

**MINUTES  
CITY OF LONSDALE  
CITY COUNCIL MEETING  
MARCH 31, 2016**

**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, Daleiden, Rud, Furrer, and Pelava

Members Absent: None

City Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, City Engineer Kevin Kawlewski, 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.

A motion was made by Daleiden and seconded by Furrer to approve the agenda as proposed. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

**5. APPROVAL OF MINUTES**

A motion was made by Kodada and seconded by Furrer to approve the Minutes from the February 25, 2016 Regular Meeting and the March 10, 2016 Regular Meeting Minutes. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. 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: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

**9. OLD BUSINESS**

None

**10. NEW BUSINESS**

- a. Introduction of Zachary Ambroz as Full Time Police Officer – Jason Schmitz, Chief of Police

Police Chief Jason Schmitz introduced new Full-Time Police Officer Zachary Ambroz to the City Council. Schmitz said that that Ambroz is graduate of New Prague High School and Minnesota State University, Mankato. He noted that Ambroz has worked for Renville County as a Sheriff's Deputy and a Police Officer. He said that Ambroz came highly recommended by co-workers and people associated with him. The Council welcomed Ambroz, and they wished him a great career.

- b. Consider Approval to Authorize Staff to Advertise for Sale a Forfeited 1998 Chevrolet Cheyenne 2500 Truck – Jason Schmitz, Chief of Police

Schmitz explained that the Police Department received a 1998 Chevy pickup back in August 2015 on a Second Degree Driving Under the Influence of Alcohol offense. He said that all requirements have been met and the vehicle is currently titled under the City of Lonsdale. Schmitz said that the vehicle is valued around \$3,000.00 per Kelly Bluebook. Kodada asked if the Public Works Department needed the vehicle. Vlasak said that it would be an upgrade for one of their vehicles. The Council suggested that the Public Works Department to submit a bid.

A motion was made by Kodada and seconded by Pelava to authorize Staff to advertise for sale a forfeited 1998 Chevrolet Cheyenne 2500 Truck. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

c. Consider Approval to Authorize Staff to Advertise for a Full Time Police Officer – Jason Schmitz, Chief of Police

Schmitz stated that during the 2016 Budget process, the Council approved the addition of a Full-Time Police Officer starting in May/June 2016. Schmitz explained that due to the turnover rate of the Police Department's part-time officers that yet another Full-Time officer is needed. Pelava asked about training costs. Schmitz explained the amount of time and cost that goes into the training of new police officers. He said that another Full-Time Police Officer will only cost the City approximately \$10,000.00. He stated that the Police Department currently has 5 Full-Time and 4 Part-Time Officers. He recommended staffing 6 Full-Timers and 1-2 Part Time Officers.

A motion was made by Furrer and seconded by Pelava to advertise for a Full Time Police Officer. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

d. Consider Approval of Resolution 2016-14, a Resolution Approving Deferral of a Special Assessment in the Amount of \$12,500.00 for 425 Arizona St. SE Pertaining to the Area No. 5 – Phase I Street and Utility Improvement Project – Joel Erickson, City Administrator

The Council reviewed a letter from Per-Anders Swenson requesting deferral of the special assessment which was levied against his property in 2015 for the Area No. 5 – Phase I Street Project. Erickson said that Swenson came to City Hall shortly after Rice County sent out 2016 proposed property tax statements, which showed his street assessment amount due. Erickson explained that Swenson meets the requirement of being 65 years of age, and he said that three other property owners were previously approved to have their special assessment deferred for the project. Rud noted that the full assessment will need to be paid eventually.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2016-14, a resolution approving deferral of a special assessment in the amount of \$12,500.00 for 425 Arizona St. SE pertaining to the Area No. 5 – Phase I Street and Utility Improvement Project. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

e. Consider Approval of Resolution 2016-15, a Resolution Approving the Lonsdale Economic Development Authority Rehabilitation Grant Program – Joel Erickson, City Administrator

Erickson said that the EDA has been working on creating a new program entitled Lonsdale EDA Rehabilitation Grant Program, intended to be ran similar to DEED's Small Cities Development Grant Program (SCDG). He mentioned that the City has submitted several SCDG applications since 2009, with no success. Erickson said that one of the EDA's on-going goals is to beautify Downtown Lonsdale. He went through the main points of the grant program while the Council reviewed the attached program and application documents. He said that the program will be a one year pilot project aimed at making an immediate visual impact on Lonsdale. Daleiden and Furrer mentioned that the EDA Board had a lot of discussion on the topic, and they referred to a recent community

survey that indicated that residents want nicer looking business buildings in the Downtown Area.

A motion was made by Furrer and seconded by Daleiden to approve Resolution 2016-15, a resolution approving the Lonsdale Economic Development Authority Rehabilitation Grant Program. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- f. Consider Approval of Resolution 2016-16, a Resolution Supporting the Establishment of a Regional Bus Stop on the Albert Lea to Bloomington Concept Route at the Intersection of I-35 and State Trunk Highway 19 – Joel Erickson, City Administrator

Erickson explained that as part of the Rice County Legislative Policy discussion, that locating some type of transit hub/station/stop along I-35 was identified as one of the priorities. Erickson stated that it is important to Lonsdale and Northwestern Rice County that a transit stop be 1) located near the Hwy 19 & I-35 interchange, and 2) officially identified on MNDOT's transit map for the benefit of Lonsdale area commuters. Rud agreed, stating that it is very important that the transit bus route have a stop at Hwy 19 & I-35. Erickson noted that over 85% of Lonsdale commuters drive to work alone and that their mean travel time is 35 minutes, which is longer than the Minnesota mean of 23 minutes. He read through the proposed Resolution.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2016-16, a resolution supporting the establishment of a regional bus stop on the Albert Lea to Bloomington Concept Route at the Intersection of I-35 and State Trunk Highway 19. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- g. Consider Approval of the Quote in the Amount of \$15,405.50 Submitted by Buscho Enterprises for the Hauling and Applying of Bio-Solids – Russ Vlasak, Public Works Director

Vlasak stated that he sent out five letters to bio-solid hauling companies, but only one company submitted a bid: Buscho Enterprises - \$15,405.50. Vlasak said that the City will need to haul once in spring and once in the fall. He noted that the City has a contract in place with the land owner. The Council reviewed Buscho's estimate.

A motion was made by Daleiden and seconded by Pelava to approve a quote in the amount of \$15,405.50 submitted by Buscho Enterprises for the hauling and applying of bio-solids. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- h. Consider Approval of Resolution 2016-17, a Resolution Establishing Deed Restrictions for the Rezac Nature Preserve Outdoor Recreation (Fishing Pier) Grant Required by the Minnesota DNR – Ben Baker, City Planner

Baker said that in August 2016, the City of Lonsdale was awarded a DNR Outdoor Recreation Grant for the construction/installation of a fishing pier and boardwalk within the Rezac Nature Preserve. He stated that per State Contract LW27-01401, the City was

awarded a \$25,000.00 local match grant. Baker said that one of the requirements of the grant contract is that deed restrictions shall be recorded against the property, so that the park land remains only for public outdoor recreation uses, unless otherwise authorized by the DNR Commissioner.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2016-17, a Resolution establishing deed restrictions for the Rezac Nature Preserve Outdoor Recreation (Fishing Pier) Grant required by the Minnesota DNR. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

i. Consider Approval of a Quote Submitted by BSN Sports in the Amount of \$4,509.97 for the Purchase of Soccer Goals – Ben Baker, City Planner

Baker said that 2016 will be TCU/Lonsdale's first year as part of the Minnesota Youth Soccer Association (MYSA). He stated that 30 more kids have registered for soccer this year compared to 2015. Baker stated that TCU's MYSA contact suggested purchasing 12 ft. wide goals for U9-U10, 21 ft. wide goals for U-11-U12, and 24 ft. wide goals for U13 & up. He noted that the Council specifically budgeted for soccer goals in their 2016 City Budget. Baker said that the Park Board recommended approval of purchasing soccer goals at their March 8, 2016 Meeting. The Council reviewed the proposed field layout maps and soccer goal quotes.

A motion was made by Kodada and seconded by Pelava to approve a quote submitted by BSN Sports in the amount of \$4,509.97 for the purchase of soccer goals. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

j. Update on the Comprehensive Plan Process – Ben Baker, City Planner

Baker provided the Council with an update on the City's 2016 Comprehensive Plan. He reviewed the topics discussed at the February and March meetings. Baker said that the group will be touring Lonsdale's public facilities on April 21<sup>st</sup>, and then reviewing the Housing and Land Use Chapters of the Comp Plan in May.

k. Consider Approval of Resolution 2016-18, a Resolution Accepting a bid for the 2016 Northeast Area Mill and Overlay Project – Kevin Kawlewski, City Engineer

Kawlewski stated that six bids were received for the 2016 Northeast Area Mill & Overlay Project: 1) Crane Creek Asphalt - \$114,302.70, 2) Heselton Construction, Inc. - \$130,024.01, 3) Velly Paving - \$134,086.69, 4) McNamara Contracting, LLC - \$140,497.50, 5) Chard Tiling & Excavating - \$142,257.00, and 6) Harddrives, Inc. - \$162,522.96. He said that the Engineer's Estimate for the project was \$152,399.00. Kawlewski said that bids were tabulated and checked for accuracy. He mentioned that the low bid from Crane Creek was the lowest asphalt price he has seen in 15 years. The Council instructed Kawlewski to get a bid from Crane Creek to pave the DRS Field Parking Lot.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2016-18, a Resolution accepting a bid for the 2016 Northeast Area Mill and Overlay Project. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

## **11. OTHER BUSINESS**

### **a. Staff Reports**

#### *Public Works Director*

Vlasak said that the Public Works Department has been working on leveling the boardwalk that leads to the new fishing pier and around the lumber yard. He said that they have also been replacing the roof on the Police Department building. He mentioned that they may be reconstructing the Lions Park gazebo this summer.

#### *City Engineer*

Kawlewski said that BCM will back in May to finish punch list items from the 2015 Area No. 5 – Phase 1 Project. He said that Chard Tiling & Excavating has signed the contract for the 2016 Phase II Project. He stated that road restrictions should go off in a few weeks.

#### *City Administrator*

Erickson said that City Hall staff has been working on filing, organizing, and record retention. He said that applications are being accepted for the Community Center Advisory Board. He said he has been working on finalizing staffing for the Public Works Department. He notified the City Council that the City plans to send out blight notices this spring.

#### *City Planner*

Baker stated that Lonsdale was officially named a 2015 Tree City USA by the Arbor Day Foundation. He mentioned that the DNR Fisheries Unit will be putting fish in Hidden Willow Pond this spring. He said that City Staff will be meeting with Common Grounds Landscaping on April 4<sup>th</sup> to layout the 2016 Veterans Memorial Expansion.

### **b. Council Reports**

#### *Council Member Daleiden*

Daleiden provided a brief report on Lonsdale Liquor. He announced that the liquor store will be hosting a tasting event on April 30<sup>th</sup> from 4:00 – 7:00 pm.

#### *Council Member Kodada*

Kodada said that the Park Board will meet again on April 12<sup>th</sup>.

#### *Council Member Furrer*

Furrer said that the EDA finalized their grant program to help entice downtown businesses to spruce up their buildings. She said that the Library now has a new Circulation Clerk hired.

*Council Member Pelava*

Pelava said that there have been 7 new home permit applications submitted so far in 2016. He noted that home and land prices have been increasing.

*Mayor Rud*

Rud stated that youth baseball registration ends on April 3<sup>rd</sup>. He said that the recent fireworks fundraiser was a tremendous success. He thanked Five Star Embroidery for sponsoring the Mayor's KCHK show.

**12. ADJOURNMENT**

A motion was made by Daleiden and seconded by Kodada to adjourn the meeting. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The meeting ended at 7:55 pm.

Respectfully Submitted:

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Joel A. Erickson, City Administrator