

**MINUTES  
CITY OF LONSDALE  
CITY COUNCIL MEETING  
DECEMBER 12, 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: Kodada, Rud, Furrer, and Pelava

Members Absent: Daleiden

City Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, City Engineer Kevin Kawlewski, Public Works Director Russ Vlasak, I & S Group Project Engineer Josh Pope

**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: Kodada, Rud, Furrer, and Pelava. 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. Allow Public Comment on the City's 2014 Proposed Annual Budget and Property Tax Levy – Joel Erickson, City Administrator

Erickson explained that as part of the 2014 budget process, the City is required to allow a reasonable amount of time for the public to comment or ask questions on the proposed 2014 City budget and property tax levy. He noted that the City Council held five public meetings on the 2014 budget and tax levy. Erickson said that the Council has held to a 0% property tax levy increase for the third consecutive year. Erickson went through a 12-slide truth-n-taxation presentation which highlighted the budget process, the upcoming sales tax exemption, how the property tax system works, along with a breakdown of the levy, expenditures, and revenues. The presentation slides also showed a five year tax impact comparison, a valuation-tax comparison, and some of the services that residents receive with their tax dollar. Rud asked if anyone in the audience had comments or questions on the proposed City budget and property tax levy for 2014.

Harold Vosejka, 209 4<sup>th</sup> Avenue NW, stated his frustration with the huge variation from year-to-year with his property valuation. He mentioned that his taxes went up 22%.

Carin Rezac, 205 5<sup>th</sup> Avenue NE, stated that her taxes went up 23% due to an increase in her property's value.

Erickson and the Council directed Vosejka and Rezac to talk with the Rice County Assessor for any questions pertaining to property values adjustments. Erickson referenced a valuation change map that showed properties located within the core/central portions of the City saw the largest increase in valuation. Rud asked if there were any more comments off the floor pertaining to the subject. No more questions or comments were received.

- b. Consider Approval of Resolution 2013-60, a Resolution Setting the Fiscal Year 2014 Final City Budget and Property Tax Levy – Joel Erickson, City Administrator

Erickson went through 26 main points of the City's 2014 budget and property tax levy. The Council reviewed the attached line item budget showing revenues and expenditures for each City Department and Debt Service item.

Rud thanked City staff and the City Council for all their time, effort, and hard work holding the line to a 0% increase. Kodada said that he is very confident in the proposed budget and levy numbers.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2013-60, a resolution setting the Fiscal Year 2014 Final City Budget and Property Tax Levy. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- c. Consider Approval of Resolution 2013-61, a Resolution Approving the City's Salary and Wage Plan for 2014 – Joel Erickson, City Administrator

Erickson explained that the proposed salary and wage plan and it complies with pay equity, and that it represents a 3.5% pay increase for City staff. Rud stated that he certainly supports the proposed salary and wage plan, and he thanked City staff for the work that they do. He noted that both City staff and all the City Council implemented a wage freeze in 2009 and 2010 through the economic downturn.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2013-61, a resolution approving the City's Salary and Wage Plan for 2014. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- d. Consider Approval to Schedule a Special Meeting for Thursday, January 2, 2014 at 7:00 pm at the Tri-City United High School, 700 4<sup>th</sup> St. NW, Montgomery – Joel Erickson, City Administrator

Erickson said that for the last several years the cities of Lonsdale, Montgomery, and Le Center along with the Tri-City United School District and area state representatives have held a meeting at the beginning of each year to discuss accomplishments from the past year and plans for the upcoming year. He said that the TCU area group is looking to meet again on January 2, 2014.

A motion was made by Pelava and seconded by Furrer to schedule a special meeting for Thursday, January 2, 2014 at 7:00 pm at the Tri-City United High School, 700 4<sup>th</sup> St. NW, Montgomery. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- e. Consider Approval to Schedule a Special City Council Meeting/Organizational Meeting on Monday, January 6, 2014 at 7:00 pm – Joel Erickson, City Administrator

Erickson explained that each year the City Council holds a special/organizational meeting to approve: 1) the City's fee schedule, 2) advisory board appointments, and 3) official depositories.

A motion was made by Kodada and seconded by Furrer to schedule a Special City Council Meeting/Organizational Meeting on Monday, January 6, 2014 at 7:00 pm. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- f. Consider Approval to Schedule a Public Hearing on January 6, 2014 at 7:00 pm or Shortly Thereafter to Consider Ordinance 2014-256 (2014 Fee Schedule), an Ordinance Amending Ordinance 2013-255 – Joel Erickson, City Administrator  
Erickson explained that at the City's annual organizational meeting, the City Council will hold a hearing on the proposed City fees for 2014.

A motion was made by Pelava and seconded by Furrer to schedule a Public Hearing on January 6, 2014 at 7:00 pm or shortly thereafter to consider Ordinance 2014-256 (2014 Fee Schedule), an ordinance amending Ordinance 2013-255. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- g. Consider Approval of Revisions to the City's Snow Plowing Policy – Joel Erickson, City Administrator

The Council reviewed the proposed Snow Plowing Policy. Erickson explained that there are no proposed changes that affect how snow will actually be plowed, but some of the policy's language was updated to reflect suggestions by the League of Minnesota Cities. The Council and Vlasak went on to discuss downtown area snow plowing and enforcement of vehicles parked on the roads during a snow emergency.

A motion was made by Pelava and seconded by Furrer to approve revisions to the City's Snow Plowing Policy. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- h. Consider Approval to Set the City's Rate to Haul Snow at \$75.00/hr – Joel Erickson, City Administrator

Erickson stated that each year City staff solicits quotes from local contractors for snow removal on Main Street, Alabama Street SE, and cul-de-sacs. He said that this year prices ranged from \$73.00 - \$75.00/hour. Erickson said that last year the City paid \$75.00/hour for snow removal.

A motion was made by Kodada and seconded by Furrer to set the City's rate to haul snow at \$75.00/hr. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

i. Consider Approval of a Request for Proposals for Engineering Services for Area No. 5 of the City's Capital Improvement Plan – Joel Erickson, City Administrator

Erickson explained that the City has considered reconstruction of Area No. 5 of the City's CIP (Capital Improvement Plan) several times in the past but the project never went through for various reasons. He noted that the Council did highlight the project as a priority during the 2014 budget discussions. Erickson suggested that the Council consider sending out an RFP for engineering services so that the project can begin in 2014. Rud stated that the City would like to keep all reconstruction project assessments around \$10,000.00, and he suggested getting an engineer on board to help the Council figure out a phased approach to the large-scaled project. The Council reviewed a proposed project schedule and RFP.

A motion was made by Kodada and seconded by Pelava to approve an RFP (Request for Proposals) for engineering services for Area No. 5 of the City's Capital Improvement Plan. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

j. Consider Approval of Resolution 2013-62, a Resolution Approving the Lonsdale Business Park Final Plat – Ben Baker, City Planner

The Council reviewed a detailed Staff Report and attached maps relating to the Lonsdale Business Park Final Plat. Baker stated that the City was requesting approval of the Lonsdale Business Park Final Plat. He noted that the Planning Commission held a public hearing on May 16, 2013, and recommended approval of the final plat. Baker went through a chronological background of the project, and he noted the reasons why the City decided to pursue developing a business park. Baker listed the purpose for each of the lots/outlots within the final plat, and he said that all the requirements of the preliminary plat were satisfied. He stated that City staff reviewed and compared the final plat to the preliminary plat and found the plats to be essentially the same. He noted that the final plat showed a 65 ft. wide easement running through the center of the project for drainage and utility purposes. Pelava stated that the Planning Commission did review the final plat and he stated that the new business park will be good for Lonsdale.

I & S Group Project Engineer Josh Pope provided the Council with a status update on the construction portion of the Lonsdale Business Park Project. He said that the contractor has wrapped up construction for 2013 due to the cold temperatures and frost in the ground and that construction will resume in the spring of 2014.

A motion was made by Furrer and seconded by Pelava to approve Resolution 2013-62, a resolution approving the Lonsdale Business Park Final Plat. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

Rud stated that he is working to schedule a meeting with the Governor's Office to recognize the new Lonsdale Business Park.

- k. Consider Approval of a Proposal Submitted by WSB & Associates, Inc. in the Amount of \$6,195.00 for Data Conversion, Staff Education and Linking of Utility As-Built Records Relating to Geographic Information System (GIS) – Ben Baker, City Planner

Baker stated that during the 2013 and 2014 budget discussions, the City Council directed City staff to initiate an in-house GIS mapping and asset management program to become less reliant on consultant help in the future. Baker explained the possibilities that GIS could do for the City moving forward. The Council reviewed a phased implementation plan and two proposals submitted for GIS services: 1) WSB & Associates - \$6,195.00 and 2) ProWest & Associates - \$6,640.00. Baker noted that initiation of Lonsdale's GIS Program was budgeted for in the 2013 Budget.

A motion was made by Kodada and seconded by Pelava to approve a proposal submitted by WSB & Associates, Inc. in the amount of \$6,195.00 for data conversion, staff education and linking of utility as-built records relating to Geographic Information System (GIS). Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- l. Consider Approval of Tri-City United Lonsdale Elementary PTO as the January/February/March 2014 Waste Management Youth Recycling Green Team – Ben Baker, City Planner

Baker stated that the City currently has two Green Team applications on file: 1) TCU Lonsdale Elementary PTO and 2) Golden Agers, and he noted that the TCU Titan Youth Wrestling Team is the current Green Team. Baker recommended approving the Elementary PTO group as the next Green Team because their application was submitted first and because they selected the first quarter in 2014 as one of their preferred months to serve. The Council reviewed the Green Team applications.

A motion was made by Kodada and seconded by Furrer to approve Tri-City United Lonsdale Elementary PTO as the January/February/March 2014 Waste Management Youth Recycling Green Team. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

## **11. OTHER BUSINESS**

### a. Reminders

- Rud reminded everyone that the next City Council meeting will be held on Monday, December 23, 2013 at 7:00 pm.
- Rud reminded the City officials and staff that an employee luncheon is being held on Tuesday, December 17, 2013 at 12:00 pm.

### b. Project Updates

- Vlasak asked the Council to provide him with direction on how First Avenue SE should be plowed. The Council directed the Public Works Department to plow the east-half of the road toward the church, and they agreed that the west-half of the road

should be plowed away from the residential homes and toward the center of the road to be hauled away.

- Kawlewski stated that the City recently met with the Board of Water & Soil Resources to discuss wetlands within City limits.
- Erickson provided an update on the liquor store.
- Baker said that City staff recently sent in a wetland letter to the DNR for the 2014 Linking Lonsdale Project.

c. Council / Department Reports

*Council Member Daleiden:*

N/A

*Council Member Kodada:*

None

*Council Member Furrer:*

Furrer stated that there was a meet-and-greet for the new librarian. She also announced that a special shop in Lonsdale day was happening on December 14<sup>th</sup> from 10:00 am – 4:00 pm.

*Council Member Pelava:*

Pelava said that the Planning Commission was in the process of reviewing a proposed parking ordinance update in preparation for a public hearing scheduled for January 2014.

*Mayor Rud:*

Rud thanked everyone who submitted an application for the citizen advisory boards. He said that he and the City Administrator will be meeting with a few interested businesses over the next few weeks to discuss interest in the new business park.

## **12. ADJOURNMENT**

A motion was made by Kodada and seconded by Furrer to adjourn the meeting. Vote for: Kodada, Rud, Furrer, and Pelava. Against: None Vote 4-0. Motion carried. The meeting ended at 8:41 pm.

Respectfully Submitted:

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Joel A. Erickson, City Administrator