

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
APRIL 28, 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 Pelava and seconded by Daleiden 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 March 31, 2016 Regular Meeting and the April 14, 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 Kodada 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. Consider Approval of the Lonsdale Area Chamber of Commerce's Requests for Community Days 2016 – Community Days Committee
Erickson presented the Council with 11 requests from the Lonsdale Community Days Committee, including overnight camping at Jaycee Park. Community Days Members Karmin Stanley, Billie Sayer and Sarah Whitney addressed the Council from the podium. They provided information about the 3-day event in August, including the parade and proposed events.

A motion was made by Kodada and seconded by Furrer to approve the Lonsdale Area Chamber of Commerce's requests for Community Days 2016. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- b. Consider Approval of a Request from the Lonsdale Area Chamber of Commerce to Host the Culpepper & Merriweather Circus on Saturday, July 30, 2016 – Lonsdale Area Chamber of Commerce

The Council reviewed a request from the Lonsdale Area Chamber of Commerce to hold a circus at the Rolling Ridge Market Place on July 30, 2016. Erickson suggested approving the request upon: 1) approval of the private property owners' permission, 2) adding the RRMPOA as an additional insured party, and 3) allowing the use of a nearby City fire hydrant, as long as a back flow preventer is used.

A motion was made by Daleiden and seconded by Kodada to approve a request from the Lonsdale Area Chamber of Commerce to host the Culpepper & Merriweather Circus on Saturday, July 30, 2016. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- c. Consider Approval of Resolution 2016-22, a Resolution Authorizing Issuance, Awarding Sale, Prescribing the Form and Details and Providing for the Payment of \$1,625,000 General Obligation Improvement Bonds, Series 2016A – Matt Rantapaa, Robert W. Baird

Matt Rantapaa, of Robert W. Baird, provided the Council with a detailed overview of the April 20, 2016 \$1.625,000.00 million bond sale. The Council reviewed the 4-page post-pricing summary from Baird and the 6- page bond rating summary from Standard & Poor's Rating Service. Rantapaa said that for Lonsdale's population size, its AA- bond rating is something to be proud of. He noted that a more diverse tax base could help the City's bond rating even more. Erickson stated that due to interest rates, \$27,000.00 in premium was paid, so the total amount of bonds needed was reduced by that amount.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2016-22, a Resolution authorizing issuance, awarding sale, prescribing the form and details and providing for the payment of \$1,625,000 General Obligation Improvement Bonds, Series 2016A. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- d. Consider Approval of an Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License and Administrative Use Permit 2016-02 Allowing Overnight Camping at the Jaycee Park – Al Friedges, Melissa Ann Friedges Memorial Foundation
Al Friedges, of the Melissa Ann Friedges Memorial Foundation, said that 2016 is the 9th year of the Melissa Ann Friedges Memorial Foundation Annual Softball Tournament, and the 7th year that it will be held in Lonsdale. He said that the Foundation distributed \$33,000.00 to area cities, association, and schools in 2015 and \$238,000.00 over 9-years. He mentioned that their 1-day tournament format has been successful in recent years. Kodada said that the M.A.F.M. Foundation is a very good and generous organization. Friedges said that Lonsdale is the right place to host the tournament.

A motion was made by Kodada and seconded by Daleiden to approve an application and permit for a 1 Day to 4 Day Temporary On-Sale Liquor License and Administrative Use Permit 2016-02, allowing overnight camping at the Jaycee Park. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- e. Consider Approval to Make a Conditional Job Offer to Lyle Miller as Seasonal Public Works Employee at Grade 1 / Step 1 (\$10.58/hr.) – Joel Erickson, City Administrator
Erickson said that the City received 7 job applications for the Seasonal Public Works positions, and that the Human Resources Committee held interviews on April 13, 2016. Erickson said the Lyle Miller did a good job during the interview and has over 30 years of experience working in the Roseville Public Works Department.

A motion was made by Kodada and seconded by Pelava to make a conditional job offer to Lyle Miller as Seasonal Public Works Employee at Grade 1 / Step 1 (\$10.58/hr.). Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- f. Consider Approval to Make a Conditional Job Offer to Thomas Steiner as Seasonal Public Works Employee at Grade 1 / Step 1 (\$10.58/hr.) – Joel Erickson, City Administrator

Erickson said that Thomas Steiner was also interviewed on April 13th, and stated that Steiner interviewed well and seemed like a hard worker. He noted that Steiner will mostly be responsible for cutting grass. Erickson said that all the seasonal employees hired by the City this season will share a total of 2,289 budget hours. He also noted that seasonal workers may only work 186 consecutive days.

A motion was made by Pelava and seconded by Furrer to make a conditional job offer to Thomas Steiner as Seasonal Public Works Employee at Grade 1 / Step 1 (\$10.58/hr.). Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- g. Consider Approval of Resolution 2016-23, a Resolution of Sponsorship of the Lonsdale Sno-Wizards – Joel Erickson, City Administrator

Erickson stated that this is an annual resolution necessary in order for the Lonsdale Sno-Wizards to receive grant funding from the MN DNR for trail maintenance. He explained that the City essentially acts as a pass-through pay agent. He said that the Sno-Wizards were awarded \$5,200.80 in 2015.

A motion was made by Daleiden and seconded by Furrer to approve Resolution 2016-23, a resolution of sponsorship of the Lonsdale Sno-Wizards. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- h. Consider Approval of Resolution 2016-24, a Resolution Proclaiming May 2016 as Bike Month – Joel Erickson, City Administrator

Erickson said that Rice County Statewide Health Improvement Program (SHIP) requested that the City of Lonsdale adopt a Resolution, proclaiming May 2016 as Bike Month in the City. He noted that the City and TCU School District recently received a Safe-Routes-to-School Planning Grant and plan to apply for a SRTS Infrastructure Grant in the near future for pedestrian/bike safety improvements leading to the local elementary school. Erickson said that implementation of SRTS Plan includes promoting and increasing biking/walking to school. He announced that TCU Lonsdale Elementary School will be hosting a Bike Rodeo and Bike-to-School Day on May 4th. Rud read through Resolution 2016-24 in its entirety.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2016-24, a resolution proclaiming May 2016 as Bike Month. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- i. Consider Approval of Resolution 2016-25, a Resolution Approving Deferral of a Special Assessment in the Amount of \$12,500.00 for 30 Delaware St. SE Pertaining to the Area No. 5 – Phase II Street and Utility Improvement Project – Joel Erickson, City Administrator

Erickson said that according to MN State Statute §435.193, residents can apply for a deferral from special assessments if a person is: 1) 65 years of age or older, 2) retired by virtue of permanent and total disability, and/or 3) a member of the military in active service. Erickson said that applicant, Mary Ann Wagner, qualifies for a deferral assessment because she is 65 years of age or older. Erickson explained the scenarios when the special assessments will become payable in full with interest.

A motion was made by Daleiden and seconded by Pelava to approve Resolution 2016-25, a resolution approving deferral of a special assessment in the amount of \$12,500.00 for 30 Delaware St. SE pertaining to the Area No. 5 – Phase II Street and Utility Improvement Project. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- j. Consider Approval of Resolution 2016-26, a Resolution Approving Deferral of a Special Assessment in the Amount of \$12,500.00 for 28 Delaware St. SE Pertaining to the Area No. 5 – Phase II Street and Utility Improvement Project – Joel Erickson, City Administrator

Erickson explained that like the previous agenda item/request, Rosemary T. Stepka is 65 years of age or older, and therefore qualifies for deferral of special assessments.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2016-26, a resolution approving deferral of a special assessment in the amount of \$12,500.00 for 28 Delaware St. SE pertaining to the Area No. 5 – Phase II Street and Utility Improvement Project. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- k. Consider Approval of a Lease Agreement Between the City of Lonsdale and James D. Duban – Joel Erickson, City Administrator

Erickson explained that last year the City leased three parcels of the Business Park property, approximately 37 acres in size to James Duban for the growing/cutting of an alfalfa crop. He recommended entering into a similar land lease agreement with Duban for the 2016 growing season. The Council reviewed the proposed agreement and map of the subject property.

A motion was made by Kodada and seconded by Furrer to approve a lease agreement between the City of Lonsdale and James D. Duban. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

l. Consider Approval of a Sewer Rate Adjustment for the Property Located at 616 Industrial Dr. SE – Joel Erickson, City Administrator

Erickson explained that the property owner of 616 Industrial Drive SE has requested a sewer rate adjustment due to two leaking toilets the were subsequently fixed after receiving the March water/sewer bill. The Council reviewed a letter from the property owner and a print out of past water usage. Erickson recommended using December 2015 and January-February 2016 as the months used to determine the property's average sewer rate.

A motion was made by Daleiden and seconded by Kodada to approve a sewer rate adjustment for the property located at 616 Industrial Dr. SE. Vote for: Kodada, Daleiden, Rud, and Furrer. Vote against: None. Abstained: Pelava. Vote: 4-0-1. Motion carried.

m. Update on Community Center Request for Proposals (RFP's) for Architectural/Facilitation Services, Joel Erickson, City Administrator

Erickson provided an update on the Community Center Project. He said that the Community Center Committee met on April 20th and selected three architectural firms to interview: 1) POPE Architects, 2) RRTL, and 3) 292 Design Group. He stated that the proposals ranged in price from \$16,500.00 - \$61,550.00. Erickson said that interviews were held on April 27th and following the May 4th meeting, the Committee will make a recommendation on how to proceed. Rud thanked City Staff and the Committee for doing a great job on the project. He suggested that a Special City Council meeting be held on May 12th at 6:00 pm to discuss the project and architectural firms along with the Community Center Committee.

A motion was made by Kodada and seconded by Furrer to schedule a Special City Council meeting for May 12, 2016 at 6:00 pm. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

n. Consider Approval of Resolution 2016-27, a Resolution to Contract With a Councilmember – Russ Vlasak, Public Works Director

Vlasak said that two quotes were received for DOT inspection on four City trucks: 1) Westmann - \$65.00/truck and 2) Lonsdale Auto Works - \$79.95/truck. Vlasak said that although Westmann is cheaper, factoring in staff/drive time and fuel expenses, he recommended going with Lonsdale Auto Works.

A motion was made by Furrer and seconded by Kodada to approve Resolution 2016-27, a resolution to contract with a Councilmember. Vote for: Kodada, Daleiden, Rud, and Furrer. Vote against: None. Abstained: Pelava. Vote: 4-0-1. Motion carried.

- o. Consider Approval of a Quote in the Amount of \$8,485.00 Submitted by Minnesota Pipe & Equipment for a Spin Doctor Value Turner – Russ Vlasak, Public Works Director
Vlasak said that the Public Works Department has tried out three different valve turner models, and the Spin Doctor hitch mounted version seems to work the best. He noted that the item was budgeted for. The Council reviewed the two attached quotes from Minnesota Pipe & Equipment - \$8,485.00 and HD Supply Waterworks - \$8,490.00.

A motion was made by Kodada and seconded by Pelava to approve a quote in the amount of \$8,485.00 submitted by Minnesota Pipe & Equipment for a Spin Doctor Value Turner. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- p. Consider Approval of a Bid in the Amount of \$21,790.00 Submitted by Crius Corp for Trail Resurfacing – Russ Vlasak, Public Works Director
Vlasak provided the Council with information on TMAT seal coat material by Crius Corp. He stated that TMAT is a very durable micro sealant and will help keep Lonsdale's trails in good condition and add life to the trails. He noted that Crius Corp plans to use a different application machine compared to the trails that were coated on the northeast side of town. Kodada stated that he hopes that this new application will turn out better than the application attempt by a previous company.

A motion was made by Kodada and seconded by Pelava to approve a bid in the amount of \$21,790.00 submitted by Crius Corp for Trail Resurfacing. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- q. Consider Approval of Resolution 2016-28, a Resolution Proclaiming May 3, 2016 as Arbor Day in the City of Lonsdale – Ben Baker, City Planner
Baker stated that there are four requirements needed to achieve the status of Tree City USA: 1) having a Tree Board, 2) having a tree ordinance, 3) spending \$2/capita on tree related expenses, and 4) holding an Arbor Day event. Baker said that this year's Arbor Day event is scheduled for Tuesday, May 3, 2016 at Lonsdale Elementary School. Rud read through the Arbor Day Proclamation, Resolution 2016-28, in its entirety.

A motion was made by Daleiden and seconded by Kodada to approve Resolution 2016-28, a resolution proclaiming May 3, 2016 as Arbor Day in the City of Lonsdale. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- r. Update on the Comprehensive Plan Project – Ben Baker, City Planner
Baker provided the Council with a brief update on the City's 2016 Comprehensive Plan Update. He reviewed past meetings in March and April, and he explained the discussion topics for May and June, including land use, housing, and transportation.

- s. Consider Approval of Resolution 2016-29, a Resolution Proclaiming the Month of May 2016 as Poppy Month – Joel Erickson, City Administrator

Erickson explained that the Lonsdale American Legion Auxiliary group has requested proclaiming the month of May 2016 as poppy month. Rud read through Resolution 2016-29 in its entirety. The Council thanked the Auxiliary for providing poppy flowers at the meeting in an effort to tangibly honor our nation's fallen heroes and benefit living veterans and their families.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2016-29, a resolution proclaiming the month of May 2016 as Poppy Month. 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 is working on getting the ball fields and soccer fields ready for the season. He said that they will be partnering together with the City of Montgomery to do crack filling from May 9th – 15th.

City Engineer

Kawlewski said that work will be starting on the Feed Mill Project's sewer/water connections into Ash Street NW. He stated that Crane Creek will be coming to town in June to complete the 2016 Mill & Overlay Project and to lay the final lift on the Area No. 5 Phase I Project.

City Administrator

Erickson stated that he has recently been working on the bond sale, reviewing the 2015 Audit, the 2016 Community Center Project, and EDA items.

City Planner

Baker provided a brief update on Parks/Recreation and Community Development projects and happenings.

- b. Council Reports

Council Member Daleiden

Daleiden advertised the upcoming Lonsdale Liquor tasting event on over 100 items.

Council Member Kodada

Kodada said that the Park Board will be meeting again in May or June.

Council Member Furrer

Furrer stated that the EDA has been working on marketing/listing the Business Park. She noted that 19,000 books were checked out from the Lonsdale Library in 2015.

Council Member Pelava

Pelava said that the Comprehensive Planning Committee toured Lonsdale's public facilities. He also provided an overview of the last Planning Commission meeting.

Mayor Rud

Rud announced that Triumphant Life Church is sponsoring a Family Fun & Food event at Treats of Lonsdale. He talked about the Food4Kids Program happening at the I.C. Church. He stated that a Geocaching for S'mores event will taking place on May 7th, sponsored by the City of Lonsdale in partnership with Three Rivers Park District.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Furrer 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 8:37 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator