

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
MARCH 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, Kodada Rud, and Pelava

Members Absent: Furrer

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

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any corrections, additions, or deletions to the agenda. Erickson asked if "Consideration of a Sewer Rate Adjustment for 502 Delaware Street SW" could be added to the agenda.

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

5. APPROVAL OF MINUTES

A motion was made by Daleiden and seconded by Kodada to approve the Minutes from the February 27, 2014 Regular Meeting and the March 13, 2014 Regular Meeting. Vote for: Daleiden, Kodada, Rud, 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 Pelava to approve the consent agenda as follows:

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

Vote for: Daleiden, Kodada, Rud, and Pelava. Vote against: None. Abstained: None.
Vote: 4-0. Motion carried.

9. OLD BUSINESS

- a. Consider Approval of a Proposal Submitted by I & S Group and KLM Engineering, Inc. in the Amount of \$31,344.00 for Engineering and Inspection Services for the City's Water Tower Reconditioning Plans, Specifications and Inspection – Russ Vlasak, Public Works Director

Vlasak stated that the City Administrator and himself reviewed all the proposals and asked a few follow up questions to each of the engineering firms. He said that they wanted to make sure that every firm understood the scope of the project and that all engineering and inspection fees were accounted for.

A motion was made by Kodada and seconded by Pelava to approve a proposal submitted by I & S Group and KLM Engineering, Inc. in the amount of \$31,344.00 for engineering and inspection services for the City's water tower reconditioning plans, specifications and inspection. Vote for: Daleiden, Kodada, Rud, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

10. NEW BUSINESS

- a. Consider Approval of a Sewer Rate Adjustment for 207 2nd Ave SW – Joel Erickson, City Administrator

The Council reviewed a letter from the property owners at 207 2nd Ave SW along with the property's water usage history. Erickson explained that excess water was used due to a faulty plumbing fixture in January and February 2014. He stated that the problem was fixed and the owner is current with his water bill. Erickson recommended approving a sewer rate adjustment and to use the three months following the repair work as the average rate billed for the remainder of the year. Daleiden stated that these types of things happen periodically.

A motion was made by Daleiden and seconded by Pelava to approve a sewer rate adjustment for 207 2nd Ave SW. Vote for: Daleiden, Kodada, Rud, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

b. Consider Approval of a Sewer Rate Adjustment for 502 Delaware Street SW – Joel Erickson, City Administrator

Erickson explained that the owners of 502 Delaware Street SW, Albert & Dorothy Kadrlik, reside in the southern United States during the winter months. Albert and Dorothy explained that a water leak occurred while they were gone, and they asked the Council to consider lowering their water bill because they are snowbirds and they couldn't have caught the leak because they were gone. Erickson said that in the past, the Council has approved sewer rate adjustments once the entire water bill has been paid. Erickson provided the Council with a spreadsheet on water usage for 502 Delaware Street SW, and he suggested that the Kadrlik's be responsible to pay for \$270.18 based on their 2013 average usage of 2,750 gallons. The Council agreed with Staff's recommendation to partially lower the water bill because of the unique situation.

A motion was made by Kodada and seconded by Pelava to approve a sewer rate adjustment for 502 Delaware Street SW. Vote for: Daleiden, Kodada, Rud, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

c. Consider Approval of a Minnesota Lawful Gambling LG220 Application for Exempt Permit With No Waiting Period Submitted by the Church of the Immaculate Conception for August 3, 2014 – Joel Erickson, City Administrator

Erickson said that the Immaculate Conception Church has requested approval of a gambling license to conduct bingo and raffle(s) on the church grounds for their annual Church Festival. He recommended approval of the MN Lawful Gambling LG220 Application for Exempt Permit with no waiting period.

A motion was made by Daleiden and seconded by Pelava to approve a Minnesota Lawful Gambling LG220 Application for Exempt Permit with no waiting period submitted by the Church of the Immaculate Conception for August 3, 2014. Vote for: Daleiden, Kodada, Rud, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

d. Consider Approval of the Kalina Park Play Area Border Design and Authorize Staff to Advertise for Bids for Concrete Work and Paving – Ben Baker, City Planner

Baker explained that the Park Board has been reviewing different site plan design options for the Kalina Park play area. He noted that the main goal of the Board was to install a permanent mulch retention solution and provide a smooth paved patio area for patrons to gather on, to park strollers/bikes on, and to hold benches and picnic tables. He provided the Council with the proposed site plan design recommended by the Park Board. Baker noted that the proposed concrete work will look similar to other play areas within the City. Baker also provided the Council with proposed cost estimates for the work.

A motion was made by Daleiden and seconded by Kodada to approve the Kalina Park play area border design and authorize Staff to advertise for bids for concrete work, including an alternative bid for a hop-scotch pad, and trail paving work. Vote for: Daleiden, Kodada, Rud, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

Kodada asked Vlasak if the Public Works Department would want to use New Prague's paver for the proposed asphalt sections of the site plan. Vlasak preferred that an outside contractor perform the work with their equipment.

- e. Consider Approval of an Internship Program Between April 14, 2014 and April 25, 2014 and Entering Into a Memorandum of Agreement for Student Training Experience/Internship Between the City of Lonsdale and Minnesota State Colleges and Universities, St. Cloud Technical and Community College – Joel Erickson, City Administrator / Russ Vlasak Public Works Director

Erickson explained that City staff was approached last month by a student at St. Cloud Technical and Community College regarding the possibility of a two-week internship at the wastewater treatment plant. Erickson provided the Council with a summary of a proposed agreement between St. Cloud Tech and the City of Lonsdale. Vlasak explained that the student intern will be shadowing the Wastewater Treatment Plant Operator, performing scheduled maintenance, and researching options for bio-solid removal. Erickson stated that he expects the intern to be learning while he's around for the two-weeks. Rud thanked City staff for organizing the internship.

A motion was made by Kodada and seconded by Pelava to approve an internship program between April 14, 2014 and April 25, 2014 and entering into a memorandum of agreement for student training experience/internship between the City of Lonsdale and Minnesota State Colleges and Universities, St. Cloud Technical and Community College. Vote for: Daleiden, Kodada, Rud, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- f. Review Engineering Proposals Submitted for the Area No. 5 Street and Utility Improvement Project – Joel Erickson, City Administrator

Erickson provided the Council with engineering RFPs from three different firms: Bolton & Menk, Inc., WSB & Associates, Inc., and I & S Group, Inc. The Council reviewed the three proposals using a comparison spreadsheet. Erickson stated that any of the three firms can provide the requested engineering services. He noted that all the engineering firms have a solid understanding of the project scope. Erickson said that the Council should consider which firm has the most understanding of the City and the City's expectations. He recommended that the City negotiate a lower price with WSB & Associates since the City is comfortable with the service that they provide. He said that other firms may require additional Staff time to get them up to speed and accustomed with City expectations. Vlasak agreed that WSB knows what the City expects and that they already have a good handle on the proposed project. Kodada stated that the last few City reconstruction projects have gone good with WSB. Rud stated that maybe City staff should negotiate with WSB to get a comparable price to that of the lower bid. Kodada noted that the City did have a bad experience with Bolton & Menk when they were the engineers on the Well #4 Project. Pelava agreed, that City experience should be taken into account. The Council directed Erickson to negotiate the best price possible with WSB and bring back the results to the next meeting.

Erickson noted that he did meet with the Rice County Engineer to make him aware of the proposed project impact on Main Street South/County Road 33. The Council discussed County funding for the project.

A motion was made by Kodada and seconded by Pelava to authorize the City Administrator to negotiate with WSB & Associates for engineering services for the Area No. 5 Improvement Project. Vote for: Daleiden, Kodada, Rud, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

11. OTHER BUSINESS

a. Department Reports

- Vlasak stated that the Public Works Department will be identifying and fixing pot holes.
- Baker provided an update on the March 23rd Veterans Memorial Task Force meeting. Rud stated that a significant amount the project already has committed funding. He said that the new Veterans Memorial will be a terrific asset for the community. He also mentioned that it will be nice to get the corner of Main Street North and Railway cleaned up and looking nice.

b. Council Reports

Council Member Daleiden

Daleiden said that Lonsdale Liquor customer count and revenue numbers are running fairly steady with last year's numbers.

Council Member Kodada

Kodada announced that the City will be hosting a Community Build Day during the morning of April 5th for volunteers to help construct archery target frames and a platform for the new archery range. Baker noted that approximately ten people have already committed to helping that morning.

Council Member Furrer

N/A

Council Member Pelava

Pelava said that the Planning Commission will be meeting again in April.

Mayor Rud

Rud announced that the Lions Breakfast will be held on April 6th. He said that Little League Baseball sign up is now underway. He mentioned that the Men's Softball League is still looking for teams. Rud said that the Human Resources Committee is reviewing applications for the Full-Time Police Officer position. Rud suggested that the City Council should start discussions on garbage haulers before next year. Rud held up a glass plaque recently given to the City of Lonsdale from the Arbor Day Foundation in honor of the City's fifth year as a Tree City USA. He thanked City staff and the Park Board for their work with promoting trees in Lonsdale.

12. ADJOURNMENT

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

Respectfully Submitted:

Joel A. Erickson, City Administrator