

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
JANUARY 25, 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: Steve Cherney, Kevin Kodada, Tim Rud, Cindy Furrer, Scott Pelava

Members Absent: None

City Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker,
City Engineer John Powell

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any corrections, additions, or deletions to the agenda. Erickson asked to add "Approval of the City's 2017 Pay Equity Reporting" to the agenda.

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

5. APPROVAL OF MINUTES

None

6. PUBLIC HEARINGS

None

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

Dorothy Flicek, 208 2nd Ave SE, stated her displeasure in being redirected, by a Lonsdale Police Officer, down Farwell Avenue from Hwy 19, during the snow storm that took place on January 22nd. She said that Farwell Avenue was not plowed and many people were getting stuck. She suggested that the cars should have been allowed to stay on Hwy 19 until the Trondhjem Hill was cleared out. Pelava said that he talked with the Police Chief about the incident, and then he explained that it was an emergency situation and that the officer on duty did not want a chain-reaction pile up to take place on Hwy 19 in the interest of public safety.

8. APPROVAL OF THE CONSENT AGENDA

A motion was made by Pelava and seconded by Furrer to approve the Consent Agenda as follows:

- a. Monthly Bills
- b. Treasurers' Report
- c. Board and Commission Minutes

Vote for: Cherney, Kodada, 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 Ordinance 2018-284, an Ordinance Amending Ordinance 2017-280 (Housing Design Standards) – Ben Baker, City Planner

Baker explained that Legacy Land Development, the owner of 28 vacant lots within the Legacy Meadows Development, submitted an ordinance text amendment to allow 2-story homes with a full basement to have a reduced above-grade size requirement of 1,800 sq. ft. Baker said that the Planning Commission held a public hearing, reviewed the proposed changes, and recommended approval of the ordinance amendment at their January 18th meeting. Baker explained that Fieldstone Family Homes was interested in building homes on a few of the vacant lots in Legacy Meadows, and he said that Fieldstone submitted a building permit a few months back that did not quite meet the new housing design/size standards. The Council looked at a review sheet for 824 Harvest Drive SW, which indicated the deficient items.

Baker also asked the Council to provide clarity on window/sidelight design/size. The Council looked at an example of new home window sizes/designs. Pelava and Cherney relayed the discussion that took place at the Planning Commission regarding windows. Cherney said that it is best if the market dictates design features, but he suggested that the minimum window size should at least meet egress standards and that front door sidelights should be full height in size to match the existing neighborhoods. The other Council members agreed. Rud thanked the Planning Commission and City Staff for guiding the City down the right track.

A motion was made by Cherney and seconded by Pelava to approve Ordinance 2018-284, an ordinance amending Ordinance 2017-280. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- b. Update on Review Process and Selection of Firms to Interview in Response to the City's Request for Proposals for Civil Legal Services – Joel Erickson, City Administrator
The Council reviewed proposals from 8 different legal firms. Erickson provided a comparison between the different proposals, and he recommended interviewing the top three proposals. The Council reviewed the comparison sheet. Erickson suggested organizing a selection committee to interview the firms. Rud said that the whole Council should take part in interviewing the three firms prior to their next regular meeting.

A motion was made by Kodada and seconded by Cherney to schedule a Special Meeting at 6:00 pm on Thursday, February 22nd to interview the following three firms for the City's Consulting Civil Attorney: 1) Campbell Knutson, 2) Kennedy & Graven, and 3) Dougherty, Molenda, Solfest, Hills, & Baurer. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- c. Update on Review Process and Selection of Firms to Interview in Response to the City's Request for Proposals for Architectural and Construction Management Services for the City Hall Expansion/Remodel Project – Joel Erickson, City Administrator
The Council reviewed seven proposals for architectural and construction management services along with an associated comparison sheet provided by Erickson. Erickson went through and explained Staff's review comments for the six different scoring categories for each firm. Erickson recommended that the Council consider approving the proposal for Wold Architects & Engineers due to their low bid, their understanding of the project, and the score on their RFP. He said that the Council could either select a firm right now or interview a few firms. Kodada and Rud commented about Wold's familiarity with the area and their work on the various TCU school buildings using local contractors. Erickson explained that the main reason that an architect is being hired is to allow for local contractors to equally bid on the project. Furrer asked about the need to move the elections to a different facility and if a 90-day notice is required. Erickson assured the Council that the project would be completed before the 2018 mid-term elections.

A motion was made by Cherney and seconded by Kodada to approve the proposal from Wold Architects & Engineers. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- d. Update on Bidding Process for the Area No. 5 Phase / 4 Street and Utility Improvement Project – John Powell, City Engineer
Powell stated that 20 contractors received plans and 6 contractors bid on the Area No. 5 – Phase 4 Project. The Council reviewed the list of contractors and their bid amounts. Powell said that the low bid came in under the Engineer's \$2.03 million estimate, and he stated that the bids were very competitive. Powell explained the differences between the project scope and the feasibility study numbers. He also explained that the 2018 Project will act more like two separate projects, where the first phase will complete Main Street South and the northern alleys, and the second phase will complete Main Street North and the southwestern alley. He talked about pre-cast prices and the proposed mill and overlay surface.

Kodada asked about Rice County's participation. Erickson explained that the City has met with the County Engineer and that cost participation is likely. He said that the request for funding was being brought to the County Transportation Committee. Cherney wondered if any beautification improvements had been talked about. Erickson explained that the City had twice attempted to pursue a streetscape project in the Downtown area in 2007 and 2013, which included ideas like a median, bump-outs, wider sidewalks, and other beautification improvements. Erickson stated that both of those projects lost steam due to concerns over project cost, parking, and the width of the roadway. He did explain that decorative lights with the option of hanging flower baskets or banners would be included in the project, along with 2 ft. wider sidewalks. Erickson said that the streetlights will have LED bulbs. Kodada stated that it may be a good idea to let the trenches settle for a year before adding a final lift. The Council discussed ground settlement issues that typically happen around the Lonsdale area.

No official action was taken on the agenda item.

- e. Consider Approval of Resolution 2018-05, a Resolution Declaring the Cost to be Assessed and Ordering Preparation of Proposed Assessment for the Area No. 5 / Phase 4 Street and Utility Improvement Project – Joel Erickson, City Administrator
Erickson said that the next step in the process is to approve 2018-05, which declares the amount to be assessed and orders the preparation of the proposed assessment roll. Erickson explained that it was the Council's choice on what to do with any money received from the County. The Council discussed assessment terms, consistency in interest rates, along with funding percentages. Erickson said that assessments will be less than prior years because there isn't as much unground work being completed.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2018-05, a resolution declaring the cost to be assessed and ordering preparation of proposed assessment for the Area No. 5 / Phase 4 Street and Utility Improvement Project. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- f. Consider Approval of Resolution 2018-06, a Resolution Scheduling the Public Hearing on Proposed Assessments for the Area No. 5 / Phase 4 Street and Utility Improvement Project – Joel Erickson, City Administrator
Erickson directed the Council to schedule a Public Hearing on the proposed assessments for the Area No. 5 – Phase 4 Project for March 8th at 7:00 pm. He said that payments without charged interest will be accepted within 30 days of adoption of the assessment roll.

A motion was made by Cherney and seconded by Kodada to approve Resolution 2018-06, a resolution scheduling a public hearing on proposed assessments for the Area No. 5 / Phase 4 Street and Utility Improvement Project for Thursday, March 8, 2018 at 7:00 pm. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- g. Consider Approval of a Quote in the Amount of \$ 47,672.50 Submitted by E.H. Renner for Sealing Well No. 2 – Joel Erickson, City Administrator

Erickson said that the Public Works Staff submitted and was awarded a \$26,555 matching grant to seal Well No. 2. The Council reviewed two bids for the sealing of Well No. 2: 1) E.H. Renner - \$47,672.50 and 2) Trout - \$47,825.00. Erickson said that the bids were extremely close, and he stated that Renner completed the Well No. 4 Project about 10 years ago and is currently the contractor drilling Well No. 5.

A motion was made by Pelava and seconded by Furrer to approve the quote submitted by E.H. Renner in the amount of \$47,672.50. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- h. Consider Approval of a Sewer Rate Adjustment for the Property Located at 451 Delaware St. SW – Joel Erickson, City Administrator

The Council reviewed a sewer rate adjustment request from the property owner at 451 Delaware Street SW. Erickson said that a water heater at the property malfunctioned and approximately 15,000 gallons of water ran through the unit. The Council reviewed the water usage report and associated work order from Public Works. Erickson explained that residents only have 90 days to make a request, and more than two requests will not be considered.

A motion was made by Kodada and seconded by Cherney to approve a sewer rate adjustment for the property located at 451 Delaware St. SW. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- i. Consider Approval of a Lonsdale's Pay Equity Report – Joel Erickson, City Administrator

The Council reviewed the Pay Equity Compliance Report. He said that report shows that the City is compliant with equal pay.

A motion was made by Kodada and seconded by Furrer to approve Lonsdale's Pay Equity Report. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

11. OTHER BUSINESS

- a. Staff Reports

Public Works Director

N/A

City Engineer

None

City Administrator

Erickson stated that he has been working on year ending reporting and the Mayor's report.

City Planner

Baker stated the City recently has decided on a plan for its GIS System moving forward. He also said that he has also been working on housing design standard issues.

b. Council Reports

Council Member Cherney

None.

Council Member Kodada

Kodada said that the Park Board will meet again in February.

Council Member Furrer

Furrer said that the EDA is working on marketing, and she said that the Library Board elected new officers for 2018.

Council Member Pelava

Pelava said that the Planning Commission met last week, and he provided an overview on the agenda items. Pelava congratulated Rud Construction on being named the Lonsdale Area Chamber of Commerce's 2017 Business of the Year. Rud talked briefly about his business and giving back to the community.

Mayor Rud

Mayor Rud announced that the Lonsdale Showcase will be held on Saturday, March 3rd from 9:00 am - noon. He thanked the Lonsdale Area of Chamber for doing a great job with the annual dinner.

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 8:31 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator