

**MINUTES  
CITY OF LONSDALE  
REGULAR CITY COUNCIL MEETING  
APRIL 10, 2008**

**1. CALL TO ORDER**

Mayor Rud called a meeting of the Lonsdale City Council to order at 7:00 pm in the Council Chambers at 415 Central Street West.

**2. PLEDGE OF ALLEGIANCE**

Everyone stood and recited the Pledge of Allegiance.

**3. ROLL CALL**

Present: Duban, Kodada, Rud, Smith, and Furrer

Absent: None

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

**4. AGENDA**

Mayor Rud asked if anyone had any other additions, deletions, or corrections to the Agenda. Mayor Rud added Item 10(o), special meeting discussion for sewer/water priorities and long range planning. Duban asked if the Gary Skluzacek item was pulled from the agenda. Rud said he didn't have the issue on his agenda.

A motion was made by Furrer and seconded by Smith to approve the agenda with said addition. Vote for: Duban, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

**5. APPROVAL OF MINUTES**

None

**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 Smith to approve the Consent Agenda. Vote for: Duban, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

**9. OLD BUSINESS**

- a. Consider Approval of a Request for Proposals (RFP) for Engineering Services for a Proposed Business Park

Erickson said the Council directed staff to draft a request for proposals for engineering services at the last meeting. He said in the meantime, staff and two council members have met with the property owners and a potential developer of the site. He asked the Council to consider modifying the proposal to reflect the current conditions in that the City would not own the property but a developer would be responsible for designing and platting the layout. Erickson went through the highlights of the RFP scope of services and duties including preparation of required engineering reports and technical correspondence, design and bidding services, project management/construction services, project timeline, and fee.

A motion was made by Duban and seconded by Kodadad to approve a Request for Proposals (RFP) for Engineering Services for a Proposed Business Park. Vote for: Duban, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

## **10. NEW BUSINESS**

- a. Consider Approval of the Lonsdale Police Department's 2007 Annual Report

Rud welcomed Police Chief Schmitz to the podium. Schmitz read through parts of the Police Department's 2007 Annual Report. He said the department handled 2,187 incidents which was an increase of 168 from 2006. Other significant increases were ordinance violations, medicals, theft related crimes, and vandalism. Schmitz also presented a chart that compared statistics from the last four years. He mentioned that the patrol officers went to 12 hour shifts starting in 2008, which provided the city with 24/7 protection with no additional officers or cost to the city. Schmitz also shared the newly revised department mission statement.

Rud asked about the status of Officer Franklin. Schmitz said he has not heard anything regarding his return yet. Rud asked if the Police Department needed help gathering volunteers for the National Night Out. Schmitz said that the community has been great in contributing donations. Furrer commented that Schmitz did a good job with the mission statement. Rud told Schmitz that the annual report was very thorough, and he thanked the Chief for his presentation.

- b. Consider Approval of Change Order No. 2 in the Amount of (\$2,211.46) for the Water & Wastewater SCADA System

John Graupman, Bolton & Menk Engineer asked the Council to consider approval of Change Order No. 2 for a deduct of \$2,211.46 to account for unused computer and construction allowances.

A motion was made by Kodada and seconded by Smith to approve Change Order No. 2 in the deduct amount of \$2,211.46. for the SCADA System. Vote for: Duban, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

- c. Consider Approval of Final Payment in the Amount of \$9,950.41 to Automatic Systems Co. for the Water & Wastewater SCADA System Project

Graupman also asked the Council to consider approval of final payment in the amount of \$9,950.41 to Automatic Systems Co. for the SCADA System project. He mentioned that closure of the project does not void the two (2) year warranty that is part of the contract.

A motion was made by Smith and seconded by Kodada to approve the final payment amount of \$9,950.41 to Automatic Systems Co. for the Water and Wastewater SCADA System project. Vote for: Duban, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

d. Consider Approval of Final Payment in the Amount of \$26,880.00 to Rice Lake Construction Group for the Well No. 4 Well House Project

Graupman said this request is similar to the previous agenda item, and he asked the Council to consider approval of final payment in the amount of \$26,880.00 to Rice Lake Construction Group for the Well No. 4 project. He said the project is complete and online since January 23, 2007. He mentioned that warranty items will still be addressed for the two (2) year warranty period ending January 22, 2009. Erickson and Vlasak said they were satisfied with the project.

A motion was made by Smith and seconded by Kodada to approve the final payment amount of \$9,950.41 to Automatic Systems Co. for the Water and Wastewater SCADA System project. Vote for: Duban, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

e. Consider Approval of a Proposal Submitted by WSB & Associates, Inc. in the Amount of \$7,328.00 for the Design and Bidding Services for the DRS Sanitary Sewer Extension Project

City Engineer Kawlewski said the Council requested WSB to submit a proposal to complete the plans and specifications and prepare documents for bidding the sanitary sewer extension across the DRS parking lot. Kawlewski proposed an hourly fee with a not-to-exceed maximum of \$7,328.00. Rud asked if the item was budgeted for. Erickson said the item was not budgeted for in 2008, but it was in 2006 and 2007. Rud said that a prioritizing meeting is what needs to be completed before too much money is spent. Kodada suggested waiting until next spring. He said bids will still be good next year. The Council decided to discuss the item at the upcoming special prioritization meeting.

f. Consider Approval of a Proposal Submitted by WSB & Associates, Inc. in the Amount of \$8,948.00 for the Northeast Trunk Sanitary Sewer Study

Kawlewski said that the Council requested WSB to submit a proposal to evaluate necessary improvements to Lift Station No. 1 and develop design wastewater flows based on the ultimate service area identified in the City's Comp Plan. He said the proposal also includes an analysis of replacing the lift station with a gravity sanitary sewer to Lift Station No. 2 in order to determine what to do with Lift Station No. 1. He said the fee for the analysis is a not-to-exceed amount of \$8,948.00. Duban recommend that WSB Engineers contact BDM to obtain any information that might already be completed from a previous study. Harold Vosejka, former Mayor, said he might have some of the

documents at his home. Rud suggested that all the parties should work together to round up the data.

g. Consider Approval of a Proposed Five (5) and Ten (10) Year Parks & Trails Improvement Plan

Baker explained that staff and the Park Board created a parks and trails improvement plan based on the 2008 Parks & Trails Priority Ranking Spreadsheet that was approved at their last meeting. The Board came up with two plans: (1) A 5-Year Improvement Plan based on a budget of \$100,000 per year, and (2) A 10-Year Improvement Plan based on a budget of \$50,000 per year. Baker mentioned that each improvement plan showed the exact same projects being completed, just in different time frames. He said the plans will help the City Administrator and City Council with the upcoming budgeting process. He also mentioned that all 2008 park projects will be covered by payment in-lieu-of parkland dedication fees paid by developers, but the fund will be exhausted after all the 2008 projects are completed. Rud said that the City has been fortunate over the past couple of years to utilize development money to fund parks and trails.

A motion was made by Kodada and seconded by Smith to approve the Five (5) and Ten (10) Year Parks & Trails Improvement Plan. Vote for: Duban, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

h. Consider Approval of a Fence Quote Submitted by Caron Fence in the amount of \$3,245.00 for Both Sticha Park and Trenda Memorial Park Ballfield Foul Lines

Baker presented the Council with two fencing quotes. He said the Park Board recommended approval of a quote submitted by Caron Fence in the amount of \$3,245.00 (lowest bid). He said the proposed fencing will cover 50 feet in front of the dugouts at Trenda Memorial Park and Sticha Park. He also mentioned that additional fence will be added to Sticha Park once outfield settlement issues have been resolved.

A motion was made by Kodada and seconded by Furrer to approve a fence quote submitted by Caron Fence in the amount of \$3,245.00 for both Sticha Park and Trenda Memorial Park Ballfield foul lines. Vote for: Duban, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

i. Consider Approval of Quote for a Shelter/Pavilion at Jaycee Park Field No. 2

Baker presented the Council with 10 different quotes for shelter/pavilion structures. He said only two of the quotes reflected a similar structure to the current Jaycee Park shelter. Baker said the Park Board recommended approval of a quote submitted by Joe Kodada Construction in the amount of \$12,964.00 (lowest bid). He said the Board will probably go with a low-maintenance type of shelter in the future.

A motion was made by Smith and seconded by Furrer to approve a shelter quote from Joe Kodada Construction in the amount of \$12,964.00 for Jaycee Park Field No. 2. Vote for: Duban, Rud, Smith, and Furrer. Against: None. Vote 4-0. Kodada abstained. Motion carried.

- j. Consider Approval to Reschedule the June 12, 2008 City Council Meeting for June 9, 2008 at 7:00 pm

Erickson mentioned that several staff and/or City Council members may be attending the League of Minnesota Cities annual conference in Rochester. Therefore, he suggested rescheduling the Thursday, June 12<sup>th</sup> meeting to another date. He reminded the Council that in previous years the meeting was rescheduled for the Monday before.

A motion was made by Duban and seconded by Smith to reschedule the June 12<sup>th</sup> meeting to Monday, June 9, 2008. Vote for: Duban, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

- k. Review and Discuss Purchase of Street Sweeper Options

Erickson said looking at the 2008 budget, there was \$30,000 set aside for a street sweeper. He said public works would like the Council to consider a combination truck unit to do both street sweeping and snow plowing. He said the Public Works Director has obtained lease and outright purchase options. Erickson reviewed the different purchase and lease options with the Council. Rud asked if Vlasak had any comments. Vlasak said he put together a couple different options together because the Public Works Department is in need of a sweeper. He said the City of Jordan has had a combination unit for about 17 years. He said the advantage of a combined sweeper and plow is that the same chassis can be used all year round. The only disadvantage is that it takes a whole day to switch the truck around between seasons. He said by choosing a combined unit, the City could save approximately \$50,000 to \$80,000 compared to the cost of two different vehicles. Vlasak said the Public Works Department recommends the multiunit. Rud commented about the large price tag, and he asked Erickson what was budgeted for. Erickson said they planned for a \$30,000 lease in 2008. Rud asked Vlasak about the two newer trucks that Public Works has. Vlasak said they currently have a 2005 and a 1999 truck. Kodada asked how long it takes to plow a 6" snowfall. Vlasak said it takes about 6 hours for a 6" snowfall and 4 hours for a 3" snowfall. Duban said he visited the City of Jordan years ago to look at the combined unit, and he thought the combination plow and sweeper was a good unit. Rud said that it was a lot of money. Rud said a sweeper only unit costs around a \$170,000. Vlasak said he received three different quotes from different manufactures and they were all pretty close. Rud said he is not opposed to new and updated equipment, but he suggested discussing the issue at the upcoming special meeting. No action was taken on the issue.

- l. Consider Approval of Resolution 2008-15, a Resolution Approving the Renewal of a Charitable Gambling License for the Lonsdale Firemen's Relief Association at Flicek's Bar & Grill

Erickson said that Resolution 2008-15 was actually adopted at a previous meeting without the address stated. He recommended approving Resolution 2008-15 with the change.

A motion was made by Kodada and seconded by Smith to approve Resolution 2008-15, a Resolution Approving the Renewal of a Charitable Gambling License for the Lonsdale

Firemen's Relief Association at Flicek's Bar & Grill. Vote for: Duban, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

- m. Consider Approval of Resolution 2008-16, a Resolution Approving the Renewal of a Charitable Gambling License for the Lonsdale Firemen's Relief Association at Whistle Stop

Erickson said that Resolution 2008-16 was essentially the same as the previous agenda item. He recommended approving Resolution 2008-16 with the change.

A motion was made by Duban and seconded by Smith to Approve Resolution 2008-16, a Resolution Approving a the Renewal of a Charitable Gambling License for the Lonsdale Firemen's Relief Association at Whistle Stop. Vote for: Duban, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

- n. Consider Approval to make a Conditional Job Offer to Sarah Shaughnessy for the Position of Liquor Store Clerk at Grade 1 / Step 7 (\$9.18/hr)

Erickson said that the City received 26 applications for the job opening. He said the Human Resources Committee met and narrowed the field down to seven. Six of the seven finalists interviewed for the position. Two applicants scored very well. The Human Resources Committee recommended approval of Sarah Shaughnessy.

A motion was made by Duban and seconded by Smith to offer Sarah Shaughnessy the Liquor Store Clerk position at Grade 1 / Step 7 (\$9.18/hr). Vote for: Duban, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

Rud mentioned that the second candidate was a good candidate and should be put on the eligibility list for future hires.

- o. Discuss Scheduling a Special Meeting for Public Works Priorities

A motion was made by Smith and seconded by Furrer to schedule a special meeting for April 21, 2008 at 7:00pm to discuss public works priorities. Vote for: Duban, Kodada, Rud, Smith, and Furrer. Against: None. Vote 5-0. Motion carried.

## **11. OTHER BUSINESS**

- a. Planning & Zoning Report

None

- b. Council Comments & Department Head Reports

*Council Member Duban*

Duban said that 10 of the Skywarn radios are shot and need to be replaced. He said the annual egg hunt costs about \$1,000. He suggested that the City should help them out. He also said severe weather awareness day is April 24<sup>th</sup>.

*Council Member Kodada*

Kodada said that the Park & Recreation Board met the night before. He said the Board discussed a possible Twins Field Grant and Twins Youth Clinic option for next year. He mentioned that Bob Brezina from the Lonsdale Aces talked about field maintenance issues. He also said the Board was approached by an interested party about donating a wetland area to the City in the future.

*Council Member Smith*

Smith commented about the EDA meeting.

*Council Member Furrer*

Furrer commented about the Planning & Zoning Commission meeting.

*Mayor Rud*

Rud said that the Lions will host a zone meeting and dinner on April 16. He said the Citywide garage sales will be coming up on April 26. He mentioned that clean up days will be May 10<sup>th</sup> and 17<sup>th</sup> and an advertisement should be placed. He said that the proposed assisted living facility architectural plans will include room for a library and meeting rooms. He congratulated the Langhoff family and the new Subway Restaurant on their recent opening.

## **12. ADJOURNMENT**

A motion was made by Duban and seconded by Kodada to adjourn the meeting. Vote for: Duban, Kodada, Rud, Smith and Furrer. Against: None. Vote 5-0. Motion carried. The meeting ended at 8:13 pm.

Respectfully Submitted:

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Joel A. Erickson, City Administrator