

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
JANUARY 2, 2020**

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: Kevin Kodada, Tim Rud, Cindy Furrer, and Scott Pelava

Members Absent: Steve Cherney

City Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, City Engineer John Powell, Public Works Director Russ Vlasak

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any corrections, additions, or deletions to the Agenda. Erickson asked if “Consider Approval of a Proposal for Architectural Design and Bidding Services” could be added to the agenda.

A motion was made by Kodada and seconded by Furrer to approve the agenda with the noted addition. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. 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 Pelava to approve the Minutes from the December 23, 2019 Regular Meeting. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

6. PUBLIC HEARINGS

a. Ordinance 2020-300 – 2020 Fee Schedule

Rud opened the hearing and read the public hearing notice. Erickson said that the City annually reviews and updates the Fee Schedule, and he went through and explained all the proposed changes to the City Fee Schedule. The Council reviewed a red-lined and clean version of the proposed ordinance along with an associated Staff Report detailing the changes. Erickson said that the water rate changes were addressed during the 2020 Budget meetings and City worker-operated equipment fees were increased by 3.5%. He said that many of the building permit flat fee changes were adjusted to be competitive with other area cities.

Erickson asked the Council to consider a new penalty for new residential homes/yards that are not sodded due to past problems with some properties and the amount of Staff time spent on such issues. Rud suggested that the Planning Commission first review and make a recommendation on the proposed fee.

A motion was made by Furrer and seconded by Pelava to approve to close the public hearing. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried. The hearing closed at 7:19 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 2020-300 (2020 Fee Schedule), an Ordinance Amending Ordinance 2019-293 (2019 Fee Schedule) – Joel Erickson, City Administrator
Erickson said that a public hearing was held earlier in the meeting on the proposed Fee Schedule for 2020, and he stated that there were no written or verbal comments on the ordinance. Pelava asked about the flat fee permits for finishing a basement, and Erickson provided clarity on two proposed fees for lower level finish permits.

A motion was made by Kodada and seconded by Furrer to approve Ordinance 2020-300 (2020 Fee Schedule), an ordinance amending Ordinance 2019-293 (2019 Fee Schedule). Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- b. Swearing in of Recently Elected Officials: Reelected Mayor Tim Rud, Reelected Councilmembers Kevin Kodada and Cindy Furrer – Joel Erickson, City Administrator
Erickson said that on November 5, 2019 Mayor Rud was reelected to a 2-year term, and Councilmembers Kodada and Furrer were reelected to 4-year terms respectively. Rud, Kodada, and Furrer stood up front and Erickson lead the swearing in of the three Councilmembers following the State’s Oath of Office format. The audience applauded, and the Councilmembers each signed their Oath of Office.
- c. Consider Approval of Resolution 2020-01, a Resolution Designating Official Depositories for City Funds – Joel Erickson, City Administrator
Erickson stated that this is an annual Resolution typically approved at the first meeting of the year. He provided a list of the seven official depositories that the City does business with.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2020-01, a resolution designating Official Depositories for City Funds. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- d. Consider Approval of Resolution 2020-02, a Resolution Designating the Official Newspaper for 2020 – Joel Erickson, City Administrator
Erickson said that the City needs to designate an official newspaper at the first meeting of the year. He explained the three State requirements that cities need to follow when designating a newspaper. Erickson said that since there is not a newspaper located in town, that the Lonsdale Area News Review’s general circulation numbers qualify it to be the official newspaper because no other paper comes close to meeting the 75% circulation requirement according to the State’s third criteria.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2020-02, a resolution designating the Official Newspaper for 2020. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- e. Consider Approval of Resolution 2020-03, a Resolution Designating Official Appointments – Joel Erickson, City Administrator
Erickson said that the Mayor annually recommends appointments for Mayor Pro-Tem, City Council Liaisons, and Advisory Boards. He said that Advisory Board positons were advertised and interviews were conducted for the Park Board, Planning Commission, EDA and Library Board. Rud went through his list of nominations. Along with each nomination, he commented on the qualities and achievements that each individual brings to the various position. Rud thanked Dave Dols and Joe Daleiden for their service to the community and for doing such a great job over the years. He thanked all the City Council members and City Staff, referencing some of the City’s major accomplishments over the past 15 years. After reviewing the proposed roster list proposed by Rud, the other Council members agreed with the nominations and appointments.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2020-03, a resolution designating Official Appointments. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- f. Consider Approval of a Request for Proposals (RFP) for Collection, Transportation and Disposal of Residential Refuse for the City of Lonsdale (April 1, 2020 Through March 31, 2025) – Joel Erickson, City Administrator

Erickson said that the City's contract for collection, transportation, and disposal of refuse is set to expire on March 31, 2020. He asked the Council to consider approving an RFP. Erickson went through the 14-page RFP in detail. The Council briefly discussed preferred collection days. Vlasak suggested that trash cart setback from the road edge should be considered due to snow plowing concerns. Erickson said the City should not consider a regulation like that and does not have the resources to have staff measure the distance between the trash can and the curb every Thursday and Friday.

A motion was made by Kodada and seconded by Furrer to approve a Request for Proposals (RFP) for Collection, Transportation and Disposal of Residential Refuse for the City of Lonsdale (April 1, 2020 Through March 31, 2025). Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- g. Consider Approval of Change Orders No. 2 and No. 3 and Application for Payment No. 10 (Final) in the Amount of \$22,702.96 to S.M. Hentges & Sons, Inc. for the Lift Station No. 1 Decommissioning – John Powell, City Engineer

Powell said that S.M. Hentges & Sons Inc. has completed the punch list items for this project. He explained and recommended approval of the change orders and final payment amount. Powell said that the Project's final total was within 0.6% of the contract amount. Erickson said that overall Staff is satisfied with the project.

A motion was made by Kodada and seconded by Pelava to approve Change Orders No. 2 and No. 3 and Application for Payment No. 10 (Final) in the amount of \$22,702.96 to S.M. Hentges & Sons, Inc. for the Lift Station No. 1 Decommissioning Project. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- h. Consider Approval of Revised Construction Standard Detail Plates - John Powell, City Engineer

Powell said that the most recent full revision of the City's Standard Detail Plates was back in 2014. He said that since that time, there have been minor adjustments made based on new materials, methods, and Public Works requirements. Powell highlighted the proposed changes to the Detail Plates as the Council reviewed a spreadsheet which summarized each revision. Powell said that all the changes will be incorporated into the City's 2020 Project.

A motion was made by Kodada and seconded by Furrer to approve revised Construction Standard Detail Plates. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- i. Consider Approval of a Proposal for Architectural Design and Bidding Services from Oleson & Hobbie Architects in the Amount of \$21,000 for the Trcka Park Project
Baker explained that due to the proposed park building's classification, an architect is needed to design the structure. He said that RFPs were sent out in early-December and only one firm, Oleson & Hobbie Architects, submitted a proposal. Baker went through the proposed design, bidding, and project timeline. He said that Oleson & Hobbie have recent experience in Belle Plaine and Mayer designing/bidding similar park structure projects.

A motion was made by Kodada and seconded by Pelava to approve architectural design and bidding services from Oleson & Hobbie Architects in the amount of \$21,000 for the Trcka Park Project. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

11. OTHER BUSINESS

- a. City Staff Reports

Public Work Director

Vlasak said that the Public Works Department has been busy clearing ice/snow from the roadways and maintaining the ice rink.

City Engineer

Powell stated that WSB has been finalizing and uploading the 2nd Avenue SW plans for bid.

City Administrator Erickson

Erickson said that he is working on the annual State of the City report. He invited the Council to attend the upcoming annual Tri-City United meeting and annual Chamber of Commerce Dinner.

City Planner

Baker stated that it was a pleasure to work with Planning Commission Chair David Dols over the years. He said that Dols was a terrific Planning Commissioner and will be greatly missed. The rest of the Council also said encouraging words Dols and Daleiden.

- b. City Council / Department Reports

Council Member Cherney

N/A

Council Member Kodada

None

Council Member Furrer

None

Council Member Pelava

Pelava said that the EDA will be hosting BR&E Training Sessions for volunteer interviewers starting next week. He said that Erickson has been taking a beating on Facebook and thanked him for providing clarity on enforcement issues recently posted on local social media.

Mayor Rud

Rud expressed his gratitude to Erickson and City Staff. He wished everyone a Happy New Year.

12. ADJOURNMENT

A motion was made by Furrer and seconded by Kodada to adjourn the meeting. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried. The meeting ended at 8:26 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator