

**MINUTES
CITY OF LONSDALE
SPECIAL CITY COUNCIL MEETING
JANUARY 6, 2014**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Everyone stood and recited the pledge of allegiance.

3. ROLL CALL

Members Present: Daleiden, Kodada, Rud, Furrer, and Pelava

Members Absent: None

City Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, Building Inspector Jim Filipek

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any additions, deletions or corrections to the agenda. Rud noted that Agenda Item (f) should be added to the agenda to discuss increasing the salary of the City Administrator and City Planner as discussed during the 2013 Budget process.

A motion was made by Kodada and seconded by Furrer to approve the agenda with the noted addition to the agenda. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

5. APPROVAL OF MINUTES

None

6. PUBLIC HEARINGS

- a. Ordinance 2014-256 (2014 Fee Schedule), an Ordinance Amending City Ordinance 2013-255 (2013 Fee Schedule) – Joel Erickson, City Administrator

Rud read the public hearing notice and opened the hearing. Erickson read though and explained all 12 proposed changes to the current fee schedule. He explained that the sewer rate for 1,000 gallons would be increasing by \$2.00 to account for a huge spike in electric use at the sewer plant and to help fund upcoming sewer maintenance projects.

Baker and Filipek provided further detail on the proposed changes to the City's building permit and flat fees. They explained that updates to the City's fees are necessary to account for the number of inspections needed, increased cost of inspections and processing, and to become more in-line with other areas cities. They asked the Council to consider updating all valuation based permits to be subject to the 1997 UBC Fee

Schedule, compared to outdated 1994 UBC fees. They also requested that the Council update the current flat fees as proposed on a detailed spreadsheet. The spreadsheet showed all of the current and proposed fees for the 33 listed building permits, mechanical permits, plumbing permits, and zoning/other permits, along with a comparison of similar flat fee permits from other area cities. Filipek stated that back in 2008, the State of Minnesota encouraged Cities, including Lonsdale, to adopt flat fees in an effort to be fairer to customers and standardize constant fees amounts amongst jurisdictions.

The Council members all reviewed all the proposed changes and Rud asked if anyone from the audience had any comments on the proposed ordinance/fee schedule amendment.

No one off the floor spoke on the matter, and Erickson stated that no written or verbal comments were received by the City.

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

None

8. APPROVAL OF THE CONSENT AGENDA

None

9. OLD BUSINESS

None

10. NEW BUSINESS

- a. Swearing in of Recently Elected Officials - Mayor Tim Rud and Councilmembers Joe Daleiden and Scott Pelava – Joel Erickson, City Administrator

[Note: this Agenda Item was discussed first, before the public hearing]

Erickson noted that in November 2013 the City held an election for Mayor and two Councilmember positions. He stated that Mayor Rud was reelected as Mayor and that City Councilmembers Daleiden and Pelava were also reelected. Erickson conducted the swearing in of Mayor Rud, Councilmember Daleiden, and Councilmember Pelava. The newly reelected Council members congratulated each other, as did Furrer and Kodada.

- b. Consider Approval of Ordinance 2014-256 (2014 Fee Schedule), an Ordinance Amending City Ordinance 2013-255 (2013 Fee Schedule) – Joel Erickson, City Administrator

Erickson stated that the Council held a Public Hearing earlier in the meeting, and City Staff explained the proposed changes to the fee schedule. In regard to the proposed sewer rate increase, Rud said that the City's infrastructure definitely needs to be addressed moving into the future. He also mentioned that it has been a long time since some of the building permit fees have been looked at and updated.

A motion was made by Daleiden and seconded by Kodada to approve Ordinance 2014-256 (2014 Fee Schedule), an ordinance amending City Ordinance 2013-255 (2013 Fee Schedule). Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

c. Consider Approval of Resolution 2014-01, a Resolution Designating Official Appointments – Joel Erickson, City Administrator

Erickson explained that interviews were held back in December 2013, after advertising for positions on the Library Board, Parks & Recreation Commission, Planning Commission, and Economic Development Authority (EDA). Rud stated that there were good candidates for all the advisory board openings. Rud recommended the following appointments to be considered by the other Council members:

- Mayor Pro-Tem: Kevin Kodada
- Ambulance Representative: Dave Pfluke
- Lonsdale Liquor: Kevin Kodada & Joe Daleiden
- Parks & Recreation Department: Kevin Kodada
- Street Department: Cindy Furrer
- Water Department: Scott Pelava
- Sewer Department: Scott Pelava
- Police Department: Tim Rud
- Fire Department: Tim Rud
- Human Resource Committee: Tim Rud, Joe Daleiden, City Administrator
- Parks & Rec Commission: Kevin Kodada & Shelly Narum
- Planning Commission: Scott Pelava, John Duban, City Admin.
- EDA: Cindy Furrer, Joe Daleiden, Laura Prigge
- Library Board: Lynn Hargreaves & Cindy Furrer
- Consulting Engineer: WSB & Associates, Inc.
- Consulting Attorney: Dougherty, Molenda, Solfest, Hills & Bauer
- Consulting Build. Inspector: James Filipek

Rud relayed positive remarks about each appointment and the various departments. He said that the City as a whole is doing a great job. The other Council members reviewed Rud's nominations.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2014-01, a resolution designating official appointments. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

d. Consider Approval of Resolution 2014-02, a Resolution Designating Official Depositories for City Funds – Joel Erickson, City Administrator

Erickson said that by State Statute, official depositories need to be adopted within thirty days of the new fiscal year. Erickson recommended continuing with the same official depositories:

- Frandsen Bank & Trust of Lonsdale, MN
- Premier Bank of Northfield, MN
- MBIA – 4M and 4M Plus Fund
- Pershing, LLC
- Bank of New York

A motion was made by Pelava and seconded by Furrer to approve Resolution 2014-02, a resolution designating official depositories for City funds. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

e. Consider Approval of Resolution 2014-03, a Resolution Designating the Official Newspaper for 2014 – Joel Erickson, City Administrator

Erickson explained that State Statute requires that cities designate an official newspaper at their first meeting of the year. He further explained that the Lonsdale Area News Review newspaper is the only paper that meets all the conditions listed in State Statute.

A motion was made by Furrer and seconded by Pelava to approve Resolution 2014-03, a resolution designating the Lonsdale Area News Review as the official newspaper for 2014. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

The Council also thanked the Montgomery Messenger newspaper and reporter Lori Nickel for doing such a good job serving Lonsdale.

f. Consider Approval of a Salary Step Increase for the City Administrator and City Planner

Rud stated that during the 2013 Budget meetings, the Council talked about providing a salary increase for City Administrator Erickson and City Planner Baker for their success in obtaining grants and saving the City money over the years. He said that in the private sector, bonuses are given as a reward for such work, and he recommended an extra salary step increase. He stated that the City needs to do its best to keep well educated and professional employees around. Kodada mentioned that most other cities use consultant help to write grants, whereas Lonsdale's Staff has done a great job in-house. He also noted that unlike the Public Works Department, it is difficult for Administration staff to obtain additional licensures and move up in responsibilities. Daleiden said that he wants to see good employee stick around.

A motion was made by Daleiden and seconded by Kodada to approve an additional salary step increase for the City Administrator and City Planner starting in January 2014. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

11. OTHER BUSINESS

None

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 ended at 8:09 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator