

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
JANUARY 11, 2018**

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: Joe Daleiden, Kevin Kodada, Tim Rud, Cindy Furrer, Scott Pelava, and Steve Cherney

Members Absent: None

City Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, City Engineer John Powell, Public Works Director Russ Vlasak, City Treasurer Tami Brokl, Police Chief Jason Schmitz

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any corrections, additions, or deletions to the agenda. Erickson asked to add two items: 1) TCU Memo of Understanding and 2) Legal Service RFPs.

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

5. APPROVAL OF MINUTES

Mayor Rud asked if there were any corrections, additions, or deletions to the Minutes.

A motion was made by Kodada and seconded by Daleiden to approve the Minutes from the December 28, 2017 Regular Meeting. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

6. PUBLIC HEARINGS

- a. Ordinance 2018-283 (2018 Fee Schedule), an Ordinance Amending Ordinance 2017-282 (2017 Fee Schedule)

Rud read the public hearing notice, and he opened the hearing. The City Council reviewed the redlined version of the 2018 Fee Schedule while Erickson went through the 11 sections and explained the reasoning for each proposed fee changes. Erickson said that both water rates and water access charges will be increasing to account for the deficit in the Water Fund and help pay for new Well No. 5.

Rud asked if anyone off the floor wanted to speak on the matter. No one responded.

A motion was made by Daleiden and seconded by Pelava 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 7:13 pm.

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

None

8. APPROVAL OF THE CONSENT AGENDA

None

9. OLD BUSINESS

None

10. NEW BUSINESS

- a. Consider Approval of Ordinance 2018-283 (2018 Fee Schedule), an Ordinance Amending Ordinance 2017-282 (2017 Fee Schedule) – Joel Erickson, City Administrator
Erickson stated that no written or verbal comments were submitted on the proposed ordinance amendment. He recommended approval of the 2018 Fee Schedule. Pelava wondered if the word “bobcat” should be changed to “skid loader”.

A motion was made by Pelava and seconded by Furrer to approve Ordinance 2018-283 (2018 Fee Schedule). Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- b. Swearing in of Recently Elected Officials: Reelected Mayor Tim Rud, Reelected Councilmember Scott Pelava and Newly Elected Councilmember Steve Cherney – Joel Erickson

Erickson stated that on November 7, 2017, Tim Rud, Scott Pelava, and Steve Cherney were all elected to the City Council. He read through the election result numbers. Rud, Pelava, and Cherney all stood at the front of the Council Chambers while Erickson led all three recently elected Council members through the Oath of Office pledge. At the conclusion, everyone applauded. City Treasurer Brokl notarized the Oath of Office signatures. The Council members congratulated each other and welcomed Cherney to the City Council.

c. Recognition of Councilmember Joe Daleiden’s Tenure as a City Councilmember – Mayor Tim Rud

In recognition of outgoing Councilmember Joe Daleiden’s tenure, Rud highlighted a list of Daleiden’s accomplishments and community involvement while on the Council, including the Planning Commission, EDA, Liquor Store Committee, and Human Resource Committee. On behalf of the Council and City, Rud presented Daleiden with a Certificate of Appreciation for doing an excellent job on the Council and various advisory boards. Everyone applauded and thanked Daleiden for his service to the community.

d. Consider Approval of Resolution 2018-01, a Resolution Designating Official Depositories for City Funds – Joel Erickson, City Administrator

Erickson provided the Council with a list of 7 official depositories for the City, which were the same depositories as in 2017. The Council reviewed the list and the City’s investment policy.

A motion was made by Kodada and seconded by Cherney to approve Resolution 2018-01, a resolution designating official depositories for City funds. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

e. Consider Approval of Resolution 2018-02, a Resolution Designating the Official Newspaper for 2018 – Joel Erickson, City Administrator

Based on State Statue’s qualifications for an official newspaper, Erickson recommended approving the Lonsdale Area News Review as the City’s official newspaper for 2018. He said that although the Montgomery Messenger also covers Lonsdale news, the News Review is the only qualified newspaper due to a satellite office located in town. Rud thanked the reporters from both newspapers.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2018-02, a resolution designating the Lonsdale Area News Review as the official newspaper for 2018. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

f. Consider Approval of Resolution 2018-03, a Resolution Designating Official Appointments – Joel Erickson, City Administrator

Rud read through his nomination list of official appointments for the various advisory board positions, including the Liquor Store Committee, Human Resource Committee, Parks & Recreation Commission, Planning Commission, EDA, Library Board, and Consulting Engineer, Building Inspector, and Attorney. He also presented his list of nominees for the Mayor Pro-Tem and Council Liaisons to Departments.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2018-03, a resolution designating official appointments. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

g. Review Engineering Proposals Submitted and Discuss Selection Process – Joel Erickson, City Administrator

Erickson said the City received proposals from 6 firms vying for City Engineering services. The Council reviewed Staff's summary and comparison of each proposal. He stated that Staff came up with two options for the Council to consider: 1) continue to utilize WSB & Associates as the consulting engineer, or 2) interview: Bolton & Menk, TKDA, and WSB. The Council discussed hourly rates, past service, project, relationships, history/experience, support staff, work done with other firms, and current projects underway. Furrer stated that it probably isn't a good idea to switch firms in the midst of multiple projects being managed by WSB. Kodada stated his support for WSB. Cherney stated his experience working with engineering firms. After further discussion, the Council agreed to keep WSB as the City Engineer.

A motion was made by Furrer and seconded by Cherney to approve WSB & Associates as the City Engineer for Lonsdale. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

h. Consider Approval to Cancel the February 8, 2018 City Council Meeting – Joel Erickson, City Administrator

Erickson stated that no agenda items are anticipated for the February 8, 2018 City Council meeting.

A motion was made by Kodada and seconded by Pelava to cancel the City Council meeting scheduled for February 8, 2018. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

i. Consider Approval of a Quote in the Amount of \$27,694.00 Submitted by Dokmo Ford for a 2018 Ford Utility Vehicle – Jason Schmitz, Chief of Police

Schmitz stated that the City budgets every year for a squad car and equipment replacement. He stated that two quotes were received for a 2018 Ford Utility Vehicle: 1) Dokmo (Northfield) - \$27,544.00 and 2) Jeff Belzer (New Prague) \$27,694.00. Schmitz recommended approving the low bid.

A motion was made by Pelava and seconded by Furrer to a quote in the amount of \$27,694.00 submitted by Dokmo Ford for a 2018 Ford Utility Vehicle. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- j. Consider Approval of Resolution 2018-04, a Resolution Approving the Lift Station No. 1 Decommissioning Project Plans and Specifications and Ordering Advertisement for Bids – John Powell, City Engineer

Powell stated that the plans for Lift Station No. 1 Decommissioning are substantially complete. He reviewed the project scope with the Council, explaining the three different construction methods that will be used to install the 24-inch pipe. Powell stated that there are no special assessments related to the project, and he recommended approval of the plans and to authorize the project bidding. Furrer and Pelava asked about the remnants and control panel. Powell said that the panel will no longer be necessary.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2018-04, a resolution approving the Lift Station No. 1 Decommissioning Project Plans and Specifications and Ordering Advertisement for Bids. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- k. Consider Approval of Application for Payment No. 7 in the Amount of \$12,701.50 to E.H. Renner & Sons, Inc. for the Well No. 5 Project (Production Well) – John Powell, City Engineer

Powell stated that the contractor has been working on-site since mid-June. He said that the final completion date is late-April 2018. He asked the Council to consider payment to the contractor for work completed through December 2017. Rud asked if the project was on budget. Powell said that the project budget was tracking online. Erickson said that he has been satisfied with the work completed so far.

A motion was made by Kodada and seconded by Cherney to approve Payment No. 7 in the amount of \$12,701.50 to E.H. Renner & Sons, Inc. for the Well No. 5 Project (Production Well). Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- l. Consider Approval of Application for Payment No. 2 in the Amount of \$49,774.97 to Pember Companies, Inc. for the Well No. 5 Project (Pump/Raw Water Main, etc.) – John Powell, City Engineer

Powell explained that there are two separate companies for the Well Project. He said that Pember Companies has the contract for the pump, raw water main, and other improvements. Powell said that they recently installed a 10-inch water main to connect the new well to the water treatment plant. He asked the Council to consider payment to the contractor for work completed through December 11, 2017. Powell said that the project is on schedule and on budget.

A motion was made by Pelava and seconded by Furrer to approve Payment No. 2 in the amount of \$49,774.97 to Pember Companies, Inc. for the Well No. 5 Project (Pump/Raw Water Main, etc.). Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- m. Consider Approval of a Quote in the Amount of \$52,794.00 Submitted by Automatic Systems Co. for SCADA System Upgrades – Russ Vlasak, Public Works Director
Vlasak said that the City's current alarm notification system is obsolete and no longer supported. He said that Automatic Systems is the company that helped set up and supports the City's SCADA system. He said that Staff met with Automatic System Co. to discuss needs and upgrades. Automatic Systems submitted a bid in the amount of \$52,794 to update the system. Vlasak said that the upgrade has been budgeted for and he said that Automatic Systems has been excellent in fixing and troubleshooting issues that have come up in the past. Furrer asked if training would be included. Vlasak said yes. Cherney asked about the liability for connection/network trouble. Pelava stated that the update has been long overdue.

A motion was made by Pelava and seconded by Cherney to approve a quote in the amount of \$52,794.00 submitted by Automatic Systems Co. for SCADA System upgrades. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- n. Consider Approval of a Quote in the Amount of \$57,500.00 for Sanitary Sewer Lateral Lining on 4th Ave NE – Russ Vlasak, Public Works Director
Vlasak asked the Council to consider approving a quote from Quam Construction in the amount of \$57,500.00 to perform sanitary sewer lateral rehab work on multiple locations of 4th Avenue NE. He said that Quam has been involved with trying to come up with a solution to the problem since it was discovered. Kodada asked if the lines could be televised from the boulevard. Vlasak said yes. Cherney asked if a 1-year warranty was enough. The Council and Staff discussed warranties on materials and workmanship. Vlasak said that he would ask about an extended warranty.

A motion was made by Kodada and seconded by Cherney to approve a quote in the amount of \$57,500.00 for sanitary sewer lateral lining on 4th Ave NE. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- o. Consider Approval of a Memorandum of Understanding (MOU) between TCU and Lonsdale, Montgomery, and LeCenter for the Czech Heritage Trail Project
Erickson stated that TCU was awarded a \$10,000 grant from the Southern MN Initiative Foundation to determine the feasibility of constructing a trail between the school district communities of Lonsdale, Montgomery, and LeCenter. Erickson noted that Lonsdale would contribute an in-kind contribution of Staff hours to the project. The Council reviewed the MOU and proposed project timeline. Rud said that the project is a great initiative and worthwhile.

A motion was made by Kodada and seconded by Pelava to approve a Memorandum of Understanding (MOU) between TCU and Lonsdale, Montgomery, and LeCenter for the Czech Heritage Trail Project. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

p. Review Legal Services Request for Proposals (RFPs)

Erickson said that 8 proposals were received for legal services. He asked the Council for direction on how to proceed with reviewing, interviewing, and/or selecting a firm. Rud said that current City Attorney Annette Margarit and her firm, Dougherty, Molenda, Solfest, Hills, & Baurer, has done a good job over the years as Lonsdale went from a small town to a city of 4,000 people. He mentioned that Margarit is moving towards retirement and the City will be assigned a new attorney. The Council directed City Staff to narrow down the interview pool and make a recommendation at the next Council meeting.

No formal action was taken by the City Council on this agenda item.

11. OTHER BUSINESS

a. Staff Reports

Public Works Director

Vlasak stated that the Public Works Department has been making ice on the hockey rink, sweeping streets, and maintaining equipment.

City Engineer

None

City Administrator

Erickson stated that he has been reviewing RFPs, reviewing Police Officer applications, and working on the Area No. 5 Project.

City Planner

Baker stated that City Staff met with WSB GIS professionals to discuss a plan for Lonsdale's GIS system. He stated that the 2017 Community Development Report should be ready in late-January.

b. Council Reports

Council Member Cherney

Cherney thanked everyone for the opportunity to sit on the Council.

Council Member Kodada

Kodada provided a recap of the January 9th Park Board meeting. He said that the local Girl Scout Troop is considering a little free library project.

Council Member Furrer

Furrer stated that the EDA and Library Board will be meeting next week.

Council Member Pelava

Pelava said that the Planning Commission will be meeting next week to discuss special vehicles and an ordinance amendment.

Mayor Rud

Mayor Rud announced that there will be an Eagle Scout Award Ceremony for Brad Pelava on January 14th. He said that the Chamber's Annual Meeting will be held at Lakeside Supper Club on January 23rd. Rud stated that the City is positioned for the future, and he said a bright 2018 is ahead for the City.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Pelava to adjourn the meeting. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The meeting ended at 8:32 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator