

**MINUTES
CITY OF LONSDALE
REGULAR CITY COUNCIL MEETING
August 27, 2009**

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: Daleiden, Kodad, Rud, Smith, and Furrer

Absent: None

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

4. AGENDA

Mayor Rud asked if anyone had any additions, deletions, or corrections to the Agenda.

A motion was made by Kodada and seconded by Daleiden to approve the agenda as presented. Vote for: Daleiden, Kodad, Rud, Smith, and Furrer. Against: None. Vote: 5-0. Motion carried.

5. APPROVAL OF MINUTES

A motion was made by Furrer and seconded by Smith to approve the minutes from the July 30, 2009 and August 13, 2009 Regular Meetings. Vote for: Daleiden, Kodad, Rud, Smith, and Furrer. Against: None. Vote: 5-0. Motion carried.

6. PUBLIC HEARINGS

None

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

Bill Paulsen, 709 Delaware Street SW, announced to the City Council and audience that he was pursuing candidacy for the upcoming District 25 Minnesota Senate race. He mentioned some of the challenges that the state was going to be facing over the next couple of years, and he said that he looks forward to dealing with and solving those issues.

8. APPROVAL OF THE CONSENT AGENDA

a. Monthly Bills

b. Treasurer's Report

c. Board and Commission Minutes

d. Consider Approval of a Wage Increase for Dale Furrer From Grade 10 / Step 3 to Grade 12 / Step 3 Due to Obtaining a Class C Wastewater Certificate

Daleiden asked to pull this agenda item for further discussion. Daleiden wanted to make sure everyone understood the reason why an increase was being discussed. He pointed out that Furrer was appointed as the Lead Wastewater Treatment Operator with the understanding that any progressive certification on the part of Furrer would increase his pay scale due to more responsibilities and less supervision being required. Smith noted that the Council agreed to the arrangement back in 2006.

e. Consider Approval of an Agreement Between the City of Lonsdale and Safe Assure Consultants, Inc. for an OSHA Complaint Safety Program

Daleiden asked to pull this agenda item for further discussion. He asked if Safe Assure provided CPR training for City employees. Erickson and Vlasak explained that the City also has a contract with Northfield for OSHA FIT testing. Daleiden said that safety is a big concern of his, and he encouraged all City employees to obtain CPR training.

A motion was made by Kodada and seconded by Smith to approve the consent agenda as noted above. Vote for: Daleiden, Kodad, Rud, and Smith. Against: None. Abstained: Furrer. Vote: 4-0. Motion carried.

9. OLD BUSINESS

None

10. NEW BUSINESS

a. Consider Approval of the City's 2009 Property and Liability Insurance Premium in the Amount of \$60,952.00 – Pete Flicek

Pete Flicek, Flicek Insurance Agency, provided a premium and renewal comparison breakdown for the Council to review. He stated that premiums are pretty much the same as last year. Flicek noted that there is more coverage in the Property Section and that expenditures are up in the Liability Sections. He mentioned that his renewal numbers reflect average inflation. Three optional coverages were brought up for the Council to consider. Flicek also explained the League of Minnesota City's Tenant User Liability Insurance Program (TULIP).

A motion was made by Kodada and seconded by Furrer to approve the City's 2009 Property and Liability Insurance Premium in the amount of \$60,952.00. Vote for: Daleiden, Kodad, Rud, Smith, and Furrer. Against: None. Vote: 5-0. Motion carried.

b. Consider Approval of the City's 2010 Tree City USA Application

Baker explained that the City recently fulfilled the final two requirements to becoming a Tree City USA with the adoption of Ordinance 2009-230, Tree Ordinance. He mentioned that Ordinance 2009-230 officially established a Tree Board and adopted a Community Tree Care Ordinance. He also reminded the Council of the other two requirements that were already met, a community forestry program with an annual budget

of at least \$2 per capita and an Arbor Day Observation and Proclamation. Baker said that Don Mueller, DNR Forestry Department, will review Lonsdale's application in January 2010 along with over 100 other Minnesota cities. He went on to explain that upon recommendation to the National Arbor Day Foundation by Mr. Mueller, the City of Lonsdale will be officially designated as a Tree City USA and awarded a flag, a walnut plaque, and 2 highway signs. Baker mentioned that holding the status of Tree City USA is an admirable accomplishment. Rud thanked Kodada and the rest of the Park Board for doing such a good job.

c. Review of EDA Marketing Materials

Erickson reminded the Council that the EDA had worked earlier in the year with a consultant to create a new logo, tagline, and marketing materials to entice prospective businesses to come to Lonsdale. Erickson said that the EDA decided to create brochures in-house as a way to save money and to be able to easily keep the materials up-to-date. The Council reviewed and commented on the EDA's five marketing material brochures including 1) Community Information, 2) Business Incentives, 3) Development, 4) Quality of Life, and 5) City Services. Erickson stated that additional material will be included in the marketing packets including the City's MnPro information, information on the EDA's Revolving Loan Fund, and other financial incentives available through DEED and Steele-Waseca Electric.

Kodada stated that the new logo looks nice on the marketing brochures, but he also mentioned his concern with the logo being too trendy. He directed the EDA to use the new logo as the EDA's logo but not as the City's logo. Erickson noted that the marketing materials will be consistent with the soon-to-be improved website. Furrer explained how the marketing materials would be used to lure businesses to town. Smith suggested that the Lonsdale First logo should be used on banners downtown. The Council agreed that the marketing brochures were wonderful, and Rud thanked the EDA and City staff for doing such an excellent job.

d. Discuss Library Activities with the Lonsdale Public Library Board

Erickson said that the new Library Board has been meeting since April, and he provided the Council with an update on what the Board has been doing. He explained that according to State law, the Library Board is actually classified as an independent group. He said that the Board is looking to create the "Friends of the Library" program so people can donate books to the new library.

Rud invited Library Board Chair Ed Grebis to the podium to talk about progress and the new library. Grebis introduced himself to the Council, and he said that he hopes the new library makes a huge impact in the community. Grebis briefly talked about SELCO, library job descriptions, advertising the library, the structure of the facility, and funding. Grebis and Erickson also talked about their experience from touring four different libraries in four different library systems. They said that they received very helpful input from the four libraries in regards to what works best and what doesn't. Grebis stated that local vendors are welcome to bid on the library's furnishings and equipment. Rud thanked Grebis, Erickson, and the Library Board for all their efforts and doing a great job

so far. He said that the Library Grand Opening Celebration will be sometime in January 2010.

e. Update on Library Director Job Description and Hiring Process

Erickson explained that one of the responsibilities of the Library Board is to appoint a Library Director. He mentioned that the Board reviewed and approved a job description for the Library Director at their last two meetings.

A motion was made by Daliden and seconded by Kodada to approve the Library Director Job Description as presented. Vote for: Daleiden, Kodad, Rud, Smith, and Furrer. Against: None. Vote: 5-0. Motion carried.

Kodada and Daliden stated that the “Library Clerk” and “Library Shelver” positions should be discussed further at a future meeting. They mentioned that someone in-house may be able to fill some of the hours at the library.

f. Consider Approval of the Library Clerk Job Description and Authorize Staff to Advertise the Position at Grade 2 / Step 1 (\$10.42/hr)

A motion was made by Smith and seconded by Furrer to approve the Library Clerk Job Description as presented. Vote for: Daleiden, Kodad, Rud, Smith, and Furrer. Against: None. Vote: 5-0. Motion carried.

g. Consider Approval of the Library Shelver Job Description and Authorize Staff to Advertise the Position at Grade 1 / Step 1 (\$7.69/hr)

A motion was made by Daliden and seconded by Kodada to approve the Library Shelver Job Description as presented. Vote for: Daleiden, Kodad, Rud, Smith, and Furrer. Against: None. Vote: 5-0. Motion carried.

h. Consider Approval of the Library Volunteer Job Description

A motion was made by Kodada and seconded by Daleiden to table this agenda item. Vote for: Daleiden, Kodad, Rud, Smith, and Furrer. Against: None. Vote: 5-0. Motion carried.

i. Consider Approval of the Library Consulting Agreement Between the City of Lonsdale and the City of Northfield

Erickson said that a consulting agreement between the City of Lonsdale and the City of Northfield has been talked about since initial library conversations were started. He mentioned that the Library Board has reviewed the agreement numerous times, and he said that City staff is very comfortable with the proposed language in the agreement. Rud asked how long the City should expect to receive consulting services from Northfield. Erickson and Grebis reviewed the proposed termination language with the Council. Grebis said that as a new library, help from Northfield will definitely be needed. Daleiden mentioned that Northfield has a top-notch library system. Rud stated that Lynn Young, Northfield Library, has been very cooperative in helping Lonsdale out with library issues.

A motion was made by Kodada and seconded by Furrer to table this agenda item. Vote for: Daleiden, Kodad, Rud, Smith, and Furrer. Against: None. Vote: 5-0. Motion carried.

- j. Consider Approval of a Fireworks Display Application Submitted by Red Legs Custom Airbrushing (100 Delaware St. SE) to be on the City's Property Located at Main St. S. & Idaho St. S.

Erickson presented an application permit for an outdoor fireworks display from Redlegs Custom Airbrushing LLC. The application showed a site survey map of the proposed shoot site, a 300 ft. safety radius, and where the audience would be located. The application also had detailed information about Hollywood Pyrotechnics Inc, the designated launch specialists. Erickson said that the Fire Chief did recommend approval of the application.

A motion was made by Kodada and seconded by Furrer to approve a fireworks display application submitted by Red Legs Custom Airbrushing (100 Delaware St. SE) to be on the City's Property located at Main St. S. & Idaho St. S. with the following conditions:

1. An notice shall be placed in the local newspapers advertising the fireworks event.
2. The applicant shall be responsible for any related cleanup after the event.
3. The event shall be concluded before 10:00 pm.

Vote for: Daleiden, Kodad, Rud, Smith, and Furrer. Against: None. Vote: 5-0. Motion carried.

- k. Consider Approval to Schedule a Public Hearing on September 27, 2009 at 7:00 pm for Ordinance 2009-232, an Ordinance Amending § City Code Chapter 33: City Council, 33.08: Compensation

Erickson stated that a public hearing is required to amend/lower the City Council's compensation. He mentioned that at previous budget meetings the Council discussed cutting back to one meeting per month to reduce costs to the City, but instead they decided to reduce their compensation and continue to meet twice a month. Rud stated that in light of the employee salary freeze slated for 2010, the Council decided to lead by example and take a pay cut as well.

A motion was made by Kodada and seconded by Furrer to schedule a public hearing on September 27, 2009 at 7:00 pm for Ordinance 2009-232, an ordinance amending City Council §33.08: Compensation . Vote for: Daleiden, Kodad, Rud, Smith, and Furrer. Against: None. Vote: 5-0. Motion carried.

11. OTHER BUSINESS

Council Member Daleiden

Daleiden said that some new ideas and strategies came out of the last Liquor Store meeting. He mentioned that they were going to pursue different products and advertisements to see what works and what doesn't.

Council Member Kodada

Kodada also talked briefly about the last Liquor Store meeting. He mentioned that the punch card promotion would be coming to an end in early September. He also said that they are looking at possibly hosting a Fall Showcase at the new library.

Kodada brought up some topics discussed at the last Meeting with the Mayor. He asked staff to look into resolving the Well # 4 issues. Vlasak provided insight into the problems involved with Well # 4 and the city's water system. Rud asked staff to obtain report from Bolton & Menk and/or an independent engineering firm on the issue. He said that the City needs to have a solution and a long range plan for the City's water.

Council Member Smith

Smith mentioned that the EDA has been busy creating new marking materials to provide potential businesses looking to relocate to Lonsdale.

Council Member Furrer

Furrer stated that the EDA will be working more on the "Lonsdale First" program over the next few months.

Council Member Rud

Rud congratulated the Lonsdale Aces on their recent appearance at the state tournament. He mentioned that the Villages of Lonsdale may be opening on September 8th. He reminded everyone that the Council will have another budget meeting on Monday night. Rud also stated that he would like to see the business park idea pursued again over the next year.

City Engineer Kawlewski

Kawlewski stated that the Hwy 19 Sidewalk Project plans were approved by the MnDOT District 6 office, and that they were currently being reviewed at the MnDOT head office for final approval. He stated that MnDOT was considering providing \$73,000 along with the cooperative agreement. Kawlewski mentioned that work would probably start in early October and end in late October. Kodada stated that concrete shouldn't be poured any later than the first week into November.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Furrer to adjourn the meeting. Vote for: Daleiden, Kodada, Rud, Smith, and Furrer. Against: None. Vote: 5-0. Motion carried. The meeting closed at 8:44 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator