

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
NOVEMBER 14, 2019**

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, Public Works Director Russ Vlasak
Police Chief Jason Schmitz

4. APPROVAL OF AGENDA

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

A motion was made by Pelava and seconded by Furrer to approve the agenda as presented.
Vote for: Cherney, 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 Cherney to approve the Minutes from the October 28, 2019 Regular Meeting. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

6. PUBLIC HEARINGS

a. Special Assessments - Delinquent Accounts

Rud read the public hearing notice and opened the hearing. Erickson explained that a hearing was scheduled back on October 10th for delinquent accounts. He noted that there was three accounts that were past due, but the one balance of \$1,000 was recently paid off. He said that the new balance is now \$435.09. Erickson said that the remaining payments will be due with the first half payment of property taxes in May of 2020. Rud asked if anyone off the floor wanted to speak on the matter. No one responded to the invitation.

A motion was made by Pelava and seconded by Furrer to close the public hearing. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The hearing closed at 7:05 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 Resolution 2019-34, a Resolution Adopting Assessments for Delinquent Accounts – Joel Erickson, City Administrator

Erickson said that the public hearing was held earlier in the meeting, and no written or verbal comments were relayed. He recommended approval of Resolution 2019-34.

A motion was made by Kodada and seconded by Cheney to approve Resolution 2019-34, a resolution adopting assessments for delinquent accounts. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

b. Consider Approval of Resolution 2019-35, a Resolution Declaring General Election Results (Canvas Election) – Joel Erickson, City Administrator

Erickson asked the Council to declare the election results from the November 5th City election. Erickson said that the City had 136 voters, of which Mayor Rud received 129 votes for open Mayor position, and Kevin Kodada received 124 votes and Cindy Furrer received 121 votes for the two open Council seats. He said that the City Council is the Canvassing Board; and therefore, the City needs to approve the abstract of votes cast in Lonsdale.

A motion was made by Cherney and seconded by Pelava to approve Resolution 2019-35, a resolution declaring general election results (Canvas Election). Vote for: Cherney,

Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

Pelava left the meeting due to an emergency call.

- c. Consider Approval of a Proposal in the Hourly Not-to-Exceed Amount of \$53,358.00 Submitted by WSB for the 2nd Ave SW Area Street and Utility Improvement Project Final Design and Bidding – Joel Erickson, City Administrator

The Council reviewed a proposal from WSB for design and bidding services associated with the 2nd Avenue SW Area Project. Erickson reviewed the proposal and services, including project understanding, project approach/work plan, schedule, and service fee. He said that the proposal is similar to previous street reconstruction projects. Powell explained that the January bidding schedule works well to obtain multiple competitive bidders. Kodada noted that the City has tried other firms in the past that didn't work out, and he recommended approval of the proposal from WSB.

A motion was made by Kodada and seconded by Furrer to approve a proposal in the hourly not-to-exceed amount of \$53,358.00 submitted by WSB for the 2nd Ave SW Area Street and Utility Improvement Project Final Design and Bidding. Vote for: Cherney, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- d. Consider Approval to Authorize Staff to Advertise for Two Part Time Liquor Store Clerks at Grade 1 / Step 1 (\$12.14/hr.) – Joel Erickson, City Administrator

Erickson asked the Council to authorize Staff to advertise for two Part-Time Liquor Store Clerks. He stated that Jay Klein's position was not filled because other employees agreed to pick up additional hours, but Erickson explained that the current staff is no longer able to work more hours. The Council reviewed a proposed staffing plan for two new part time employees needed to cover the available shifts. They also reviewed a proposed hiring timeline. Cherney asked about the City's minimal wage compared to the State. He suggested having wiggle room in the starting pay scale to attract and keep employees. The Council discussed employee pay-scale and benefit packages.

A motion was made by Kodada and seconded by Cherney to authorize Staff to advertise for two Part Time Liquor Store Clerks at Grade 1 / Step 1 (\$12.14/hr.). Vote for: Cherney, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- e. Consider Approval of Application for Payment No. 2 in the Amount of \$3,459.34 to AAA Striping Service, Co. for 2019 Pavement Marking – John Powell, City Engineer
Powell asked the Council to consider partial payment to AAA Striping Service in the amount of \$3,459.34 for marking work done in 2019. Powell explained that since a maintenance bond has not been received, the City cannot process the final payment. He also explained that 1% retainage is being withheld. The Council reviewed the pay voucher and quantities sheet. The Council discussed potential review/payment efficiencies and the reasoning for the established payment process.

A motion was made by Kodada and seconded by Furrer to approve Application for Payment No. 2 in the amount of \$3,459.34 to AAA Striping Service, Co. for 2019 Pavement Marking. Vote for: Cherney, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

11. OTHER BUSINESS

- a. City Staff Reports

Public Works Director

Vlasak said that the Public Works Department has been winterizing parks. Rud stated that he has received complements from other cities on how beautiful Lonsdale looks in regard to ditch mowing and park maintenance.

City Engineer

Powell thanked the Council for approving the 2nd Avenue SW Street Project Proposal, and he said that WSB will be moving forward on the design/bidding phase of the project.

City Administrator

Erickson said that the Building Official hiring process is in its initial stage. He said that he has been looking into other locations for future elections. Rud said that the Council should discuss going away from odd-year elections at a future Council Workshop. Erickson said that approval of the final budget and property tax levy will be held on November 25th.

City Planner

Baker provided an update on new home permits, total permits, and vacant lot statistics. He said that WSB and Staff will be working on initiating the DataLink collector app over the winter months.

b. City Council Reports

Council Member Cherney

Cherney said that he will be reviewing some of the City's policy books. He said that he has great confidence in City Hall staff after talking with Erickson and Treasurer Brokl earlier in the day. On a personal note, Cherney thanked the local emergency personnel for their help and timely response after recently utilizing their services.

Council Member Kodada

Kodada said that customer counts and numbers at the liquor store are consistent with 2018. He also provided an update on the November 12th Park Board meeting, including a skate park petition, Musco Lighting presentation, and Trcka Park building discussion.

Council Member Furrer

Furrer said that the EDA's BR&E interviews should be starting in early-2020.

Council Member Pelava

N/A

Mayor Rud

Mayor Rud thanked all the Veterans for their service to the Country, and he wished everyone a Happy Thanksgiving.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Furrer to adjourn the meeting. Vote for: Cherney, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried. The meeting ended at 7:41 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator