

**MINUTES
CITY OF LONSDALE
REGULAR CITY COUNCIL MEETING
MARCH 13, 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: Duban, Kodada, Rud, Smith, and Furrer

Absent: None

Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, Public Works Director Russ Vlasak, Police Chief Jason Schmitz, and City Engineer Kevin Kawlewski

4. AGENDA

Mayor Rud added Item 10(g), Consider Approval of the April-May-June Green Team, to the Agenda. He asked if anyone had any other additions, deletions, or corrections to the Agenda.

A motion was made by Kodada and seconded by Duban to approve the agenda as presented. Vote for: Duban, 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

None

9. OLD BUSINESS

None

10. NEW BUSINESS

- a. Discuss Potential Funding for Repairs and Maintenance of the 3-R School and Partnership with the Wheatland Wheaties 4-H Club

Erickson said that staff met with Kathy and Victoria Kasten, Wheatland Wheaties representatives, regarding maintenance issues at the 3-R School and how the Wheaties can help. He said the Wheaties were thinking about helping the school by fundraising and making improvements to the building with the funds. The Wheaties discussed reproducing old schoolwork created by past students that is currently on display at the school. Erickson stated that staff, including the building inspector, and the Kasten's also met at the 3-R School for a site tour provided by members of the 3-R Committee. After the tour, the building inspector reported that everything was structurally sound; however, some cosmetic repairs were needed. Erickson said that the school is in definite need of exterior painting.

Erickson said he contacted the Rice County Historical Society for potential funding, and RCHS directed the City to the State Historical Society. He found that SHS grants will be available for funding in 2009. Therefore, the City will apply for the grants next year to keep the building maintained and looking good.

Kathy Kasten stated that the Wheatland Wheaties are an active club of about 40 kids and 30 active adults. She explained that every year the Wheaties try to complete a community pride project. Since the 3-R School is turning 100 years old this summer, she thought helping the 3-R School would be great project for the Wheaties. She said that there is some concern with the future of the school because many of the 3-R Committee members are seniors in their 80s and 90s, and she said they are having a harder time raising the necessary funds for major maintenance projects. Rud asked how funds were currently being raised. Kasten said that the 3-R Committee has membership dues of \$10/year, and they also collect donations after tours. Furrer said that the community service project would be a good fit for the Wheaties.

Duban stated that the City owns the 3-R School property. Kasten agreed that the City owns the land, but she said that the 3-R Committee leases the building for \$1.00 per year. She said that painting of the building's exterior should be the first priority to be completed. She said the last time the building was painted was about 10 years ago. Furrer asked if new siding could be installed on a historically registered structure. Kasten said that similar looking siding has been added to other historical buildings in the past. Rud asked about the long term future of the building. Kasten said that the Wheaties are planning to be involved with fundraising this year and possibly in the future, but they were hoping to bring awareness to the historic site this year so more members join the 3-R Committee and the City starts to budget for future maintenance needs.

Rud asked staff to obtain estimates for exterior maintenance and painting. Kodada asked if Sentence to Serve could do the project. Erickson said that the project may be too involved, and he suggested having the building professional painted. Rud thanked Kasten for taking the initiative to highlight issues at the 3-R School. Duban and Rud directed staff to get painting quotes for the 3-R School building.

- b. Consider Approval of a Payment in the Amount of \$2,116.00 to Rice County for the Operation of the Rice County Drug and Special Operations Task Force

Police Chief Schmitz said the Rice County Drug and Special Operations Task Force is requesting a cash match of \$2,116.00 to help purchase and update equipment, and help with the narcotics investigations. He said in 2007, the Lonsdale Police Department had one swat call-out in the City of Lonsdale where they assisted in the arrest of Lonsdale man that had several assault rifles in his home. He said the Lonsdale Police Department assisted the Drug Task Force with providing information which ended with two search warrants on Main Street South, and the arrest of a Lonsdale man for first degree sale and possession of controlled substance during a controlled buy involving several agencies in November 2007. He said the Police Department continues to have a great working relationship with the Drug Task Force and the community has improved because of that relationship. Schmitz said the program is basically the same as last year. Kodada asked if Lonsdale entered into a new task force. Schmitz said that that previously they were part South-Central Drug Task Force, but recently Rice County decided create its own to focus specifically on County issues.

A motion was made by Smith and seconded by Kodada to approve the payment in the amount of \$2,116.00 to Rice County for the operation of the Rice County Drug and Special Operations Task Force. Vote for: Duban, Kodada, Rud, Smith and Furrer. Against: None. Vote 5-0. Motion carried.

c. Consider Approval of the City's Internal Control Procedure Policy

Erickson stated that the City Auditor recommended the City adopt an Internal Control Procedure Policy. He said the purpose of the policy is to protect the City from loss or misuse of assets, and a policy insures that all transactions are properly authorized by the Council to ensure public confidence and maintain integrity of the financial system and assets without unduly inhibiting the ability to efficiently carry out its mission. He went through the key points of the policy including rules for cash disbursements, payroll, petty cash, cash receipts, and the municipal liquor store. Erickson explained the City essentially already complies with the items listed in the policy. He said that the City is simply putting it in writing and having it approved by the City Council. Erickson said the current unwritten policy allows staff to spend up to \$1,000 without Council approval. He said other Cities allow up to \$5,000 for budgeted items. Rud expressed concern with department heads spending money without approval from the City Administrator. Kodada said that the administrator should have the final say and authority. Furrer said that some items like loader repairs might not be able to wait 2-3 weeks for Council approval.

A motion was made by Duban and seconded by Kodada to approve the City's internal control procedure policy along with additional language stating that the City Administrator shall review and approve requests from City staff. Vote for: Duban, Kodada, Rud, Smith and Furrer. Against: None. Vote 5-0. Motion carried.

d. Consider Approval of Resolution 2008-11, a Resolution Requesting Rice County to Finance and Install House Number Signage in its Rural Areas

Erickson said rural addressing signage was talked about at the last Fire Board meeting, and it was a huge concern for the Board. He said the townships and the City thought it

was important enough to draft a letter to the County. Erickson read through Resolution 2008-11. Smith said that there is no consistency with rural numbering, and he agreed with Fire Board and thought it would be beneficial to all emergency vehicles. Duban stated that rural address signs should be placed throughout the entire county.

A motion was made by Duban and seconded by Smith to Resolution 2008-11, a resolution requesting Rice County to finance and install house number signage in its rural areas. Vote for: Duban, Kodada, Rud, Smith and Furrer. Against: None. Vote 5-0. Motion carried.

e. Consider Approval of a Development and Joint Powers Agreement Between the City of Lonsdale and the Montgomery/Lonsdale Public School District

Erickson explained that the agreement is the same agreement that was reviewed at the February 28th meeting. He said that the agreement was both a development and joint powers agreement, and he presented the key points of the agreement:

Development Agreement:

1. The City will require developer of Tollefson property to dedicate parkland adjacent to school property;
2. The City will pay in the amount of not to exceed \$20,000.00 visitor/home bleachers and sideline and outfield fencing;
3. The City will pay in the amount of not to exceed \$15,000.00 creation of a nature center;
4. Design and implementation of improvements will be make by a joint interest group.

Joint Powers Agreement:

1. City will pay for aforementioned improvements;
2. City hours of use:
 - a. School district shall have exclusive use of improvements during school year between 7 am and 4 pm;
 - b. The City shall have first priority after the school for use of the improvements;
 - c. Each party will work to accommodate the other party.

Erickson said he attended the last Montgomery-Lonsdale School Board meeting, and they approved the agreement. He said with the number of kids getting involved with youth ball, the agreement will be a benefit to both the school and the City. Kodada said the agreement is a great thing for the City to get involved in. Furrer asked about the plans for the nature center. Kodada stated the Park Board was thinking about a woodchip trail to start then possibly adding boardwalk and interruptive signs in the future. The Boy Scouts have also expressed interest in hanging Wood Duck houses with webcams inside them at the nature center. Erickson reminded the Council that tax payer money will not be used for any of the listed projects, and everything will be funded through development. Duban said more publicity should be put out regarding the nature center.

A motion was made by Kodada and seconded by Duban to approve a development and joint powers agreement between the City of Lonsdale and the Montgomery/Lonsdale Public School District. Vote for: Duban, Kodada, Rud, Smith and Furrer. Against: None. Vote 5-0. Motion carried.

Rud said the Montgomery-Lonsdale School District did pay their \$266,000 Idaho Street assessment in full.

- f. Consider Approval of Pay Request No. 2 (Final Payment) in the Amount of \$1,126.10 to Selly Construction for the Ash Street NW Drainage Improvement Project
City Engineer Kawlewski stated that the Ash Street Storm Sewer Improvement project was complete in 2006. He recommended that the Council release the final 5% retainage to Selly Excavating. Smith, adjacent property owner to the project, stated that he had no complaints with the project.

A motion was made by Kodada and seconded by Furrer to approve Pay Request No. 2 in the amount of \$1,126.10 to Selly Construction for the Ash Street NW Drainage Improvement Project. Vote for: Duban, Kodada, Rud, Smith and Furrer. Against: None. Vote 5-0. Motion carried.

- g. Consider Approval of the April-May-June Green Team
Planner Baker stated that no new applications were received for the April-May-June Green Team. He said the City did advertise in the local paper. He explained that two previous applicants marked the April-May-June term as their second choice; however one of the applicants already had the opportunity to serve as the Green Team. He recommended approving the Trondhjem Lutheran Youth Group since their youth group had not been the Green Team yet.

A motion was made by Kodada and seconded by Smith to approve the Trondhjem Lutheran Youth Group as the April-May-June Green Team. Vote for: Duban, Kodada, Rud, Smith and Furrer. Against: None. Vote 5-0. Motion carried.

Erickson explained that the fence quote item for Sticha Park had been removed from the agenda because the Park Board wanted to fix settlement problems before a fence is installed. He said they wanted to get new quotes for fencing along the foul line and in front of the dugouts. Kodada stated that the majority of the settlement had occurred in the outfield area of the ball field. He said that they were going to look at the grading problems next month.

11. OTHER BUSINESS

- a. Planning & Zoning Report
Baker presented the Council with a breakdown of 2007 new home permits by builder/contractor. He said that last year's top builders included Keyland Homes (7), Metro Classic Homes (6), Mattamy Homes (5), Providence Homes (5), and Parish Marketing (5).

b. Comments & Reports

Council Member Duban

Duban suggested placing a temporary sign at the Liquor Store to catch people's attention. Kodada recommend doing something nicer than a portable arrow sign. Baker said the Planning Commission will hold a public hearing at their next meeting regarding a new sign ordinance.

Duban also recommend extending the sanitary sewer line at Trena Memorial Park. He said now would be a good time to get lower priced bids because everyone is looking for work. He said that in the future it is going to be essential for the work to be completed. Erickson stated that the project would probably run around \$50,000 - \$90,000, and the City may need to dip into the reserve fund to pay for it because it was not a budgeted item in 2008. Kawlewski said the documents are not finalized yet and it would cost about \$6,500 to finish. Vlasak stated the reason to do the connection project is to reduce potential backup. He said there's a bottleneck around the Main Street area after heavy rains. Rud asked if the lift station or connection was a higher priority. Duban said both the connection and lift station should be completed at the same time. Rud directed staff to put together some numbers in a report for the next meeting.

Council Member Kodada

Kodada reported that the Park Board discussed fencing for Sticha Park and possibly moving the compost site to a different location. Rud directed staff to find 3 – 5 possible compost site locations for the next meeting. The Board also asked staff to obtain quotes for a new shelter at Jaycee Field # 2.

Council Member Smith

None

Council Member Furrer

Furrer stated that the Planning and Zoning Commission would be holding a public hearing to discuss a new sign ordinance. She also mentioned the upcoming EDA meeting.

Mayor Rud

Rud mentioned that Meeting with Mayor would be held on Saturday. He said that he will be meeting with the developer of a proposed business park on Friday. He stated that Three Links is still moving ahead with plans to construct a senior housing center. Erickson stated that recent plans for the site included a 1,000 sq ft library. He said that he was in contact with the Northfield Library to get cost estimates for books and library staff. He said final plans should be ready for initial review in a couple of weeks. Rud mentioned that blight issues will be discussed at an open meeting on Monday the 24th. Duban suggested placing an advertisement in the newspaper.

A motion was made by Duban and seconded by Kodada to hold a meeting on blight issues on Monday, March 24, 2008 at 6:30 pm. Vote for: Duban, Kodada, Rud, Smith and Furrer. Against: None. Vote 5-0. Motion carried.

Rud also mentioned that the Lonsdale Lions had been selected to host the 2008 regional meeting.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Smith to adjourn the meeting. Vote for: Duban, Kodada, Rud, Smith and Furrer. Against: None. Vote 5-0. Motion carried. The meeting ended at 8:13 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator