

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
APRIL 11, 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: Daleiden, Kodada, Rud, Furrer, and Pelava

Members Absent: None

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

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any corrections, additions, or deletions to the agenda. Erickson asked if "Purchase of a Vehicle for the Fire Chief" could be added to the agenda.

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

5. APPROVAL OF MINUTES

None

6. PUBLIC HEARINGS

a. Conditional Use Permit 2013-01, TCU East Elementary School Addition – Ben Baker, City Planner

Mayor Rud read the public hearing notice and opened the public hearing. The City Council reviewed a detailed Staff Report, including maps and plans, while Baker and Project Architect Eric Linner, of Wold Architects & Engineers, described the proposed project by means of a brief slideshow presentation. Baker noted that School District No. 2905, Tri-City United, was seeking approval to construct a three classroom addition to the northwest-side of the existing elementary school building. He reviewed details on zoning, district standards, parking, landscaping, utilities, drainage, along with specific information on the proposed addition project. Linner stated that one of the classrooms will be used for art and music classes. He said that MetCon will be the general contractor for the project, and he said that they are ready to start on the project as soon as all the necessary approvals and permits are granted.

Baker noted that the existing 10' x 12' freestanding sign located along Co Rd 4 was recently altered to identify the new school district name, Tri-City United, and the new school district website link, www.tcu2905.us. He noted that the new changes did not match the existing lettering and background colors. The Council reviewed a recent picture of the revised sign compared to the old sign. He stated that the Planning Commission recommended that the School District either erect a new permanent sign, to match the exterior of the school building, or completely take down the existing sign. Baker mentioned that no written or verbal comments were received by City Staff.

Mayor Rud asked if anyone in the audience wanted to speak on the matter. No one responded to the invitation.

A motion was made by Kodada and seconded by Daleiden to close the public hearing. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The public hearing closed at 7:12 pm.

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

None

8. APPROVAL OF THE CONSENT AGENDA

A motion was made by Kodada and seconded by Pelava to approve the consent agenda as follows:

- a. Consider Approval of an Application and Permit for a 1-Day to 4-Day Temporary On-Sale Liquor License Requested by the Lonsdale Firemen's Relief Association for their Annual Steak Fry
- b. Consider Approval of an Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License Requested by the Church of the Immaculate Conception for their Annual Church Festival
- c. Consider Approval to Accept Luke Rezac's Letter of Resignation as Part Time Liquor Store Clerk

Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

9. OLD BUSINESS

None

10. NEW BUSINESS

a. Consider Approval of Conditional Use Permit 2013-01, a Conditional Use Permit Amending Conditional Use Permit 2005-01 – Ben Baker, City Planner

The Council reviewed the terms and conditions for CUP No. 2013-01. Mayor Rud suggested that Tri-City United School District put up a new permanent sign. The other City Council members agreed with Rud. Linner stated that the only freestanding sign within the School District is located at the High School in Montgomery, and he mentioned that nice masonry signs can cost anywhere from \$20,000 - \$30,000. Kodada stated that the City recently spent thousands of dollars on City welcome signage and landscaping, and he questioned why the School District couldn't do the same on their property. The Council agreed that the City Administrator should try to reach an agreement with Tri-City United School District to erect a new masonry freestanding sign at the Lonsdale Elementary School site. Mayor Rud said that a nice looking sign along Co Rd 4 at the elementary school is not too much to ask for. Furrer stated that when the elementary school was originally constructed a few years ago, a freestanding sign should have been included in the project.

A motion was made by Kodada and seconded by Furrer to approve Conditional Use Permit 2013-01, a conditional use permit amending Conditional Use Permit 2005-01, allowing the TCU-Lonsdale Elementary School to construct a three classroom addition, contingent upon the following conditions:

- The City of Lonsdale prefers that a new permanent freestanding sign be installed in place of the existing wooden post sign. The City Administrator shall work with Tri-City United School District to erect a new permanent sign. If an agreement can be reached, such sign shall be consistent looking with the school building's exterior and comprised of at least 50 percent brick, split faced block, or similar looking masonry material. If an agreement for a new sign cannot be reached, then the existing freestanding sign shall be completely removed from the school grounds.
- According to City Code §153.06, three (3) trees, per City standards, shall be planted on site.
- Along with any required plan review by the State of Minnesota, a separate City of Lonsdale Permit shall be issued by the City before construction on the project may commence.
- Any future additions shall require an amendment to the Conditional Use Permit.

Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- b. Consider Approval of a Request by Tony and Lori Nickel to Use the Months of April, May and June as the Months Used to Calculate the Average Monthly Sewer Rate for the Remainder of the Year – Joel Erickson, City Administrator

The Council reviewed a letter from the Nickel's requesting that the months of April, May, and June be used to calculate their average sewer rate for the months of July through December 2013. Erickson explained that the Nickel's had a leaky toilet and excessive regeneration of their water softener. He said that the necessary repairs have been made and their account has been made current. Erickson said that their request is similar to requests that the Council has approved in the past.

A motion was made by Daleiden and seconded by Kodada to approve a request by Tony and Lori Nickel to use the months of April, May and June as the months used to calculate the average monthly sewer rate for the remainder of the year. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

Kodada expressed pleasure with the City's monthly water billing routine. He said that problems get caught faster when billing on a monthly basis compared to quarterly.

- c. Consider Approval of a Request Submitted by the Lonsdale Area Chamber of Commerce for a Fireworks Display Application and Permit – Joel Erickson, City Administrator

Lonsdale Area Chamber of Commerce Treasurer Howard White asked the City Council to consider helping the LACC again with its July 3rd Fireworks event. He said that it seems like a good partnership between the City, LACC, and Aces Baseball Club that builds goodwill throughout the community. He said that funds raised at the "Bailout the Fireworks Fish Fry" event only go towards the fireworks and that reserve money is saved in case fundraising efforts don't go as well. He said that many people from the area come to Lonsdale to watch the fireworks show.

Fireworks Launch Team Volunteers Jeff Smisek and Shannon Morsching explained the reasons why they would like to launch the fireworks this summer from the Otto Homburg Farm. They said that \$500.00 is worth the money for using the Homburg property. Smisek also described the three proposed road closures needed to secure the launch area.

Kodada said that the fireworks event is a great opportunity for the City. Mayor Rud said that the Lonsdale Liquor Enterprise Fund should be used to sponsor the requested expenses. Furrer stated that the LACC did a great job with fundraising for the event, but she said that the City Council did not budget for the proposed expenses in the 2013 Budget. Daleiden said that the liquor store is in pretty good shape financially, and that the store can be used as a funding resource. Furrer said that the LACC should at least be responsible for covering the cost of the Homburg land.

A motion was made by Kodada and seconded by Daleiden to approve:

- A request submitted by the Lonsdale Area Chamber of Commerce for a fireworks display application and permit.

- A request submitted by the Lonsdale Area Chamber of Commerce to close Idaho St. SW, between Main Street South and Harvest Drive SW, beginning at 9:00 pm until the fireworks are complete, for the July 3, 2013 Fireworks Display
- A request submitted by the Lonsdale Area Chamber of Commerce in the amount of \$1,250.00 for fireworks insurance and property usage.

Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

Pelava suggested that the City Council needs to decide what is its proper role in funding community events like the July 3rd Fireworks.

- d. Consider Approval of a Request Submitted by the Lonsdale Area Chamber of Commerce to Close Idaho St. S for the July 3, 2013 Fireworks Display – Joel Erickson, City Administrator

[This Agenda Item was discussed and approved above]

- e. Consider Approval of a Request Submitted by the Lonsdale Area Chamber of Commerce in the Amount of \$1,250.00 for Fireworks Insurance/Property Usage – Joel Erickson, City Administrator

[This Agenda Item was discussed and approved above]

- f. Presentation on the Proposed DRS Sanitary Sewer Connection, WSB & Associates, Inc. Sanitary Sewer Modeling Proposal, Storm Sewer Addition and Paving of the Main Street North Alley – Russ Vlasak, Public Works Director

The City Council listened to and viewed a presentation from Public Works Director Russ Vlasak concerning the DRS Sanitary Sewer Connection Project. Using a map projected on the whiteboard, he explained past issues that the City and residents have experienced due to multiple bottlenecks in the sanitary sewer system. He showed that a major bottleneck is located at intersection of Main Street North and Railway Street NW where three 8” lines run into one 8” sewer line. He calculated that 408 services run to that point from the northwest section of town. He said that 408 far exceeds the recommend maximum of 200-300 services by the City Engineer. Vlasak said that a new 18” sewer line under the DRS Field parking lot would relieve pressure and overloads in the Upper Northwest, Lower Northwest, Old Northeast, and Old Southwest portions of town. He said that the existing sewer system would be less septic if a new 18” line was installed. He said that the time for the project is now, since the Council is considering constructing a new paved trail around the DRS Field parking lot.

City Engineer Kawlewski answered questions and provided additional information on the proposed project and sewer system. The City Council asked the City Engineer to bring back a proposal to study and conduct computer modeling for the sewer system in question.

- g. Consider Approval to Make a Conditional Job Offer to Craig Vlasak as Seasonal Public Works Employee at Grade 2 / Step 2 - Joel Erickson, City Administrator

Erickson explained that the City follows PERA's employment period standards for seasonal employees. Erickson said that Craig Vlasak worked hard and was a benefit to the City when he worked with the Public Works Department last year. Erickson recommended that the City not advertise for the position and make Craig Vlasak a conditional job offer at Grade 2 / Step 2.

A motion was made by Furrer and seconded by Pelava to make a conditional job offer to Craig Vlasak as Seasonal Public Works Employee at Grade 2 / Step 2 (\$10.79/hour).

Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- h. Consider Approval to Pay an Invoice Submitted by Minnesota Dirt Works in the Amount of \$5,683.00 for Repair Work Completed on the Heath Creek Culvert – Kevin Kawlewski, City Engineer

The Council considered a request from Minnesota Dirtworks in the amount of \$5,683 for repair of a concrete culvert on CSAH 33, adjacent the Southern Trail connection that was constructed in 2009. Kawlewski explained that during the fall of 2010 and spring of 2011, intensive rainfalls caused substantial flooding and the culvert's flared end sections in the east ditch were undermined and sloughed down the roadway bank separating from the pipe in the shoulder of CSAH 33 and ultimately caused a sink hole. After further research, he said that it was found that the pipe was installed correctly with tie rods across the joints. Kawlewski stated that the pipe failure was not caused by poor installation or bad engineering, he said that the heavy rains were simply an act-of-God that could not be accounted for. Furrer asked if tie-rod failure is common. Kawlewski said no. Mayor Rud said that he is not in agreement with paying Minnesota Dirt Works any money for completed warranty work. After further discussion, the Council decided to pay half the invoice amount.

A motion was made by Daleiden and seconded by Pelava to pay half of the invoice amount submitted by Minnesota Dirt Works in the amount of \$2,841.50 for repair work completed on the Heath Creek Culvert. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- i. Consider Approval of a Revised Job Description for the Liquor Store Manager – Joel Erickson, City Administrator

Erickson said that one of the goals that City Staff took away from the Minnesota Municipal Beverage Association Boot Camp Conference was to review the liquor store's current job descriptions. He said that the proposed job description was reviewed by the Liquor Store Manager and that the format now matches other City job descriptions.

A motion was made by Kodada and seconded by Furrer to approve a revised job description for the Liquor Store Manager. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- j. Consider Approval of a Revised Job Description for the Assistant Liquor Store Manager – Joel Erickson, City Administrator

Erickson said that the proposed job description for the Assistant Liquor Store Manager was reviewed by the Liquor Store Manager and there were not many revisions needed.

A motion was made by Kodada and seconded by Pelava to approve a revised job description for the Assistant Liquor Store Manager. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- k. Consider Authorizing the City/Fire Department to Purchase a Fire Chief’s Vehicle in the Not-to-Exceed Amount of \$10,000.00 through a Car Auction.

Erickson asked the City Council to consider allocating up to \$10,000 from the Fire Department Fund for a Fire Chief’s vehicle. He said that Duane Tuma, of Duane’s Body Shop, has offered to help the Fire Department look for a good fire vehicle, such as an SUV, at area car auctions. Pelava stated that purchasing vehicles at car auctions can be risky because they don’t allow any inspections to take place.

A motion was made by Daleiden and seconded by Furrer to authorize the City/Fire Department to purchase a Fire Chief’s Vehicle in the not-to-exceed amount of \$10,000.00 through a car auction. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

11. OTHER BUSINESS

- a. Project Updates

- Kawlewski stated that Spring Road Wight Limit Restrictions typically go off in late-April or May.

- b. Council / Department Reports

Council Member Daleiden

Daleiden stated that Lonsdale Liquor showed a small profit in March.

Council Member Kodada

Kodada stated that the Park Board will be meeting on April 23rd.

Council Member Furrer

Rud congratulated Furrer on being selected as the Library President. Furrer said that the Library Board will meet on April 17th and the EDA will meet on the morning of April 18th.

Council Member Pelava

Pelava stated that the Planning Commission will be meeting on April 18th.

Mayor Rud

Mayor Rud stated that the Fire Department Steak Fry is scheduled for May 15th. He stated that the Food Shelf met its goal from its food drive collection event. Rud congratulated Brittney Smisek for being named Miss Czech-Slovak Minnesota.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Furrer to adjourn the meeting. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Against: None Vote 5-0. Motion carried. The meeting ended at 8:47 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator