

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
FEBRUARY 27, 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, Rud, Furrer, and Pelava

Members Absent: Kodada

City Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, Public Works Director Russ Vlasak, Police Chief Jason Schmitz

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any corrections, additions, or deletions to the agenda. Erickson asked if Resolution 2014-13 could be added to the agenda.

A motion was made by Furrer and seconded by Pelava to approve the agenda along with the noted additional agenda item. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

5. APPROVAL OF MINUTES

A motion was made by Furrer and seconded by Pelava to approve the Minutes from the January 30, 2014 Regular Meeting and the February 13, 2014 Regular Meeting. 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 motion was made by Daleiden and seconded by Furrer to approve the consent agenda as follows:

- a. Monthly Bills
- b. Treasurer's Report
- c. Board and Commission Minutes

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. Update on the Northfield Area Ambulance Association (NAAA) – Dave Pfluke, Lonsdale Representative

Dave Pfluke provided an update on the recent NAAA meeting. He said that the group is working to legally dissolve the association and refund any dues back to the area jurisdictions. He noted that an Ambulance Advisory Board will still represent Lonsdale on area ambulance matters. Rud stated that the City should call the Northfield Hospital to get the ambulance back in Lonsdale more often. The Council thanked Pfluke for representing Lonsdale and for his time spent serving the community.

- b. Consider Approval of a Sewer Rate Adjustment for 845 Florida St. SW – Joel Erickson, City Administrator

The Council reviewed a letter from the tenant of 845 Florida Street SW requesting an adjustment to the sewer rate portion of the utility bill. Erickson explained that two toilets were found to be leaking and have since been fixed. He said that in the past the Council has approved such requests by using the three months following the repairs being made. Daleiden said that the City knows these types of things happen, and he said that he was okay with the adjustment. Rud said that the proposed adjustment is standard procedure.

A motion was made by Daleiden and seconded by Furrer to approve a sewer rate adjustment for 845 Florida Street SW. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- c. Consider Approval of a Water and Sewer Rate Adjustment for the 104 Railway St. NW (MN Barnwood) – Joel Erickson, City Administrator

Erickson explained that MN Barnwood had a frozen water line twice over the past two weeks. He mentioned that there is not a curb stop/water shut off for the property. Erickson noted that a water valve was recently installed before the water meter to continually keep the water flowing without going through the water meter. Erickson noted that it is against City ordinance to have a valve before the water meter. He said that the owner of MN Barnwood and the City reached an agreement to adjust the water/sewer rate this spring once the line would not freezing anymore. MN Barnwood also agreed to remove the illegal water valve.

A motion was made by Daleiden and seconded by Pelava to approve a water and sewer rate adjustment for the 104 Railway St. NW (MN Barnwood). Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

The Council discussed different ideas on how to best keep pipes from freezing.

- d. Consider Approval of Pay Request No. 3 in the Amount of \$13,818.42 to Heselton Construction, LLC for the Lonsdale Business Park Project, Josh Pope, I & S Group
Jamie Stienborn, I & S Group, provided the Council with an Engineer's Report to review along with the contractor's application for payment from Heselton Construction. He said that the erosion control measures are in place and that this winter's deep frost has not affected the project at all.

A motion was made by Daleiden and seconded by Pelava to approve Pay Request No. 3 in the amount of \$13,818.42 to Heselton Construction, LLC for the Lonsdale Business Park Project. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- e. Consider Approval to Make a Conditional Job Offer to Anthony Malepsy as Part-Time Police Officer at Grade 8 / Step 1 (\$17.64/hr.) – Jason Schmitz, Chief of Police
Police Chief Schmitz stated that 40 applications were received for the advertised part-time officer position. He said that the Human Resource (HR) Committee selected six applicants to interview on February 19, 2014. Schmitz said that he and the HR Committee selected Anthony Malepsy for the open position.

A motion was made by Daleiden and seconded by Furrer to make a conditional job offer to Anthony Malepsy as Part-Time Police Officer at Grade 8 / Step 1 (\$17.64/hr.). Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

f. Consider Approval to Accept Part-Time Police Officer John Pesta's Letter of Resignation, Jason Schmitz, Chief of Police

The Council read John Pesta's Letter of Resignation. Police Chief Schmitz said that Pesta did a good job, and he wished him the best of luck in the future.

A motion was made by Daleiden and seconded by Pelava to accept Part-Time Police Officer John Pesta's Letter of Resignation. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

g. Consider Approval to Hire an Additional Part-Time Police Officer a Grade 8 / Step 1 (17.64/hr.) – Jason Schmitz, Chief of Police

Schmitz reviewed his current roster with the Council, and he mentioned that the chances of losing another officer are pretty high. Schmitz recommend the hiring another part-time officer out of the current applications received to fill upcoming vacant positions.

A motion was made by Daleiden and seconded by Furrer to hire an additional Part-Time Police Officer a Grade 8 / Step 1 (17.64/hr.). Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

h. Consider Approval to Make a Conditional Job Offer to Joseph Ventre as Part-Time Police Officer at Grade 8 / Step 1 (\$17.64/hr.) – Jason Schmitz, Chief of Police

Schmitz recommended hiring Joseph Ventre as a Part-Time Police Officer to fill the projected vacancies within the department. He noted that Ventre was interviewed on February 19 , 2014 and the HR selected hime for the second part-time police officer position.

A motion was made by Daliden and seconded by Pelava to make a conditional job offer to Joseph Ventre as Part-Time Police Officer at Grade 8 / Step 1 (\$17.64/hr.). Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

i. Consider Approval to Accept Full-Time Police Officer John Gramling's Letter of Resignation – Jason Schmitz, Chief of Police

The Council read John Gramling's Two Week Notice. Police Chief Schmitz said that Gramling recently excepted a job with the Faribault Police Department with a starting salary around \$24-\$25/hr. He said that Gramling did an exceptional job while he was with the department, and Schmitz wished him the best of luck in the future.

A motion was made by Pelava and seconded by Furrer to accept Full-Time Police Officer John Gramling's Letter of Resignation. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

j. Consider Approval to Advertise for Full Time Police Officer – Jason Schmitz, Chief of Police

Schmitz said that with the resignation of John Gramling, he asked the Council for authorization to advertise for a full-time police officer to replace Gramling. He noted that the advertisement for a full-time position should bring in applications with more police officer experience.

A motion was made by Daleiden and seconded by Furrer to advertise for a Full Time Police Officer. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

The Council thanked Police Chief Schmitz.

k. Consider Approval of Resolution 2014-10, a Resolution Supporting Legislation Allowing Cities to Designate Their City Website to Publish Public Notices – Joel Erickson, City Administrator

Erickson asked the Council to consider showing support for a proposed bill that would improve and increase resident's access to information. He explained that the bill would allow City's to advertise public notices on their own websites in lieu of in local newspapers. He said that if the bill passed it would save time and money for the City. Daleiden and Pelava noted that they would still like to have some notices printed in the newspaper.

A motion was made by Daleiden and seconded by Pelava to approve Resolution 2014-10, a resolution supporting legislation allowing Cities to designate their City website to publish public notices. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

l. Consider Approval of Resolution 2014-11, a Resolution Supporting Legislation Authorizing the Establishment of Municipal Street Improvement Districts – Joel Erickson, City Administrator

Erickson asked the Council to consider showing support for a proposed bill that would allow cities to establish street improvement districts. He explained that such districts would be a supplement to special assessments. He said that it would allow property owners to pay smaller fees over a longer period of time for street reconstruction projects instead of \$10,000 over a 15 year period.

A motion was made by Daleiden and seconded by Furrer to approve Resolution 2014-11, a resolution supporting legislation authorizing the establishment of municipal street improvement districts. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

m. Consider Approval of Resolution 2014-12, a Resolution Authorizing Adoption of a Purchase Agreement – Joel Erickson, City Administrator

Erickson stated that the City staff recently came to terms with Steve Kubes of Lonsdale Mini Storage, LLC regarding the purchase of Lot 6, Lonsdale Industrial Park 2nd Addition. The Council reviewed the attached map, which highlighted the exact location of the property. Erickson summarized the details of the proposed purchase agreement and repurchase agreement. He said that Lonsdale Mini Storage is currently running out of room at their current location, 621 Industrial Drive SE, and they would like to build up to three more storage buildings on a property nearby. He said that they plan to start construction this spring on the new storage unit building. The Council members all agreed with the proposed purchase agreement and that the City is moving forward.

A motion was made by Furrer and seconded by Pelava to approve Resolution 2014-12, a resolution authorizing adoption of a purchase agreement. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

n. Consider Approval of a Request for Proposals (RFP) for Engineering Services for the Area No. 5 Street and Utility Improvement Project – Joel Erickson, City Administrator

Erickson explained that in late 2013 the Council reviewed and approved the RFP for engineering services for the Area No. 5 Street & Utility Improvement Project. He said that since then residents have voiced concern that the project has not been started and needs to be completed. He said that since the Area No. 5 Project needs to be designed up front and because the project's anticipated high cost, City staff revised the RFP to be more clear and concise. Erickson went through the proposed changes to the RFP. He noted that the project could end up being phased over three construction seasons. The Council discussed and agreed that South Main Street should also be included in the overall scope of the project. Rud directed Erickson to meet with the County Engineer to let them know of the City's intention to possibly reconstruct a portion of County Road 33/Main Street.

A motion was made by Daleiden and seconded by Pelava to approve a request for RFPs for engineering services for the Area No. 5 Street and Utility Improvement Project including Main Street South. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

o. Presentation of the 2013 Parks and Recreation Annual Report and 2014 Projects – Ben Baker, City Planner

Baker provided a thorough review of park and recreation related projects and items from 2013. The City Council looked at a correlating map showing the 2013 park projects. Baker briefly touched on: the Idaho Street Tree Planting Project, the Sticha Park Playground and Pavilion Project, the Rezac Nature Preserve Land Acquisition, the Linking Lonsdale Trail Connection Project, the Main Street Plaza Project, the ice resurfacers donation for the Jaycee Park Ice Rink, the Lonsdale Welcome Signs flower beds planting, Idaho Street Tree Nursery Plantings and Spruce Up Project, along with other initiatives. He also went through the proposed projects and initiatives list for 2014 which included: finishing the Main Street Plaza Project, repair/replacement work at the

3-R Landmark School, concrete/pavement work at Kalina Park, construction of a new archery range at the Rezac Nature Preserve, tree plantings along with the Lonsdale Business Park Project, the extension of the Southern Trail from Willow Creek Height to the Rezac Nature Preserve, completion of the Linking Lonsdale Trail Connection Project, ball field improvements at Trendera Memorial Park and Stich Park, and planning for a Veterans Memorial Park. Baker also provided a wish list of park and recreation projects that do not currently have funding. The City Council members also reviewed the 2014 Proposed Park Projects map. Rud thanked Baker for the great report.

Due to the proposed construction of the Linking Lonsdale Project trail connection through the Trendera Memorial Park/DRS parking lot, Vlasak brought up the idea that the Council should complete DRS Sanitary Sewer Project. The Council discussed whether or not the sewer project should be completed along with another project or as a standalone project. The Council directed Erickson to have the City Engineer finish up the design work for the project.

p. Consider Approval of Resolution 2014-13, a Resolution to Contract with a Councilmember

Erickson explained that the City contacted Rud Construction to help with emergency repair work to a broken water main. He provided the Council with a standard contract resolution to review that needs to be approved anytime the City does business with a Councilmember.

A motion was made by Daleiden and seconded by Pelava to approve a Resolution 2014-13, a resolution to contract with a councilmember. Vote for: Daleiden, Furrer and Pelava. Vote against: None. Abstained: Rud. Vote: 3-0-1. Motion carried.

11. OTHER BUSINESS

a. Department Reports

None

b. Council Reports

Council Member Daleiden

Daleiden said that Lonsdale Liquor profit numbers are running similar to last year, so he said that the store is in good shape.

Council Member Kodada

N/A

Council Member Furrer

Furrer said that the Library is putting up some new shelving units. She stated that Karla Krammer recently resigned from the Library Board. Furrer also mentioned that the EDA met last week and reviewed the survey results from the Lonsdale First program.

Council Member Pelava

Pelava said that the Planning Commission meeting was rescheduled for March 13, 2014.

Mayor Rud

Rud provided a review of the Builders Forum meeting held at City Hall on February 20th. He relayed that the builders, developers, and real estate agents that attended the meeting really like Lonsdale, and they asked the City to help them market the town. Rud also asked the Council if they would be receptive to accepting deferred payments for SAC/WAC fees typically paid up front at the time of building permit issuance. The rest of the Council agreed that they would be okay with that promotional tool to initiate new home starts. Rud announced that the Lonsdale Showcase is being held at R & L Woodcraft on March 1st. He also announced that the annual Bailout the Fireworks Fish Fry event will be held on March 21st.

12. ADJOURNMENT

A motion was made by Pelava and seconded by Kodada to adjourn the meeting. Vote for: Daleiden, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried. The meeting ended at 8:23 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator