piepenburg	Election Judge – 11-07-06	55.35
Claudette Nelson	Election Judge – 11-07-06	61.50
J. David Anderson	Election Judge – 11-07-06	36.90
Gwen Hallquist	Election Judge – 11-07-06	36.90
Earl Nordstrom	Election Judge – 11-07-06	36.90
Dale Lund	Election Judge – 11-07-06	36.90
Ruth Karli	Election Judge – 11-07-06	36.90
Al Dunn	Programming Cable Channel	37.00
CenterPoint Energy	Service	1,422.12
Corporate Express Inc.	Supplies	158.48
Dassel Post Office	Annual First Class Mail Presort	160.00
Dassel Volunteer Fire Dept.	Claims	4,464.69
Embarq	Service	721.94
Embarq	Service	113.01
Herald Journal Press	Publications, etc.	436.61
Health Partners	Employer Share	3,958.79
Health Partners	Employee Dental Prem.	464.40
Meeker County Public Transit	Transportation Service-October 06	480.00
Mid-Minnesota Development Corp.	Bldg Insp. Fee-October	414.30
Minn. Dept. of Health	Food License	445.00
Minn. Elevator Inc.	Museum Elevator Insp.-November	190.18
Myles McGrath	Reimb. Mileage-various meetings	246.53
Northern Safety	Key Cabinet	39.52
Office Max	Supplies	170.28
Petty Cash	Postage, etc.	62.23
Pitney Bowes	Postage Machine Rent	186.00
Principal Mutual Life Ins.	Employer Share	161.92
Robert Wilde Studio	Framing Pictures	104.18
Sundblad Construction	Sanitary Sewer-7 th St & Pacific Ave (Asplin & Soderberg)	27,470.00

Viking Coca-Cola	Pop	38.00
Wells Fargo	Training-McGrath	325.00
	TOTAL GENERAL FUND	\$1,061,825.90

UTILITY DEPARTMENT

A/C Generators	Maintenance Contract-Lift Stations	870.00
Bargen Inc.	Infrared Patches	2,960.00
City of Litchfield	Opened Storm Sewer	200.00
Crow Chemical & Lighting	Blizzard Snow Plow Wax	287.19
Dassel Co-op Dairy Assn.	Gas-Utility Dept.	638.25
Dave's Auto & Truck Repair	Service-Ford L8000 Truck	375.29
Earl F. Andersen, Inc.	Signs	531.12
G & K Service	Uniforms & Mats	155.68
Gopher State One-Call	Service	63.80
Northern Tool & Equipment	Parts	469.61
MacQueen Equipment Inc.	Parts-Street Sweeper	246.14
McCarthy Gravel	Gravel-Wastewater Roads	503.62
Meeker Washed Sand & Gravel	Rock for around Shop	274.93
Mid-American Research & Chemical	Drain Opener	109.97
Minn. Wastewater Operators Assoc.	Membership Dues-Scepaniak	25.00
Northern Safety Co., Inc.	Key Cabinet	39.51
MVTL Laboratories, Inc.	Testing, etc.	293.55
Olsen Chain & Cable, Inc.	Banner Clamps	457.95
Opsahl Plumbing & Heating LLC	Parts & Labor-Water Treatment Plant	249.23
Safety First	Training-December	180.00
USA Blue Book	Manhole Setter Sling & Hydrant Hose	315.79
	Valve Assembly	
	TOTAL UTILITY	\$9,246.63

POLICE DEPARTMENT

BusinessWare Solutions	Parts for Computer	60.63
Cokato Bumper to Bumper	Parts-Impala Squad	59.62
Corporate Express	Supplies	109.10
Kirk Asplin Oil Co., Inc.	Gas-Police Dept.-October	432.06
Law Enforcement Systems, Inc.	Parking Violation Labels	66.00

Litchfield Family & Psychological Services	Psychological-Ashley Byers	250.00
Royal Tire	Tires-Impala & Ford Squads	696.70
Steve Lecy	Reimb-Meals	45.22
Streicher's	Uniforms, etc-Ashley Byers	114.49
	TOTAL POLICE	\$1,833.82

TOTAL GENERAL-UTILITY-POLICE \$1,072,906.35

TOTAL LIQUOR \$69,872.43

TOTAL \$1,142,778.78

Memorandum

To: Dassel City Council

From: Administrator, Mc Grath

Business Items:

a. Chuck and Cindy Nelson Backup of Sewer - A sanitary sewer backup was experienced at the Chuck and Cindy Nelson at 100 7th street (County #4). The incident was reported immediately to the LMC insurance trust. The LMC insurance investigator had determined that the City was not negligent. There was new evidence that had the investigator re-examining the incident. That has resulted in the same determination by the adjuster which states that the City was not negligent, therefore the claim has been denied.

b. Adoption of Enterprise Fund Budgets – The Enterprise Fund budgets have been in Council hands for several weeks. There was an insurance component missing in the Liquor Fund Budget that has been corrected. The revised Liquor Fund Budget will be available for the meeting. *Keeping with the schedule that was outlined for the 2007 budget process staff would ask for any alterations. If there are none, or they are minor then it would be in order to approve the budgets by Council motion. If there are major changes then the budgets can be brought back again at the next regular meeting.*

c. 2007 Budget & Levy Adoption Process – If the Truth in Taxation hearing has been completed and does not require a continuation, the Council should be focusing on any comments and considerations from the hearing to arrive at a final budget which can not be adopted at this meeting but will be at a subsequent meeting scheduled as a business item on the regular meeting of December 18, 2006.

d. Report from Personnel Committee - The Personnel Committee met on Thursday November 30th, 2006, to consider personnel matters, and arrive at recommendations for compensation adjustments. Their recommendation on compensation is:

1. To adjust salaries by 3% as Cost of Living, and to make a 2% increase as a merit adjustment, the basis of which are the employee performance evaluations.
2. Add an additional position at Maintenance Worker II level effect January 1, 2007.

Members of the Personnel Committee are Council members Lalone and Wilde, Employee representative is David Scepaniak. *The Council should consider these recommendations, if acceptable, approve on motion.*

d. Building Inspection Contract 2007, Mid-Minnesota Development Commission - The City of Dassel has an annual contract with Mid-Minnesota Development Commission to provide building inspection services. The contract has been presented for renewal to cover the 2007 season. The current building inspector is Sid Fossan whom has performed the bulk of inspection services during 2006. This item was brought to the City Council at their November 6, 2006 regular meeting. The Council instructed staff to

determine if there were other inspection service providers that could provide building inspection at a better rate. Staff has checked for other providers and there are others that may be interested in providing the service. The current inspection provider uses a rate that is lower than the typical rate schedules used. The share of overall permit cost percentages do become deceptive when it is considered that many use a different fee schedule. The resulting effect is quite often increased costs to the residents. *Staff still recommends the Council approve the contract for inspection services with Mid-Minnesota Development Commission for the 2007 season by authorizing the City Administrator to sign the contract for services. If it is wished to search further for services an RFP can be prepared, and quotes collected. If a favorable situation presents itself a transition can be made at any time.*

STAFF REPORTS –

Liquor Store: Marvin Vetsch - Monthly report, Any questions regarding the 2007 budget for Liquor Store operations?

Police: Chief Pipal, Monthly report

Public Works: David Scepaniak, Monthly report,

Memorandum

To: Dassel City Council

From: Administrator, Mc Grath

8. Administrator Items

- a. Fire Department Property** - Update on the status of the purchase of property adjacent to the Dassel Fire Department Facility.

- b. Transaction Closing of the Property for Liquor Store** – Closing on the purchase of property at 800 Parker Ave. West occurred Friday December 1, 2006. The transaction included the planned sale of a portion of the property to Martin Boerboom which will become the new home of Custom Precision Technology, Inc., Dassel's newest business resident.