

**MINUTES
CITY OF LONSDALE
REGULAR CITY COUNCIL MEETING
NOVEMBAER 10, 2011**

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 Chamber, 415 Central St. W.

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, Public Works Director Vlasak, and Consulting Engineer John Stewart

4. AGENDA

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

A motion was made by Daleiden and seconded by Pelava 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

None

6. PUBLIC HEARINGS

- a. Consider Approval of Resolution 2011-40, a Resolution Adopting Assessments for Delinquent Accounts for Abatement of Violations Relating to City Code § 91.04 (K) – Nuisances, Water/Sewer and Fire Calls

Mayor Rud read the notice and opened the public hearing. Erickson explained that the public hearing is for people wishing to voice their concern pertaining to delinquent accounts for the abatement of nuisance violations, water/sewer accounts, and fire calls. He provided the Council with a staff report which showed the breakdown of each item, together totaling \$27,619.23. Rud asked anyone off the floor wanted to speak on the matter.

Gordon Parker, 897 Colorado Street NW, asked the Council to consider reducing or eliminating his outstanding \$662.26 water/sewer bill. He stated that he unfortunately got stuck with one of his renter's unpaid bills. He said that he has stayed current on the bill, but he mentioned that the interest/late charges have kept accumulating. The Council thanked Mr. Parker for explaining his situation.

No other comments or objections were relayed on the issue.

A motion was made by Kodada and seconded by Furrer to close the public hearing. Vote for: Daleiden, Kodada, Rud, Furrer and Pelava. Against: None
Vote 5-0. Motion carried.

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

None

8. APPROVAL OF THE CONSENT AGENDA

None

9. OLD BUSINESS

None

10. NEW BUSINESS

- b. Consider Approval of Resolution 2011-40, a Resolution Adopting Assessments for Delinquent Accounts for Abatement of Violations Relating to City Code § 91.04 (K) – Nuisances, Water/Sewer and Fire Calls

Erickson referenced the one public hearing comment relayed by Mr. Parker. He provided the Council with details on the proposed resolution. The Council discussed Parker’s hardship, and they agreed to remove the accumulating late charges on his water/sewer bill.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2011-40, a resolution adopting assessments for delinquent accounts for abatement of violations relating to City Code § 91.04 (K) – Nuisances, Water/Sewer and Fire Calls with the following amendment:

- Elimination of Gordon Parker’s outstanding water/sewer bill charges in the amount of \$662.26 for his property at 897 Colorado Street SW.

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

- c. Presentation of a Waste Management Youth Green Team Recycling Check in the Amount of \$229.95 to the Montgomery/Lonsdale Youth Hockey Association – Rick Rud, Waste Management

Rick Rud of Waste Management presented a check in the amount of \$229.95 to the Montgomery-Lonsdale Hockey Association for recycling 15.33 tons of cardboard and mixed paper. The Council congratulated the youth from the Hockey Association on their recycling efforts.

- d. Consider Approval of Partial Pay Request No. 5 in the Amount of \$114,263.38 to Municipal Builders, Inc. for the Water Treatment Plant – John Stewart, BDM

Consulting Engineer John Stewart provided the Council with a brief status update on the water treatment plant project. He mentioned that the facility was getting closed up for winter. He said that a temporary heater will be brought in so that the painting and electrical work can continue. He stated that the treatment plant should be online by February 2012. Stewart recommended approval of the proposed payment to Municipal Builders.

A motion was made by Daleiden and seconded by Furrer to approve Partial Pay Request No. 5 in the amount of \$114,263.38 to Municipal Builders, Inc. for the Water Treatment Plant. Vote for: Daleiden, Kodada, Rud, Furrer and Pelava. Against: None Vote 5-0. Motion carried.

e. Consider Approval of a Proposed Job Description for the Position of City Treasurer

Erickson presented the Council with an updated job description for the position of City Treasurer. The Council reviewed the detailed job description. Daleiden was curious about how long it takes to do payroll. Erickson said that it takes about five hours.

A motion was made by Kodada and seconded by Daleiden to approve the proposed Job Description for the Position of City Treasurer. Vote for: Daleiden, Kodada, Rud, Furrer and Pelava. Against: None Vote 5-0. Motion carried.

f. Consider Approval to Promote Tami Brokl to the Position of City Treasurer at Grade 11 / Step 1 (\$20.59/hr.)

Erickson noted that the position of City Treasurer has been vacant since the resignation of Joyce Skluzacek on October 14, 2011. He said that since that time, City staff has reviewed and rewritten the City Treasurer job description and discussed the possible promotion of Tami Brokl. He mentioned that Brokl has been employed with the City since November 2004. He said that Brokl has already been involved with all the duties associated with the City's finances. Erickson stated that Brokl has proven herself to be a self-starter, a team player, and proficient in all the duties required of the City Treasurer. Erickson recommended promoting Brokl to the position of City Treasurer at Grade 11 / Step 1, based on the State Job Match score of 230. He said that Brokl is interested in the position and willing to accept the position.

A motion was made by Kodada and seconded by Pelava to approve the promotion of Tami Brokl to the position of City Treasurer at Grade 11 / Step 1 (\$20.59/hr.). Vote for: Daleiden, Kodada, Rud, Furrer and Pelava. Against: None Vote 5-0. Motion carried.

The Council congratulated Brokl on her promotion to City Treasurer.

g. Consider Approval of a Proposed Job Description for the Position of Office/Administrative Specialist

Erickson explained that with the promotion of Brokl to City Treasurer, her current position will need to be filled. He proposed hiring a part-time office/administrative specialist working 35-hours per week. He provided six different staffing scenarios for the Council to review and consider. He mentioned that the City will realize a savings of \$44,141.00 with the promotion of Brokl and the hiring of a part-time office/administrative specialist at \$12.38/hour. He said that the proposed position calculated out to 117 Pay Equity points or Grade 2 (\$10.42/hr - \$14.21/hr). Erickson said that the job description was reviewed by the City Attorney.

A motion was made by Kodada and seconded by Pelava to approve a proposed Job Description for the Position of Office/Administrative Specialist. Vote for: Daleiden, Kodada, Rud, Furrer and Pelava. Against: None Vote 5-0. Motion carried.

- h. Consider Approval to Authorize Staff to Advertise for One (1) Part Time Office/Administrative Specialist at Grade 2 (\$10.42 – 14.21/hr) Depending on Qualifications

With the approved job description, Erickson recommended advertising for the part-time office/administrative specialist position for City Hall. He estimated that it could be a 6-week long process before someone is hired for the position. The Council agreed to advertise the position at a wage range rather than a specific amount.

A motion was made by Kodada and seconded by Furrer to authorize City staff to advertise for one (1) Part Time Office/Administrative Specialist at Grade 2 (\$10.42 – 14.21/hr) Depending on Qualifications. Vote for: Daleiden, Kodada, Rud, Furrer and Pelava. Against: None Vote 5-0. Motion carried.

- i. Consider Approval to Make a Conditional Job Offer to Sean Buckridge as Part Time Liquor Store Clerk at Grade 2 / Step 1 (\$10.42/hr)

Erickson explained that the Liquor Store Committee recently interviewed five applicants for the two vacant part-time positions at Lonsdale Liquor. He said that the Committee recommended hiring Sean Buckridge and Diane Vesely. Kodada and Daleiden agreed. Furrer asked about the number hours the part-timers would be working. Erickson said that it could be anywhere from 6 – 30 hours per week.

A motion was made by Kodada and seconded by Pelava to make a conditional job offer to Sean Buckridge as Part Time Liquor Store Clerk at Grade 2 / Step 1 (\$10.42/hr). Vote for: Daleiden, Kodada, Rud, Furrer and Pelava. Against: None Vote 5-0. Motion carried.

- j. Consider Approval to Make a Conditional Job Offer to Diane Vesely as Part Time Liquor Store Clerk at Grade 2 / Step 1 (\$10.42/hr)

(This agenda item was discussed above)

A motion was made by Daleiden and seconded by Furrer to make a conditional job offer to Diane Vesely as Part Time Liquor Store Clerk at Grade 2 / Step 1 (\$10.42/hr). Vote for: Daleiden, Kodada, Rud, Furrer and Pelava. Against: None Vote 5-0. Motion carried.

k. Consider Approval of Margy Schipper's Letter of Resignation as Seasonal Public Works Employee

Erickson mentioned that Margy Schipper was hired as a Seasonal Public Works Employee back in June 2011. He mentioned that Schipper accepted a new full time job, and she will no longer be able to work as a seasonal employee for the City. He recommended approving Schipper's letter of resignation.

A motion was made by Pelava and seconded by Furrer to approve Margy Schipper's Letter of Resignation as Seasonal Public Works Employee. Vote for: Daleiden, Kodada, Rud, Furrer and Pelava. Against: None Vote 5-0. Motion carried.

l. Consider Approval to Make a Conditional Job Offer to Ryan Jirik as Seasonal Public Works Employee at Grade 1 / Step 1 (\$10.42/hr.) and Upon Obtaining a Class B Minnesota Driver's License a Pay Increase to Grade 2 / Step 5 (\$11.96/hr.)

Erickson mentioned that Ryan Jirik interviewed well, that he is mechanically inclined, and that he is qualified for the position of Seasonal Public Works Employee. He said that current Seasonal Employee John Coss along with Jirik will be expected to get their Class B Drivers License so that they can be utilized to plow snow on an on-call basis. The Council agreed with a pay increase incentive for Jirik and Coss once they receive a Class B Drivers License.

A motion was made by Daleiden and seconded by Kodada to make a conditional job offer to Ryan Jirik as Seasonal Public Works Employee at Grade 1 / Step 1 (\$10.42/hr.) and upon obtaining a Class B Minnesota Driver's License a pay increase to Grade 2 / Step 6 (\$12.38/hr.). Vote for: Daleiden, Kodada, Rud, Furrer and Pelava. Against: None Vote 5-0. Motion carried.

m. Consider Approval of Resolution 2011-41, a Resolution Accepting General Election Results (Canvas Election Results)

Erickson presented a detailed voting results report and an associated resolution for the recent General Election on November 8, 2011. The Council reviewed and approved the report and resolution.

A motion was made by Daleiden and seconded by Pelava to approve Resolution 2011-41, a resolution accepting general election results (canvas election results). Vote for: Daleiden, Kodada, Rud, Furrer and Pelava. Against: None Vote 5-0. Motion carried.

11. OTHER BUSINESS

- a. Special Meetings on November 15th and 22nd at 6:00 pm at City Hall
Erickson reminded everyone about the upcoming special City Council meetings on November 15th and November 22nd as needed.
- b. The November 24th City Council Meeting has been Rescheduled for Tuesday, November 29th
Erickson reminded everyone that the second Council meeting in November has been rescheduled for Tuesday, November 29, 2011.
- c. Department Reports

Council Member Daleiden

Daleiden provided a brief Liquor Store update.

Council Member Kodada

Kodada stated that Kalina Park Project will be starting in late November.

Council Member Furrer

Furrer said that the EDA and Library Board will be meeting next week.

Council Member Pelava

Pelava listed the upcoming Planning Commission agenda items.

Mayor Rud

In honor of Veterans Day, Rud thanked all the veterans for their service, and he encouraged everyone to attend the Vets Day Dinner at the American Legion. He wished everyone a happy Thanksgiving.

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 7:58 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator