

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
DECEMBER 28, 2015**

1. CALL TO ORDER

Mayor Rud called a special 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

Present: Daleiden, Rud, Furrer and Pelava

Absent: Kodada

Staff Present: City Administrator Joel Erickson, City Engineer Kevin Kawlewski and Public Works Director Russ Vlasak

Others Present: None

4. AGENDA

Mayor Rud said the agenda goes through 11A and asked if there were any additions, deletions or corrections to the agenda. Erickson said the Annual Meeting shows 6:00 pm on the agenda and should be 7:00 pm. Mayor Rud said that 6:00 pm actually works better and asked if 6:00 pm worked for everyone. The City Council and staff all said 6:00 pm worked. A motion was made by Pelava and seconded by Furrer to approve the agenda as presented. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

5. APPROVAL OF MINUTES

- a. Consider Approval of the Minutes From the November 23, 2015 Regular Meeting, the December 8, 2015 Special Meeting and the December 10, 2015 Regular Meeting Minutes

Mayor Rud asked if there were any additions, deletions or corrections to the minutes. A motion was made by Daleiden and seconded by Furrer to approve the minutes of the November 23, 2015 Regular Meeting, the December 8, 2015 Special Meeting and the December 10, 2015 Regular Meetings. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

6. PUBLIC HEARINGS

None

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

None

8. APPROVAL OF THE CONSENT AGENDA

a. Monthly Bills

b. Treasurers Report

c. Board and Commission Minutes

Mayor Rud said there were three items on the Consent Agenda and asked if anyone wanted any of the items pulled for discussion. A motion was made by Daleiden and seconded by Pelava to approve the Consent Agenda as presented. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

9. OLD BUSINESS

None

10. NEW BUSINESS

a. Consider Approval of Resolution 2015-65, a Resolution Approving the Wage and Salary Plan for 2016

Erickson said the proposed pay scale was reviewed during the 2016 budget process and explained that it is proposed to eliminate Grade 1, to create a new Grade 2 and to increase the overall pay scale by 1.5%. He said the reason for the changes are because there are wages on the pay scale that are less than the current minimum wage, creating a new Grade 2 provides separation between library employees based on their job descriptions and it makes the City compensation more comparable with surrounding cities. Daleiden said he did not have any issues with the proposal, which was discussed at a prior meeting. A motion was by Daleiden and seconded by Pelava to approve Resolution 2015-65. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

b. Consider Approval to Schedule the Annual City Council Meeting on Thursday, January 7, 2016 at 6:00 pm in the City Council Chamber

Erickson said according to City Code, the Annual Meeting of the City Council is set for the first Thursday of the year and based on discussion earlier in the meeting, the time would be 6:00 pm. He said the agenda will include items that need to be approved at the first meeting of the year and also the swearing in of Mayor Rud and Councilmembers Kodada and Furrer, who were recently reelected. A motion was made by Daleiden and seconded by Pelava to schedule the Annual City Council Meeting on Thursday, January 7, 2016 at 6:00 pm in the City Council Chamber. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

c. Consider Approval to Schedule a Public Hearing on January 14, 2016 at 7:00 pm or Shortly Thereafter on Ordinance 2016-266, an Ordinance Approving the City's 2016 Fee Schedule

Erickson said at the beginning of each year, the Fee Schedule is approved. He said the City's Fee Schedule is an Ordinance and requires a public hearing. Erickson said items contained in the Fee Schedule range from Land Use and Building Permits fees to Equipment rates. A motion was made by Pelava and seconded by Furrer to schedule a Public Hearing on January 14, 2016 at 7:00 pm or shortly thereafter on Ordinance 2016-266, an Ordinance approving the City's 2016 Fee Schedule. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

d. Consider Approval to Issue Cigarette Licenses for 2016 to: Fred's Market Place, Lonsdale Liquor, Casey's General Store #2398, Jessy Food Mart and Dollar General Store #16374

Erickson said all of the businesses applying for a Cigarette License for 2016 all currently have cigarette licenses and he is not aware of any violations that would prevent them from being approved for 2016. A motion was made by Furrer and seconded by Pelava to approve issuing Cigarette Licenses for 2016 to Fred's Market Place, Lonsdale Liquor, Casey's General Store #2398, Jessy Food Mart and Dollar General Store #16374. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

e. Consider Approval of a Special Assessment Payment Agreement Between the City of Lonsdale and Ideal Rental Properties, LLC for the Area No. 5 – Phase II Street and Utility Improvement Project

Erickson said he was contacted by Ideal Rental Properties, LLC regarding them paying their proposed special assessment for the 2016 street project before the end of 2015. He said he spoke to the City Attorney regarding this and it can be done. He said if approved, Ideal Rental Properties, LLC will have to pay the assessment of \$34,426.74 by December 31, 2015 and they waive their rights to a public hearing and an appeal to District Court. He said Ideal Rental Properties, LLC has signed the agreement and also paid the assessment amount. Furrer asked what happens if the assessment is higher or lower than the agreement based on the bid. Erickson said the amount is based on the preliminary assessment roll contained in the Feasibility Study and based on past projects, the special assessment amount contained in the Feasibility Study is the amount that has been assessed. A motion was made by Daleiden and seconded by Pelava to approve the Special Assessment Payment Agreement Between the City of Lonsdale and Ideal Rental Properties, LLC. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

f. Consider Approval to Accept Eric Skluzacek's Letter of Resignation From the Lonsdale Fire Department

Erickson said that Eric Skluzacek has submitted his letter of resignation from the Lonsdale Fire Department after seventeen years of service due to his busy personal life and growing business. A motion was made by Daleiden and seconded by Pelava to accept Eric Skluzacek's Letter of Resignation from the Lonsdale Fire Department. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

g. Consider Approval of Application for Payment No. 5 (Final) in the Amount of \$16,475.00 to Osseo Construction Company, LLC for the Water Tower Reconditioning Project

Erickson said the contractor has submitted the final application for payment on the project, which is the 5% retainage in the amount of \$16,475.00. He said the City has been provided the required IC 134, Consent of Surety to Final Payment and all lien waivers. He said staff is not aware of any reason not to approve the payment. Erickson said the project was completed on budget. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

h. Consider Approval of Application for Payment No. 5 in the Amount of \$38,768.85 to BCM Construction, Inc. for the Area No. 5 – Phase I Street and Utility Improvement Project

City Engineer Kevin Kawlewski said the contractor submitted the pay request, which includes work completed in October and November. He said the 5% retainage has been retained by the City. Pelava asked if the City plans to continue with the pavement wedge to protect the curb. Kawlewski said yes because it eliminates an argument between the City and contractor in the spring as to whose responsibility it is to replace any damaged curb. Pelava said the reason he brought it up was because citizens think the project is done and it does not look good. Erickson said he has heard those comments from citizens that do not live on the project. He said in project newsletters, all affected residents were informed of what it was. A motion was made by Daleiden and seconded by Pelava to approve Application for Payment No. 5 in the amount of \$38,768.85 to BCM Construction, Inc. for the Area No. 5 – Phase I Street and Utility Improvement Project. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

i. Consider Approval of Resolution 2015-66, a Resolution Approving the Area No. 5 – Phase II Plans and Specifications and Ordering Advertisement for Bids

Kawlewski said the plans are for the 2016 street project and he has meet with the Public Works Director twice and there are several minor changes that will be taken care of in the next several days. He said the City will satisfy the bidding requirements and bids will be opened on January 28, 2016 and presented to the City Council that evening. Daleiden asked if Kawlewski was confident with a first quarter bid. Kawlewski replied yes. A motion was made by Daleiden and seconded by Furrer to approve Resolution 2015-66. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

j. Consider Approval of a Quote Submitted by New Prague Auto Group in the Amount of \$26,497.00 for a 2016 Ford Explorer

Chief of Police Jason Schmitz said it is time to replace the 2010 Crown Victoria and funds have been budgeted over the last several years for the replacement. He said he obtained two quotes and was recommending approving the bid from New Prague Auto Group in the amount of \$26,497.00, which is \$121.00 higher but with travel time, etc. it will be less expensive in the long run. Furrer asked if Schmitz would bring back quotes for the equipment for approval. Schmitz replied yes. The City Council held general discussion on the equipment. Erickson said approximately \$40,000.00 was budgeted for this. Pelava said forfeiture funds are also being used. Daleiden said it is a little more now but there will be savings down the road. A motion was made by Furrer and seconded by Pelava to approve the quote submitted by New Prague Auto Group in the amount of \$26,497.00 for a 2016 Ford Explorer. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

k. Consider Approval of a Quote in the Amount of \$14,849.00 Submitted by Lano Equipment for a 2016 Kubota F3990 Lawnmower

Public Works Director Russ Vlasak said he obtained two quotes for the replacement of an existing lawn mower. He said staff has been satisfied with

Kubota and the supplier Lano Equipment. Furrer said given the date of the quote, would it still be honored. Vlasak replied yes. A motion was made by Daleiden and seconded by Furrer to approve the quote in the amount of \$14,849.00 submitted by Lano Equipment for a 2016 Kubota F3990 lawnmower. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- l. Consider Approval of a Quote in the Amount of \$18,383.10 Submitted by Huber Technology, Inc. to Rebuild the Bar Screen at the Waste Water Treatment Plant
Vlasak said the bar screen at the wastewater treatment plant needs to be rebuilt, which has been budgeted for. He said it is ten years old and there are some teeth missing. Furrer asked where the parts come from. Vlasak replied Germany and Huber Technology is the only vendor. Daleiden asked if the quote was an estimate. Vlasak replied yes but everything is included. There was general discussion on replacing the bar screen. A motion was made by Furrer and seconded by Pelava to approve the quote in the amount of \$18,383.10 submitted by Huber Technology to rebuild the bar screen at the wastewater treatment plant. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.
- m. Consider Approval of a Quote in the Amount of \$6,000.00 Submitted by Summitt Supplies for the Purchase of Benches, Picnic Tables and Trash Cans for the Park and Trail System
Erickson said the Park Board reviewed and recommended approval of the quote submitted by Summitt Supplies. He said the benches will be placed in Rezac Nature Preserve along with two picnic tables and a garbage can. He said a garbage can will be placed at Kalina Park and the remaining items will be placed at Trena Memorial Park and Sticha Park. Furrer asked if the order would be placed soon and be stored at Public Works. Erickson said to save 5%, the order will be placed before the end of the year. A motion was made by Daleiden and seconded by Furrer to approve the quote in the amount of \$6,000.00 submitted by Summitt Supplies for benches, picnic tables and trash cans. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.
- n. Consider Approval to Appoint the “Friends of the Lonsdale Public Library” as the Waste Management Green Team for the First Quarter of 2016
Erickson said staff reviewed the applications on file and is recommended the “Friends of the Lonsdale Public Library” as the first quarter Green Team. He said there are other applications on file but they are from out of town organizations and Friends have not been the Green Team since 2012. A motion was made by Daleiden and seconded by Furrer to appoint the “Friends of the Lonsdale Public Library” as the Waste Management Green Team for the First Quarter of 2016. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.
- o. Update on the City’s Comprehensive Plan Update
Erickson said the Community Visioning Session was held on December 17th, with about 40 people attending. He said the biggest thing he took from it was that everyone that attended was on the same page. He said the survey results are in as

well. Erickson reviewed the “Key Terms 2040”, the proposed vision statements, amenities wanted and the changes necessary to get them and population projects. Mayor Rud said the session went well and it gave residents incite as to how decisions on Lonsdale’s future are made.

11. OTHER BUSINESS

Department Reports:

Erickson said staff will be working on the 2016 Fee Schedule, the EDA website, year-end items and the State of the City Report.

Liquor Store:

Daleiden said the liquor store had good sales on Christmas Eve and he is looking forward to a strong December.

Library:

Furrer said the Library Board hired a new Circulation Clerk, who is expected to start on January 5, 2016.

EDA:

Furrer said the EDA is focusing on marketing and the website.

Planning & Zoning:

Pelava said the Planning Commission’s last two meetings have been on the Comp. Plan

Mayor Rud said he and the City Administrator met with Rice County officials on economic development and transportation items to present to our State Legislators for the upcoming session. He said that Highway 19 needs to be a priority. Mayor Rud said the ribbon cutting ceremony for Invision Thermography is January 9, 2016 and the Chamber Annual Dinner is January 30, 2016. He thanked the City Council and staff for the hard work put in during the last year.

12. ADJOURNMENT

A motion was made by Daleiden and seconded by Pelava to adjourn the meeting. Vote for: Daleiden, Rud, Furrer and Pelava. Against: None Vote 4-0. Motion carried. The meeting ended at 8:00 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator