

**MINUTES
CITY OF LONSDALE
REGULAR CITY COUNCIL MEETING
February 24, 2011**

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, Furrer, and Pelava

Absent: None

Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, and Public Works Director Russ Vlasak

4. AGENDA

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

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

5. APPROVAL OF MINUTES

A motion was made by Kodada and seconded by Pelava to approve the Minutes from the January 27, 2011 Regular Meeting and the February 10, 2011 Regular Meeting. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Against: None. Vote: 5-0. Motion carried.

6. PUBLIC HEARINGS

None

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

Kathy Kahler, 315 2nd Avenue SW, provided the City Council with a copy of the two petitions that she provided to the Planning Commission at their meeting on February 17, 2011, asking the City Council to revisit Ordinance 2010-238, specifically concerning the keeping of chickens. She stated that she would like to keep a small amount of chickens on her property, and she also stated that she wanted the City to consider changing the animal ordinance that was adopted in November 2010 to allow for chickens in town contingent upon a permit or certain criteria. She read through her proposed ordinance provisions, and she also provided the Council members with further detailed information on the subject.

Rud asked Planner Baker to comment. Baker noted that the Planning Commission stated that they could probably revisit the issue at one or more of their meetings scheduled this Spring-Summer 2011. He mentioned that Kahler is actually on the “Grandfathered List” for Ordinance 2010-238 because she raised chickens on her property at 315 2nd Avenue SW in 2010, before the new ordinance was passed on November 8, 2010.

8. APPROVAL OF THE CONSENT AGENDA

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

- a. Monthly Bills
- b. September Treasurer’s Report
- c. Board and Commission Minutes

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

9. OLD BUSINESS

- a. Consider Approval to Schedule a Special City Council Meeting for Wednesday, March 9, 2011 at 6:30 pm at the Lonsdale Public Library Meeting Room

The Council directed City staff to advertise and send letters out to the properties that would be directly affected by an Area 5 Reconstruction project. Rud stated that the letter should read informational only (no formal action will take place at the meeting). Due to the projected attendance of the meeting, the City Council decided to hold the meeting at the Lonsdale Public Library Meeting Room. The Council noted that the March 9th special meeting will take the place of the regular meeting on March 10th.

A motion was made by Kodada and seconded by Furrer to schedule a Special City Council meeting for Wednesday, March 9, 2011 at 6:30 pm at the Lonsdale Public Library Meeting Room. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Against: None. Vote: 5-0. Motion carried.

10. NEW BUSINESS

- a. Northfield Area Ambulance Association (NAAA) Update – Fritz Duban
Northfield Area Ambulance Association President Fritz Duban provided an update on the recent February 23rd NAAA meeting. He mentioned that calls were up 6.8% compared to last year, and that there were 122 transports specifically out of Lonsdale. He explained the Association’s financial status, and he mentioned that they are trying to keep the costs around \$1/capita for the local governmental entities due to the poor economy and tight budgets. Duban mentioned that the next meeting will be on May 25th at the Lonsdale Fire Department.

The Council thanked Duban for the update and his good work as the NAAA President.

b. Consider Approval of the Lonsdale Fire Department's Proposed 2012 Annual Budget and Review of 2010 Department Activity

Fire Chief Mike Yetzer provided the Council with the Fire Department's proposed 2012 Budget and with a copy of the 2010 Fire Department Activity Report. Yetzer went through the activity report with the Council detailing type and number of calls, location responses by entities, and training information.

Yetzer also briefed the Council on the proposed 2010 Budget, and he stated that the budget will increase by \$2,000.00 to account for FICA and workman's compensation. Kodada asked about the status of the County-wide 800MHz project. Yetzer said that the 800MHz system may go online by the 3rd Quarter of this year. The Fire Chief also provided an update on the fire trucks that will be replaced over the next few years. He mentioned that the aerial lift tuck will be completely paid off in 2 years.

A motion was made by Kodada and seconded by Pelava to approve the Lonsdale Fire Department's Proposed 2012 Annual Budget and accept the 2010 Department Activity Report. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Against: None. Vote: 5-0. Motion carried.

c. Consider Approval of a Commercial Site Plan for 612 Industrial Dr. SE, Showing a 30' x 80' Addition to Great Wrench Auto Repair

Baker provided the City Council with a staff report explaining the subject property location, request, zoning/setback impacts, and project details. The report also included a site plan survey showing the proposed location of the 30' x 80' addition and a detailed building elevation. Baker stated that the Planning Commission recommended approval of the site plan at their meeting on February 17, 2011. Vlasak mentioned that the City should probably obtain a 30 ft – 60 ft drainage easement over the western portion of the property, in order to easily access, clean, and maintain Heath Creek. Furrer asked about the roof line. Pelava stated that the new building's roof line will match up to the existing building and continue at the same slope down to a gutter system on the west-side of the proposed building addition.

A motion was made by Daleiden and seconded by Furrer to approve a Commercial Site Plan for 612 Industrial Drive SE, showing a 30 ft. x 80 ft. building addition to the west side of Greatwrench Auto Repair contingent upon the following conditions:

1. Work on the project shall not begin until a building permit has been issued by the Building Inspector.
2. Parcel 1925300005 (1.3 acres – west parcel) and Parcel 1925300004 (0.7 acres – east parcel) shall be combined and recorded at Rice County. *Note: Without a parcel combination, the proposed 5 ft. side yard setback on the west would not comply with the required 20 ft. side yard setback.*

3. A 30 – 60 ft. wide drainage/maintenance easement shall be provided by the property owner and placed over of the western side of the newly combined Parcels 1925300005-1925300004 to provide adequate and necessary maintenance access along Heath Creek. Said easement shall run from the north-side (Hwy 19 Right-of-Way) to the south-side of the property. The City shall be responsible for all associated document creation and recording costs related to said easement.
4. In cooperation for allowing the City to place an easement on the applicant's property, as stated in Condition # 3, a deduction of \$225.00 from the applicant's Land Use Permit escrow account shall suffice for the tree planting requirements stated in City Code §153.062. Said \$225.00 will go towards the City's Adopt-a-Bench program, and the associated name plate label will be determined by the applicant.

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

- d. Consider Approval of Resolution 2011-04, a Resolution Approving an Application to the Public Facilities Authority (PFA) for a Loan From the Clean Water Revolving Fund
Water Treatment Plant Consulting Engineer Bill Chang of BDM, provided the City Council with the latest plans and specifications for the proposed Water Treatment Plant to be located along Idaho Street SW. He went over each page of the updated plans with the Council, and he noted that City staff and Council Member Pelava recently reviewed the plans in detail. He talked about borrowing fill from the east side of the parcel, different service platform options, mezzanine level construction, placement of security lighting, and driveway surfacing. Kodada stated that gates should be added to the mezzanine level for greater storage access. Pelava asked if the water heater could be moved to the mezzanine. Chang explained that due to the size of the water heater, it would be more feasible for it to remain on the ground level. Kodada provided insight on matching exterior block color and mortar color. Daleiden commented about the Liquor Store's success with the new energy saving lighting system recently implement, which has saved the store a substantial amount of money, and he wondered if a similar lighting system would benefit the new treatment plant. Chang noted that the inside of the facility will be lit mostly by natural light. Erickson stated that he would like to have all the City's facilities on a consistent lighting system. Erickson also provided a brief summary of the PFA loan application details. He noted that the loan would be a 20-year loan slated for an interest rate between 2.25 - 2.5%.

A motion was made by Daleiden and seconded by Furrer to approve Resolution 2011-04, a resolution approving an application to the Public Facilities Authority (PFA) for a loan from the Clean Water Revolving Fund. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Against: None. Vote: 5-0. Motion carried.

- e. Consider Approval of the Lonsdale Police Department's 2010 Annual Report
Police Chief Jason Schmitz provided the City Council members with a copy of the 2010 Annual Police Report. Schmitz read through the entire report detailing crime event stats,

investigations, staffing, vehicle/equipment updates, event/enforcement participation, animal control, and the reserve program initiative. He also provided the Council with correlating event incident report count sheets and associated colored graphs. Pelava asked if the Police Reserves would be ready to help with Lonsdale's summer festivities. Schmitz stated that the Reserves should be ready. The Council thanked Schmitz for his detailed report.

A motion was made by Furrer and seconded by Pelava to approve the Lonsdale Police Department's 2010 Annual Report. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Against: None. Vote: 5-0. Motion carried.

f. Consider Approval of Resolution 2011-05, a Resolution Approving a Transfer of \$100,000.00 from the Liquor Fund to the Sewer Fund

Erickson explained that \$710,000.00 was transferred from the Sewer Fund to the Liquor Fund to help finance the 2006-2007 construction of the off-sale liquor store, Lonsdale Liquor (located in the Rolling Ridge Market Place). He said that the Liquor Store Committee has made a commitment to repay the Sewer Fund back as the cash becomes available. He mentioned that back in 2009, the Liquor Store made its first payment of \$30,000.00, and \$9,999.99 was transferred to the Sewer Fund in 2010. Erickson also explained that the large increase in cash during 2010 can be attributed to inventory reduction efforts by the Liquor Store Committee and Management, an increase in per sales amounts, an increase in gross sales, and economic conditions favoring off-sale liquor stores compared to on-sale establishments. Erickson noted that once inventory is at a lower and steadier level, that cash will not increase as much as it did in 2010 and is anticipated to in 2011. He said that throughout the year, City staff will continue to examine the Liquor Store cash and investment balance, and if it remains steady at \$100,000.00, staff will probably be recommending a transfer of \$25,000.00 midway through the year in addition to the monthly transfer of \$1,600.00.

Liquor Store Manager Lynette Moe stated that the new Liquor Store has been a great amenity to the City. She mentioned that there have been some flops and some great successes along the way. Moe attributed some of the store's success to the free public tasting events, loyalty punch cards, and other fresh ideas produced by the Store's staff. Rud thanked the Liquor Store Staff and Committee for doing an excellent job with the store's financial achievements.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2011-05, a resolution approving a transfer of \$100,000.00 from the Liquor Fund to the Sewer Fund. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Against: None. Vote: 5-0. Motion carried.

g. Consider Approval of Resolution 2011-06, a Resolution Authorizing the City of Lonsdale to be a Party to the Minnesota Water Agency Response Network (MnWARN)

Erickson stated that City staff was recently made aware of a program called Minnesota Water/Wastewater Response Network (MnWARN), which is a statewide response program to utility emergencies and disasters through mutual aid assistance for water,

wastewater, and storm water utilities in Minnesota. He mentioned that the benefits of MnWARN are:

- No cost to participate
- Like investing in no cost insurance policy to access resources when needed
- Increases emergency preparedness and coordination
- Enhances access to specialized resources
- Expedites arrival of aid (do not have to work out administrative items – the agreements and WARN protocol work themselves out in advance)
- WARN agreement contains indemnification and worker’s compensation provisions to protect participating utilities and provides reimbursement protocol

He said that the purpose of the agreement is to provide a framework in the event of an emergency for the parties to participate in an intrastate program for mutual aid assistance. He proceeded to go through all the main points of the mutual aid agreement, including: request for assistance; responding party personnel; cost reimbursement; disputes; receiving party’s duty to indemnify; damage to equipment; worker’s compensation; insurance; withdrawal; intrastate and interstate mutual aid and assistance programs; and new members.

A motion was made by Kodada and seconded by Daleiden to approve Resolution 2011-06, a resolution authorizing the City of Lonsdale to be a party to the Minnesota Water Agency Response Network (MnWARN). Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Against: None. Vote: 5-0. Motion carried.

h. Consider Approval of Resolution 2011-07, a Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

The Council reviewed the plans and specifications earlier in the meeting under Agenda Item 10(D). Chang and Erickson explained how and where the project would be advertised.

A motion was made by Daleiden and seconded by Pelava to approve Resolution 2011-07, a resolution approving plans and specifications and ordering advertisement for bids for the water treatment plant. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Against: None. Vote: 5-0. Motion carried.

11. OTHER BUSINESS

a. Department Reports:

Council Member Daleiden

Daleiden stated that the next Liquor Store report will be on March 1st.

Council Member Kodada

Kodada stated that the next Park Board meeting will be on March 8th. Kodada stated that the Public Works Department has been doing a good job of plowing/removing snow through the major snow events that have occurred this winter.

Council Member Furrer

Furrer mentioned that Skywarn recently went through CPR training. She said that there was not a Library Board meeting in February. She also mentioned that the EDA was going to be reviewing the Rice County regulations in order to erect a City promotion sign along Interstate-35.

Council Member Pelava

Pelava stated that he recently took part in reviewing the water treatment plant plan details along with City staff and BDM. He said that the Planning Commission reviewed proposed fence ordinance regulations at their last meeting. He noted that the Planning Commission received a petition from Kathy Kahler to allow for a limited amount of chickens with a permit. He also noted that Edward Bastyr talked to the Planning Commission about a drainage issue on his property at 315 3rd Avenue NE. Pelava stated that the Planning Commission listened to Bastyr, and then they directed him to talk with City Administration and/or Engineering about the issue.

Council Member Rud

Rud said that the next Meeting with the Mayor will be on March 12th from 8:30am – 10:30am. He stated that the Lonsdale Chamber of Commerce Expo will be on Saturday, March 5th. He directed the Public Works Director to research and initiate a City Adopt-a-Fire Hydrant program. He also asked the Public Works Department to flag all of the fire hydrants. He mentioned that the Chamber is thinking about hosting additional events on the City's 10-acre parcel on South Main Street along with the July 3rd Family Fun Night. He said that the Fireman's Banquet will be on March 5th. Rud stated that City's water tower needs to be washed and/or painted soon.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Pelava to adjourn the meeting. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Against: None. Vote: 5-0. Motion carried. The meeting closed at 8:54 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator