

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
OCTOBER 12, 2017**

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, and Scott Pelava

Members Absent: None

City Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, City Engineer John Powell and 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 “scheduling a public hearing for delinquent accounts” could be added to the agenda.

A motion was made by Pelava and seconded by Furrer to approve the agenda with the noted addition. 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 September 11, 2017 Special Meeting, the September 14, 2017 Regular Meeting, and the September 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. Area No. 5 – Phase 4 Improvement Hearing

Rud read the public hearing notice and opened the hearing. City Engineer John Powell went through a 26-slide presentation that was projected up on the front white board. The presentation addressed the following items: purpose of the hearing, history, location, proposed improvements, typical street sections, stormwater detail, watermain detail, sanitary sewer detail, project costs, financing, assessments, project timeline, and contact information. Rud asked if there were any questions from the audience. Powell answered questions from the front podium.

Russ Sirek, Lonsdale Hardware, 101 Main Street North, encouraged the City's contractor to be prompt because people are running businesses in the Downtown Area. He asked if the City or business owners will be paying for the streetscape items.

Powell said that the City can structure a contract with both incentives and penalties such as liquidated damages for every day the project is not complete. He said that the County Transportation Committee will be reviewing Lonsdale's request for County cost participation on the paving portion of Main Street/Co Rd 33. Rud stated that the County is typically responsible for paving of the center 24 ft. on a County Road project, and he said that Council representatives could attend a County Board meeting, if necessary. Powell said that since Main Street is so wide, it may be an advantage for construction staging and better access to Downtown businesses during construction. He said that all streetscape items will be covered by the City at 100%. Powell said that the contractor will be responsible for keeping the site cleaned up and maintaining workable access.

Tom Babin, 401 Main Street South, asked about catch basins and drainage. Powell provided an explanation of the proposed stormwater improvements.

Rud stated that the City received a letter from Pat Wallin, Lonsdale Country Market, 123 Main Street South concerning timing of the project. He said that Steve Perry, owner of the buildings at 115 Main Street South and 140 Main Street North, also submitted a letter to the City regarding alley drainage. Furrer asked how ADA access is going to be achieved. Powell stated that professionals at WSB will have to look at the best way to design for ADA compliance, yet not end up with a wavy sidewalk. Powell said that the project plans are not that detailed yet to answer specific construction related design questions. He also talked about the proposed widening of the sidewalks and drain tile along Main Street.

Natalie Wiebold, owner of Salon 146, 146 Main Street North, asked about potential water service disruptions. She stated that her business relies heavily on consistent water access. Powell and Vlasak talked about the timing of temporary water service. She also asked about parking options. Powell said that informational/directional signage can be incorporated into the project. Rud said that the DRS Field parking lot or the American Legion parking lot may be available for parking during construction.

Pelava wondered if the working hours could be more flexible since part of the project area is located in a business district. He suggested a longer working day option to get the project completed faster. Rud asked if anyone else had any more questions or concerns.

A motion was made by Kodada and seconded by Pelava to close the hearing. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The Public Hearing closed at 7:47 pm.

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

8. APPROVAL OF THE CONSENT AGENDA

None

9. OLD BUSINESS

None

10. NEW BUSINESS

- a. Consider Approval of Resolution 2017-40, a Resolution Ordering the Improvement of the Area No. 5 Phase 4 Street and Utility Improvement Project – Joel Erickson, City Administrator

Erickson read through Resolution 2017-40. He said that the resolution: 1) states that the proposed improvements are necessary, cost effective, and feasible as shown in the Feasibility Study; 2) orders the improvement as detailed in the Study; 3) instructs the Planning Commission to review the project for compliance with the Comprehensive Plan; 4) designates WSB as the engineer and to continue with the preparation of the plans and specification; and 5) declares the City's intent to reimburse itself for the cost of the improvement with tax-exempt bonds. Kodada said that the project is greatly needed. Furrer asked about potential savings to properties being assessed if bid prices come in lower than expected. Erickson said that the Council will ultimately need to decide how actual bid prices and any potential County participation will alter proposed assessment amounts.

A motion was made by Pelava and seconded by Daleiden to approve Resolution 2017-40, a resolution ordering the Improvement of the Area No. 5 Phase 4 Street and Utility Improvement Project. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

Rud thanked City Staff and Powell for their work on the project so far.

- b. Consider Approval of Resolution 2017-41, a Resolution Accepting a Donation in the Amount of \$196,100.00 – Joel Erickson, City Administrator

Erickson stated that over the last two years, participation in the TCU Youth Soccer program has grown tremendously. He said that there have been some conflicts with parking and field time. Erickson explained that the City has been working towards a permanent solution for soccer and hockey in town with the help of the Park Board and City Engineer. He said that the City developed a site plan for 1001 Main Street South.

As part of the site plan that has been developed, other future amenities shown on the plan include: two parking areas, a playground area, an ice rink, and a building housing a shelter/warming house, restrooms, and a garage for the ice resurfacers. He stated that the only improvements proposed to be completed are grading of the entire site and turf establishment. He explained that in order for the City to accept a donation, a resolution needs to be approved.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2017-41, a resolution accepting a donation in the amount of \$196,100.00. Vote for: Daleiden, Kodada, Furrer, and Pelava. Vote against: None. Abstained: Rud. Vote: 4-0-1. Motion carried.

The Council members thanked Tim and Debbie Rud for their extreme generosity. Rud stated that he loves giving back to the community.

- c. Consider Approval of Resolution 2017-42, a Resolution Entering Into a Joint Snow Removal Agreement Between the City of Lonsdale and the Minnesota Department of Transportation – Joel Erickson, City Administrator

Erickson said that City needs to annually approve a resolution setting an hourly rate for snow removal services on T.H. 19, between 1st Avenue East and 2nd Avenue West in order to get reimbursed from MNDOT.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2017-42, a resolution entering into a joint snow removal agreement between the City of Lonsdale and the Minnesota Department of Transportation. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- d. Consider Approval of a Revised Job Description for the Liquor Store Manager and Pay Scale Grade / Step Change – Joel Erickson, City Administrator

Erickson explained that with the upcoming retirement of Assistant Liquor Store Manager Carolyn Korba, City Staff has reviewed and is proposing revisions to several Lonsdale Liquor Store employee job descriptions. He said as part of this process, Staff looked at the job points assigned to the position and how they relate to other employees in the department and the City in general as required for Pay Equity. He said that it was found that the Liquor Store Manager's points should be at 285 job points, which fits much better with the State Job Match point range of 282-291 and with other City employees' wages and job points.

A motion was made by Daleiden and seconded by Kodada to approve a Revised Job Description for the Liquor Store Manager and Pay Scale Grade / Step Change to 285 points, \$22.48-\$35.16/hr. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- e. Consider Approval of a Job Description for Lead Liquor Store Clerk – Joel Erickson, City Administrator
Erickson said that City Staff is proposing to add a new position to the liquor store entitled “Lead Liquor Store Clerk”, which would be a combination of the Assistant Liquor Store Manager and Clerk positions. He said that the point range for the position would be at 140 points, \$14.45 - \$22.60/hr. Erickson said that the proposed changes at Lonsdale Liquor will save the City approximately \$20,000.00.

A motion was made by Kodada and seconded by Furrer to approve a Job Description for Lead Liquor Store Clerk. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- f. Consider Approval to Promote Sean Buckridge from Liquor Store Clerk to Lead Liquor Store Clerk at Grade 5 / Step 5 (\$16.58/hr.) – Joel Erickson
Erickson stated that City Staff has recommended approval of a promotion for Sean Buckridge to Lead Liquor Store Clerk.

A motion was made by Pelava and seconded by Daleiden to promote Sean Buckridge from Liquor Store Clerk to Lead Liquor Store Clerk at Grade 5 / Step 5 (\$16.58/hr.). Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- g. Consider Approval to Promote Jessica Braatz from Liquor Store Clerk to Lead Liquor Store Clerk at Grade 5 / Step 5 (\$14.45/hr.) – Joel Erickson, City Administrator
Erickson recommended approval of a promotion for Jessica Braatz to Lead Liquor Store Clerk. He said that Staff is recommending that two employees be promoted to the position of Lead Liquor Store Clerk because 1) it is a part time position, 2) it allows for other employees to have time off and still cover the required shifts, and 3) Braatz and Buckridge have different schedules at their other jobs that allows shifts to be filled both during the day and evening.

A motion was made by Furrer and seconded by Kodada to promote Jessica Braatz from Liquor Store Clerk to Lead Liquor Store Clerk at Grade 5 / Step 5 (\$14.45/hr.). Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- h. Consider Approval of a Revised Job Description for Liquor Store Clerk – Joel Erickson, City Administrator
Erickson said that as part of the reorganization of the liquor store employees, Staff looked at all job descriptions for necessary revisions, including the clerk position. The Council reviewed the proposed job description.

A motion was made by Pelava and seconded by Furrer to approve a revised Job Description for Liquor Store Clerk. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- i. Consider Approval of Theresa Duban’s Letter of Resignation as Part Time Liquor Store Clerk Effective November 11, 2017 – Joel Erickson, City Administrator
Erickson stated that due to unforeseen circumstances, Theresa Duban submitted her letter of resignation as part-time liquor store clerk. Erickson said that Duban has been a good employee since she began working for the City in October of 2015. The Council reviewed Duban’s Letter of Resignation.

A motion was made by Daleiden and seconded by Pelava to approve Theresa Duban’s Letter of Resignation as Part Time Liquor Store Clerk Effective November 11, 2017. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

Rud provided the audience with a brief overview on the history of the liquor store. He said that the store has been a tremendous success, and it should be paid off completely in 2018. He thanked Kodada, Daleiden, Erickson, and Lynette Moe for doing such a great job managing the store’s finances.

- j. Consider Approval of a Minnesota Lawful Gambling LG240B Application to Conduct Excluded Bingo Submitted by the Lonsdale American Legion Auxiliary Unit 586 – Joel Erickson, City Administrator
Erickson stated that the City received a gambling application submitted by the Legion Auxiliary to conduct one bingo event at the Legion on November 10th. He said that Staff is not aware of any reason not to approve the requested application.

A motion was made by Kodada and seconded by Pelava to approve a Minnesota Lawful Gambling LG240B Application to Conduct Excluded Bingo submitted by the Lonsdale American Legion Auxiliary Unit 586. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- k. Consider Approval of Application for Payment No. 5 in the Amount of \$125,365.89 to BCM Construction, Inc. for the Area No. 5 Phase 3 Street and Utility Improvement Project – John Powell, City Engineer
Powell provided an update on the Area No. 5 – Phase 3 Project. Powell said that the project is now at the point of substantial completion. He said that the contractor has requested payment for bituminous pavement, concrete sidewalk and driveway pavement, and sodding work. He recommended approval of the payment, and Powell said the payment reflects the standard 5% retainage as required by Contract.

A motion was made by Daleiden and seconded by Furrer to approve application for Payment No. 5 in the amount of \$125,365.89 to BCM Construction, Inc. for the Area No. 5 Phase 3 Street and Utility Improvement Project. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

1. Consider Approval of Application for Payment No. 4 in the Amount of \$14,079.00 to E.H. Renner & Sons, Inc. for the Well No. 5 Project – John Powell, City Engineer
Powell said that EH Renner & Sons, Inc. has been working on the well project since mid-June. He said that the completion date for all work related to the Well Project is April 27, 2018. Powell recommended approval of the pay request, which includes drilling of a 24-inch nominal open hole for the well. He noted that the payment amount reflects the standard 5% retainage as required by Contract.

A motion was made by Pelava and seconded by Daleiden to approve Application for Payment No. 4 in the amount of \$14,079.00 to E.H. Renner & Sons, Inc. for the Well No. 5 Project. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- m. Consider Approval of Ordinance 2017-280, an Ordinance Amending City Code §153.074 Residential Single-Family Dwellings – Ben Baker, City Planner

Baker provided an overview on the topic of single-family home size and design standards. He provided a brief history on residential developments since 2000, neighborhood covenants, and Ordinance 2015-262. He said that due to home plans that have recently been submitted to the City by some home contractors, the Planning Commission started discussing home size and design standards back in August and held two more public meetings on the topic in September and October. He said that based on comments received at those meetings, City Staff and the Planning Commission created an updated ordinance to specifically address minimum home size and design requirements. Baker went through all of the proposed changes highlighted in the redlined version of Ordinance 2017-280. The Council also reviewed an updated checklist review sheet that City Staff uses when reviewing new home plans. Rud asked if anyone in the audience wanted to speak on the matter.

Harry Danielson, 708 Bluff Heights Drive SE, thanked the City for updating the ordinance. He suggested that additional language should be added to avoid similar looking houses being located right next to each other. He also said that slab-on-grade homes should not be allowed on walk-out lots. He said that homes should have at least two façade windows. Danielson stated that there should also be a minimum for front porch sizes. He said that three-stall garages should be required on most lots in Willow Creek Heights. Danielson stated that he appreciated all the efforts that Staff and the Planning Commission has done to update and clarify the ordinance.

Rud stated that the City is definitely on the right track with the proposed ordinance, and he encouraged the Council to get the ordinance in place. Rud also said that the topic of home size and design standards may be an on-going work-in-progress due to concerns from home builders. Rud stated that some builders are wondering why a well-built, higher-end 1,200-1,500 sq. ft. slab home, geared towards empty-nesters, wouldn't be allowed in town.

Josie Malecha, 938 Bluff Heights Drive SE, stated that she is in favor of the proposed ordinance so that the original intent of residential developments and cohesive-looking neighborhoods are achieved. She said that home builders such as LGI Homes and Loomis bring property values down. Malecha said that she is trying to establish an Architectural Review Committee (ARC) for Willow Creek Heights. She thanked the City for creating the proposed ordinance.

Baker stated that the Planning Commission held a public hearing on October 9, 2017, and they recommended approval of Ordinance 2017-280.

A motion was made by Pelava and seconded by Furrer to approve Ordinance 2017-280, an ordinance amending City Code §153.074 Residential Single-Family Dwellings. Vote for: Daleiden, 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 \$7,855.00 Submitted by Skluzacek Tree Movers, LLC for the Removal of Eleven Trees – Russ Vlasak, Public Works Director
Vlasak stated that bids were requested for tree removal services from three companies. He stated that Skluzacek Tree Movers LLC was the only contractor who responded with a bid of \$7,855.00 to remove 11 trees around town. The Council reviewed the submitted bid for tree removal work in Trendera Memorial Park, Marlene Park, and along Main Street South.

A motion was made by Kodada and seconded by Furrer to approve a quote in the amount of \$7,855.00 submitted by Skluzacek Tree Movers, LLC for the removal of eleven trees. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- o. Consider Approval of a Quote in the Amount of \$25,990.00 Submitted by Tim Skluzacek Construction for the Replacement of Four Roofs at Jaycee Park – Russ Vlasak, Public Works Director
Vlasak stated that the City received \$19,940.00 from an insurance claim for hail damage. He said that 3 bids were received for replacing four roofs at the Jaycee Park. Vlasak stated that Tim Skluzacek Construction was the low bid at \$25,990.00.

A motion was made by Pelava and seconded by Furrer to approve quote in the amount of \$25,990.00 submitted by Tim Skluzacek Construction for the replacement of four roofs at Jaycee Park. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- p. Consider Approval of a Quote in the Amount of \$14,995.25 Submitted by Buscho Enterprises for Hauling and Application of Bio-Solids – Russ Vlasak, Public Works Director

Vlasak stated that bids were solicited for bio-solid hauling in fall 2017. He said that the only bid received was from Buscho Enterprises, a company that has provided the hauling service for Lonsdale over the past several years. Vlasak stated that business prices have stayed pretty consistent over the years.

A motion was made by Furrer and seconded by Pelava to approve a quote in the amount of \$ 14,995.25 submitted by Buscho Enterprises for hauling and application of bio-solids. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- q. Consider Scheduling a Public Hearing for November 9, 2017 at 7:00 pm or soon thereafter to Discuss Assessment of Delinquent Accounts

Erickson asked the Council to consider scheduling a Public Hearing for November 9, 2017 pm to review proposed assessments of delinquent accounts pertaining to unpaid fire calls, tall grass/weeds, and utility bills.

A motion was made by Kodada and seconded by Pelava to approve scheduling a public hearing for November 9, 2017 at 7:00 pm or soon thereafter to discuss assessment of delinquent accounts. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

11. OTHER BUSINESS

- a. Staff Reports

Public Works Director

Vlasak provided an update on recent Public Works Department activities.

City Engineer

None

City Administrator

Erickson said that the City Planner and he will be attending a Southern Minnesota Imitative Foundation Luncheon next week. He talked about the recent popularity of the EDA's new television commercials being aired around the area.

City Planner

Baker said that he has been working on outstanding landscape issues and drafting text language for single-family home design standards.

b. Council Reports

Council Member Daleiden

Daleiden provided an update on Lonsdale Liquor. He encouraged everyone to acknowledge Carolyn Korba for her many years of service to the liquor store.

Council Member Kodada

Kodada said that Park Board, City Council, and members of the local soccer and hockey associations attended a ground breaking event on October 9th for the South Main Street Site. He and the rest of the Council thanked Tim & Debbie Rud for their very generous donation to the project.

Council Member Furrer

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

Council Member Pelava

Pelava stated that the Planning Commission held a public hearing on October 9th in regard to new home design standards and Ordinance 2017-280.

Mayor Rud

Mayor Rud announced that the Lonsdale Crawl is taking place on October 19th and a related 5k run will happen on October 21st. Rud read through a few “if I were the Mayor” responses from local 4th graders at TCU Lonsdale Elementary School.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Pelava to adjourn the meeting. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The meeting ended at 9:01 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator