

**MINUTES  
CITY OF LONSDALE  
REGULAR CITY COUNCIL MEETING  
December 11, 2008**

**1. CALL TO ORDER**

Mayor Rud called a meeting of the Lonsdale City Council to order at 7:00 pm in the Council Chambers at 415 Central Street West.

**2. PLEDGE OF ALLEGIANCE**

Everyone stood and recited the Pledge of Allegiance.

**3. ROLL CALL**

Present: Daleiden, Kodada, Rud, Smith, and Furrer

Absent: None

Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, Police Chief Schmitz, and City Engineer Kevin Kawlewski

**4. AGENDA**

Mayor Rud asked if anyone had any additions, deletions, or corrections to the Agenda.

A motion was made by Kodada and seconded by Smith to approve the agenda as presented. Vote for: Daleiden, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

**5. APPROVAL OF MINUTES**

None

**6. PUBLIC HEARINGS**

None

**7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS**

None

**8. APPROVAL OF THE CONSENT AGENDA**

A motion was made by Kodada and seconded by Daleiden to approve the consent agenda as follows:

- a. Consider Approval to Schedule a Public Hearing for Monday, December 22, 2008 at 7:00 pm Pertaining to Submission of a Small Cities Grant Application
- b. Consider Approval to Schedule the City Council's Annual Meeting for Monday, January 5, 2009 at 7:00 pm

- c. Consider Approval to Schedule a Public Hearing Regarding Ordinance 2009-226 (2009 Fee Schedule) for Monday, January 5, 2009 at 7:00 pm

Vote for: Daleiden, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

## 9. OLD BUSINESS

None

## 10. NEW BUSINESS

- a. Presentation of a Donation From the Lonsdale Lions to the Lonsdale Food Shelf  
Rud stated that a donation from the Lonsdale Lions to the Lonsdale Food Shelf has been rescheduled for the December 22<sup>nd</sup> meeting.
- b. Consider Approval to Increase Candis Bastyr's Wage From Grade 3 / Step 2 (\$13.24/hr) to Grade 5 / Step 4 (\$15.34/hr) Due to Increased Job Responsibilities Effective January 1, 2009

Erickson summarized Police Chief Schmitz's staff memo. Erickson stated that Candis Bastyr has been Lonsdale's part-time police department receptionists since she was hired on August 28, 2006. He mentioned that the proposed pay rate of \$15.34/hr is due to additional job responsibilities placed on Bastyr. Schmitz said that Bastyr plays a big role in keeping the day-to-day operations of the police department going. He said that he is very happy with her job performance. Daleiden asked about the City's wage step process. Erickson briefly explained the pay scale step process. Furrer asked if the police department was thinking about hiring her on full-time anytime soon. Schmitz projected that full-time status for Bastyr may be a possibility sometime around 2011.

A motion was made by Kodada and seconded by Daleiden to approve an increase in Candis Bastyr's wage from Grade 3 / Step 2 to Grade 5 / Step (\$15.34/hr) starting January 1, 2009. Vote for: Daleiden, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

- c. Consider Approval to Re-Hire Andy Sirek as Part Time Police Officer at Grade 8 / Step 1 (\$17.13/hour)

Schmitz stated that Andy Sirek had worked as a part-time police officer for the Lonsdale Police Department back in 2006. He said that while Andy was employed with the City of Lonsdale, he had a good work ethic and worked well with the community and other City staff. He recommended hiring Mr. Sirek at \$17.13 due to his knowledge and experience in law enforcement. Kodada asked if he would need to go through training again. Schmitz said that it would just take a couple of days for Sirek to familiarize himself with the department again. He also mentioned that Sirek already has all of his equipment.

A motion was made by Daleiden and seconded by Smith to re-hire Andy Sirek as a part time police officer at Grade 8 / Step 1 (\$17.13/hour). Vote for: Daleiden, Kodada, Rud,

Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

Schmitz commented that things have quieted down since school has started. He said that the department will be working on cutting down on vandalism incidents for over next year. Smith asked if the City would be advertising for any more police officers. Schmitz said that they may try to pickup one more part-time officer. Rud asked if the pay scale would be set to make things fair for all of the officers. Erickson said that wages would be approved at the next meeting.

d. Consider Approval of a Proposal Submitted by WSB & Associates, Inc. in the Not-To-Exceed Amount of \$5,875.00

Kawlewski stated that the City Administrator, Public Works Director, and himself recently met with MnDOT in Rochester regarding cost sharing possibilities for the Hwy 19 project. Kawlewski said that MnDOT agreed to help fund the proposed pedestrian ramps and storm sewer work. He mentioned that when MnDOT money is involved in a project, then the City must go through a formal process when acquiring additional land for projects. Kawlewski said that WSB will obtain title reports, prepare easement parcel sketches, prepare easement descriptions, and do the staking work for the Hwy 19 Sidewalk Project. He mentioned that the City Administrator will handle the land negotiations to help save the City money. Kawlewski mentioned that the new sidewalk will run on the south side of Hwy 19 from Casey's General Store to Co. Rd. 4. He said that MnDOT would like to eliminate as many unnecessary accesses as possible throughout the project. Rud said that the City should pursue plans to insert insignias on the pedestrian ramps showing the City's logo, flag, or heritage. He suggested pricing out pavers for the ramps. Kawlewski said that the new sidewalks will be 1 – 2 feet wider in some areas. Furrer asked if the project will close down any roads in the downtown area. Kawlewski said that there will not be any road closures. He said that sidewalks should be usable by the first of August and in time for Community Days. Kawlewski provided the Council with a breakdown of WSB's proposal costs.

A motion was made by Daleiden and seconded by Kodada to approve a proposal submitted by WSB & Associates, Inc. in the not-to-exceed amount of \$5,875.00. Vote for: Daleiden, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

e. Consider Approval of Pay Request # 9 / Final Payment in the Amount of \$81,742.46 to Chard Tiling and Excavating, Inc. for the County Road 96 Street and Utility Improvement

Kawlewski stated that the County Road 96 Improvement project is complete, and he recommended final payment to Chard Tiling and Excavating in the amount of \$81,742.46. He provided the Council with a copy of the following documents for review: tax withholding, signed lien waivers from all sub-contractors, final application for payment, consent of surety for contract closeout, and a two year warranty bond required per the contract.

A motion was made by Kodada and seconded by Furrer to approve Pay Request # 9 /

Final Payment in the Amount of \$81,742.46 to Chard Tiling and Excavating, Inc. for the County Road 96 Street and Utility Improvement. Vote for: Daleiden, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

## 11. OTHER BUSINESS

### a. Project Updates

Kawlewski stated that the Commerce Drive SE cul-de-sac was completed by Niles Wiese. He said that the CSAH 33 Trail project was finished except for guard rail and paving work which will be completed next year.

Erickson warned the City Council that the State of Minnesota will most likely be cutting a percentage of the City's Local Government Aid (LGA). He said that the City needs to start thinking about what services and priorities they want to see in the budget for 2009. He reminded the Council that the final 2009 budget has not been adopted yet. He also suggested scheduling a work session meeting before the end of the year to discuss the issue.

### b. Department Reports

*Council Member Daleiden*  
None

*Council Member Kodada*

Kodada mentioned that the Park Board held a public hearing on December 9<sup>th</sup> regarding a proposed Lonsdale Dog Park. He said that five dog park supporters showed up to relay their comments. He said that the Park Board recommended that the City pursue Tree City USA status over the course of 2009. He stated that the Board also reviewed parkland dedication concepts for the proposed industrial park. Kodada stated that the warming house roof was complete and shingles would be installed soon.

*Council Member Smith*  
None

*Council Member Furrer*  
None

*Mayor Rud*

Rud stated that the City has been working on recruiting a couple of businesses to town. He said that the City recently had a very successful meeting with an interested business that liked the aggressiveness of Lonsdale. He mentioned that the annual gift giving program will be providing toys and gifts to needy children and families during the week of December 14<sup>th</sup>. Rud also said that they will be holding interviews over the next week for the open advisory board seats.

Erickson said that the 11<sup>th</sup> Avenue NE and 12<sup>th</sup> Avenue NE Drain Tile project was complete. He mentioned that two out of three rear yard catch basins were tiled.

Erickson said that that Lonsdale Liquor Wine Tasting Event raised \$506 for the Lonsdale Food Shelf. He also said that Lonsdale Liquor finished in 5<sup>th</sup> place in food shelf donations amongst participating MMBA members.

**12. ADJOURNMENT**

A motion was made by Kodada and seconded by Smith to adjourn the meeting. Vote for: Daleiden, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried. The meeting closed at 7:53 pm.

Respectfully Submitted:

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Joel A. Erickson, City Administrator