

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
OCTOBER 10, 2013**

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 and City Planner Benjamin Baker

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any additions, deletions or corrections to the agenda.

A motion was made by Kodada and seconded by Furrer to approve the agenda as presented.

Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None.

Vote: 4-0. 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. Consider Approval of Resolution 2013-43, a Resolution Declaring the Cost to be Assessed and Ordering Preparation of Proposed Assessments for the Lonsdale Business Park Project (Phase I) – Joel Erickson, City Administrator

Erickson explained that the City is required to adopt a resolution as part of the special assessment process for the Lonsdale Business Park project. He said that the cost of the public improvement portion of the project is \$2,162,261.28 and other associated costs are \$289,042.00 for engineering, administration, finance, legal, and contingency. He said that the resolution declares the City's intent to pay \$1,062,148.94 and assess \$1,389,154.34 to benefiting properties. He noted that the portion that the City will be paying will be added to the lots being sold by the City. He said that assessments will be payable over 15 years at an interest rate of 5.3%. The Council reviewed the proposed resolution and preliminary assessment roll. Daleiden noted the difference in cost per street side footage between Commerce Drive - \$143.82/ft. and Garfield Avenue - \$162.66/ft.

A motion was made by Daleiden and seconded by Furrer to approve Resolution 2013-43, a resolution declaring the cost to be assessed and ordering preparation of proposed assessments for the Lonsdale Business Park Project (Phase I). Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- b. Consider Approval of Resolution 2013-44, a Resolution Scheduling the Public Hearing on Proposed Assessments for the Lonsdale Business Park Project (Phase I) – Joel Erickson, City Administrator

Erickson stated that the proposed resolution: 1) schedules a public hearing for Thursday, November 14, 2103 at 7:30 pm, 2) requires the City Administrator to publish and send notice to affected property owners, and 3) details the terms for anyone wanting to pay off their assessment in full without interest.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2013-44, a resolution scheduling the Public Hearing on proposed assessments for the Lonsdale Business Park Project (Phase I). Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

Pelava arrives to the meeting.

- c. Consider Approval to Schedule a Public Hearing on November 14, 2013 at 7:00 pm or Shortly Thereafter to Consider Adopting Assessments for Delinquent Accounts – Joel Erickson, City Administrator

Erickson asked the Council to consider scheduling a public hearing to assess delinquent accounts pertaining to: water/sewer accounts and abatement of nuisances. Furrer asked how current the accounts payable were. Erickson said that the City tries to get the bills as current as possible.

A motion was made by Daleiden and seconded by Pelava to approve scheduling a Public Hearing on November 14, 2013 at 8:00 pm or shortly thereafter to consider adopting assessments for delinquent accounts. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- d. Consider Approval of Resolution 2013-45, a Resolution Entering Into a Joint Snow Removal Agreement Between the City of Lonsdale and the Minnesota Department of Transportation – Joel Erickson, City Administrator

Erickson explained that the City and MnDOT annually enter into an agreement for snow removal services along Hwy 19, from 1st Avenue East and 2nd Avenue West. He said that the City will be charging MnDOT an hourly rate of \$145.00 for the loader/snow removal attachments.

A motion was made by Kodada and seconded by Furrer to Resolution 2013-45, a resolution entering into a Joint Snow Removal Agreement between the City of Lonsdale and the Minnesota Department of Transportation. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- e. Consider Approval of Resolution 2013-46, a Resolution Accepting a \$5,000.00 Donation for Improvements to the Parkland Located at 127 Main St. N. – Joel Erickson, City Administrator

Erickson explained that the City is required to adopt a resolution for any donations that are received. He said that Tim and Debbie Rud have made a \$5,000.00 donation to the City to help finance the improvements for the Main Street Plaza Project. Erickson said that due to the donation, the City will be able to purchase the fountain design that was originally proposed, which will be the focal point of the plaza. The Council members thanked the Rud Family for their generous donation.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2013-46, a resolution accepting a \$5,000.00 donation for improvements to the parkland located at 127 Main St. N. Vote for: Daleiden, Kodada, Furrer, and Pelava. Vote against: None. Abstained: Rud. Vote: 4-0-1. Motion carried.

- f. Consider Approval of Resolution 2013-47, a Resolution Entering Into and Authorizing the Mayor and City Administrator to Execute a Grant Agreement Between the City of Lonsdale and the Minnesota Department of Employment and Economic Development – Joel Erickson, City Administrator

Erickson stated that in order to access the \$1,500,000.00 grant funds for construction of the Lonsdale Business Park, the City needs to enter into an agreement with the Minnesota Department of Employment and Economic Development. Erickson summarized the 45 page grant agreement. He said that by approving Resolution 2013-47, the City will be entering into the attached agreement. He stated that City staff has reviewed the grant agreement, and he recommended approval of the proposed resolution.

A motion was made by Daleiden and seconded by Pelava to approve of Resolution 2013-47, a resolution entering into and authorizing the Mayor and City Administrator to execute a grant agreement between the City of Lonsdale and the Minnesota Department of Employment and Economic Development. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- g. Consider Approval of a Revised Internal Control Policy (Petty Cash) – Joel A. Erickson, City Administrator

Erickson asked the Council to consider increasing the City's petty cash from \$50.00 to \$100.00 for providing change at City Hall and periodically purchasing stamps from the Post Office. He recommended revising the City's Internal Control Policy to increase the Petty Cash amount by \$50.00. The Council reviewed the proposed amendment to the policy.

A motion was made by Kodada and seconded by Furrer to approve a revision to the City's Internal Control Policy for petty cash. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- h. Consider Approval to Schedule a Special City Council Meeting on Monday, October 21, 2013 at 6:00 pm to Review a Site Plan for 629 Industrial Dr. SE – Joel Erickson, City Administrator

Erickson stated that Lonsdale Packaging has submitted a Site Plan Review Land Use Application for the purpose of constructing a new 17,000 sq. ft. building on their property located at 629 Industrial Drive SE. Erickson said that the Planning Commission will be reviewing the site plan on October 17, 2013. He asked the Council to consider scheduling a special City Council meeting on Monday, October 21, 2013 at 6:00 pm to provide timely review and comments for the applicant, who is planning to commence construction during the last week in October.

Rud stated that a local candidate forum is scheduled for 7:00 pm that same night.

A motion was made by Kodada and seconded by Pelava to schedule a Special City Council Meeting on Monday, October 21, 2013 at 6:00 pm to review a site plan for 629 Industrial Dr. SE. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

11. OTHER BUSINESS

- a. Reminder – Next City Council Meeting - Monday, October 28, 2013 at 7:00 pm
Rud reminded the City Council members of that the next regular Council meeting will be on Monday, October 28, 2013 and that there will not be a meeting held on October 31, 2013.

- b. Project Updates
Erickson stated that a pre-construction meeting will be held on Tuesday, October 22, 2013 at 10:00 am for work to be completed in the Lonsdale Business Park by Heselton Construction and their subcontractors. Rud stated that access accommodations should be considered for businesses looking to construct new building within the business park. Erickson stated that underground utilities will be installed yet this fall.

- c. Council / Department Reports

Council Member Daleiden:

Daleiden stated that the liquor store had a \$1,500 profit in September and a year-to-date profit of \$24,000 (\$45,000 profit not including depreciation).

Council Member Kodada:

Kodada provided an overview of the October 7, 2013 Park Board meeting. He said that the American Legion and Park Board members will be forming and initiating a Veterans Memorial Committee. He also mentioned that he would be attending a local sportsman club meeting on October 29, 2013 to solicit funding for the proposed archery range along Garfield Avenue.

Council Member Furrer:

Furrer stated that the EDA will be meeting on October 24, 2013. She mentioned that over 30 businesses have signed up for the 2013 Lonsdale First program. She noted that the Library Board will be meeting next week, and she said that October 22, 2013 will be the first day for the new Library Director.

Council Member Pelava:

Pelava stated that the Planning Commission will be meeting next week to review a site plan submitted by Lonsdale Packaging.

Mayor Rud:

Mayor Rud stated that he recently met with the Lonsdale Golden Agers, and he said that their group would like to organize a fall colors bus tour. He announced that the Lonsdale Crawl was coming up on October 17th. He said that meeting with the Mayor will be on November 2nd at 8:30 am.

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 7:38 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator