

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
NOVEMBER 15, 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: Kevin Kodada, Tim Rud, Cindy Furrer, Scott Pelava

Members Absent: Steve Cherney

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

4. APPROVAL OF AGENDA

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

A motion was made by Furrer and seconded by Kodada to approve the agenda as presented. 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 Pelava and seconded by Furrer to approve the Minutes from the October 11, 2018 Regular Meeting and the October 25, 2018 Regular Meeting. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

6. PUBLIC HEARINGS

a. Assessment Hearing - Delinquent Accounts

Rud read the public hearing notice, and he opened the hearing. Erickson asked the Council to review the proposed assessments for unpaid nuisance violations, utility bills, and waterline repairs. He said that there was initially 52 delinquent accounts totaling \$7,554.81, but now that number has been reduced to \$2,804.43 owed to the City. Rud asked if anyone off the floor wanted to speak on the matter. No one responded to the invitation.

A motion was made by Kodada and seconded by Pelava 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 7:05 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 2018-46, a Resolution Adopting Assessments for Delinquent Accounts – Joel Erickson, City Administrator

Erickson said that a public hearing was held earlier in the meeting. He said that there were no written or verbal comments. The Council reviewed the proposed assessment roll.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2018-46, a resolution adopting assessments for delinquent accounts. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

b. Presentation of a Waste Management Green Team Recycling Check in the Amount of \$774.00 to Holy Cross Catholic School for Recycling 51.58 Tons of Cardboard and Mixed Paper – Jay Nieson, WM

Brad Darwin, of Waste Management, presented the latest Green Team stats to the Council and audience from the front podium. Darwin presented students from Holy Cross Catholic School with a check for \$774.00 for recycling 51.58 tons of cardboard and mixed paper. Everyone applauded the students for their work during their term as the Green Team.

- c. Consider Approval of Resolution 2018-47, a Resolution Proclaiming the Week of November 12, 2018 as the 97th Annual Observance of American Education Week – Mollie Meyer, Lonsdale Elementary School Principal

Lonsdale Elementary School Principal Mollie Meyer talked about education, and she provided an update on what has been going on at Tri-City United Schools. The Council reviewed Resolution 2018-47, which proclaims the week of November 12, 2018 as the 97th Annual Observance of American Education Week.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2018-47, a resolution proclaiming the week of November 12, 2018 as the 97th Annual Observance of American Education Week. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- d. Consider Approval of a Request for Proposals (RFP) for Contracted Comprehensive Engineering Services – Joel Erickson, City Administrator

Erickson stated that based on direction from the Council at their meeting on October 25, 2018, he prepared a RFP for contracted engineering services. Erickson summarized the proposal, the section criteria, and associated timeline.

A motion was made by Kodada and seconded by Pelava to approve a Request for Proposals (RFP) for contracted comprehensive engineering services. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- e. Consider Approval to Appoint Dave Pfluke as Fire Chief of the Lonsdale Fire Department – Joel Erickson, City Administrator

Erickson explained that Fire Chief Yetzer was nearing the end of his third term as Fire Chief. He said that the position of Fire Chief was posted in October, and Dave Pfluke was the only one to submit an application. Erickson said that Pfluke was interviewed by the City's HR Committee and three members of the Fire Department. Rud said that it should be a good transition, and that Pfluke seems to have the same vision as the current Fire Chief.

A motion was made by Pelava and seconded by Kodada to appoint Dave Pfluke as Fire Chief of the Lonsdale Fire Department. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- f. Consider Approval to Appoint Shannon Morsching as Assistant Fire Chief of the Lonsdale Fire Department – Joel Erickson, City Administrator

Erickson said that the position of Assistant Fire Chief was posed at the Fire Hall in October with two applications being submitted. He said that both applicants were interviewed by the City's HR Committee and three members of the Fire Department. Erickson said that both applicants interviewed well, but the Committee recommended appointing Morsching as Assistant Fire Chief. Rud said that both candidates did an excellent job.

A motion was made by Pelava and seconded by Furrer to appoint Shannon Morsching as Assistant Fire Chief of the Lonsdale Fire Department. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- g. Consider Approval to Make a Conditional Job Offer to David Latzke as Volunteer Fire Fighter – Mike Yetzer, Fire Chief

Yetzer said that the Interview Committee recently interviewed five candidates to fill the two vacant positions at the Fire Department. He said that the Committee recommended hiring David Latzke and Jeff Dulin.

A motion was made by Kodada and seconded by Furrer to make a conditional job offer to David Latzke as Volunteer Fire Fighter. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- h. Consider Approval to Make a Conditional Job Offer to Jeff Dulin as Volunteer Fire Fighter – Mike Yetzer, Fire Chief

A motion was made by Pelava and seconded by Furrer to make a conditional job offer to Jeff Dulin as Volunteer Fire Fighter. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- i. Consider Approval of a Leave of Absence Not to Exceed One (1) Year Requested by Eric Malecha From the Lonsdale Fire Department – Mike Yetzer, Fire Chief

A motion was made by Kodada and seconded by Pelava to delete this item from the agenda. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- j. Consider Approval of a Revision to the Fire Department Policy on Response Time – Mike Yetzer, Fire Chief

The Council reviewed the redlined version showing proposed revisions to the Fire Department Policy concerning response time. The Council discussed the topic, and they said that the policy should allow more flexibility to get more members. Erickson said that he has reviewed the policy and is okay with the proposed changes.

A motion was made by Kodada and seconded by Pelava to approve a revision to the Fire Department Policy on response time. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- k. Consider Approval to Accept Chris Larrick’s Letter of Resignation as Part Time Liquor Store Clerk – Joel Erickson, City Administrator

Erickson said that Chris Larrick was hired in November 2017, and he stated that Larrick submitted his letter of resignation. The Council reviewed the resignation letter from Thomas “Chris” Larrick.

A motion was made by Pelava and seconded by Kodada to accept Chris Larrick’s Letter of Resignation as Part Time Liquor Store Clerk. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- l. Consider Approval to Authorize Staff to Advertise for a Part Time Liquor Store Clerk at Grade 1 / Step 1 – Joel Erickson, City Administrator

Erickson said that with the resignation of Larrick and another resignation several months ago, that the Liquor Store Committee recommended advertising for the position of Part-Time Liquor Store Clerk. The Council reviewed the proposed hiring schedule timeline.

A motion was made by Kodada and seconded by Pelava to authorize Staff to advertise for a Part Time Liquor Store Clerk at Grade 1 / Step 1. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- m. Consider Approval of Resolution 2018-48, 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 this is an annual resolution to get reimbursed by MNDOT for accumulation and loading the snow from TH 19, between 1st Avenue East and 2nd Avenue West. He said that the City is responsible for hauling and disposal of the snow. The Council reviewed the proposed resolution and associated memo from MNDOT.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2018-48, a resolution entering into a Joint Snow Removal Agreement between the City of Lonsdale and the Minnesota Department of Transportation. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- n. Consider Approval to Add “Interviews of Finalist Candidates for Building/Code Enforcement Official” to an Upcoming Special City Council Meeting - Joel Erickson, City Administrator

Erickson said that the HR Committee recently interviewed five applicants for the Building Official position, and they recommended that three of the candidates be interviewed by the full City Council. Erickson asked the Council to consider adding “finalist interviews” to the November 20th Special Council meeting.

A motion was made by Furrer and seconded by Kodada to approve adding “Interviews of Finalist Candidates for Building/Code Enforcement Official” to the November 20th Special City Council Meeting. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- o. Consider Approval of Resolution 2018-49, a Resolution Approving a Sale and Purchase Agreement – Ben Baker, City Planner

The Council reviewed seven different Sale & Purchase Agreements for four separate City-owned properties around town. Baker stated that City Staff acquired seven signed agreements for the Council to consider, and the report listed the sale price for each parcel. Baker noted that the seven agreements total \$21,282.00, and he said that all the City’s expenses will be covered by the property sales. Baker stated that the properties will become taxable once ownership is transferred, and he said that there will be less land for the Public Works Department to maintain over time. He asked the Council to approve the next seven consecutive resolutions. The Council reviewed the agreements and associated maps.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2018-49, a resolution approving a Sale and Purchase Agreement. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- p. Consider Approval of Resolution 2018-50, a Resolution Approving a Sale and Purchase Agreement – Ben Baker, City Planner

A motion was made by Kodada and seconded by Pelava to approve Resolution 2018-50, a resolution approving a Sale and Purchase Agreement. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- q. Consider Approval of Resolution 2018-51, a Resolution Approving a Sale and Purchase Agreement – Ben Baker, City Planner

A motion was made by Furrer and seconded by Pelava to approve Resolution 2018-51, a resolution approving a Sale and Purchase Agreement. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- r. Consider Approval of Resolution 2018-52, a Resolution Approving a Sale and Purchase Agreement – Ben Baker, City Planner

A motion was made by Kodada and seconded by Furrer to approve Resolution 2018-52, a resolution approving a Sale and Purchase Agreement. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- s. Consider Approval of Resolution 2018-53, a Resolution Approving a Sale and Purchase Agreement – Ben Baker, City Planner
A motion was made by Pelava and seconded by Furrer to approve Resolution 2018-53, a resolution approving a Sale and Purchase Agreement. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.
- t. Consider Approval of Resolution 2018-54, a Resolution Approving a Sale and Purchase Agreement – Ben Baker, City Planner
A motion was made by Furrer and seconded by Pelava to approve Resolution 2018-54, a resolution approving a Sale and Purchase Agreement. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.
- u. Consider Approval of Resolution 2018-55, a Resolution Approving a Sale and Purchase Agreement – Ben Baker, City Planner
A motion was made by Pelava and seconded by Kodada to approve Resolution 2018-55, a resolution approving a Sale and Purchase Agreement. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.
- v. Consider Approval of Application for Payment No. 1 to BMI in the Amount of \$81,669.45 for the 2018 Street Maintenance Project – John Powell, City Engineer
Powell asked the Council to consider approval of Pay Voucher No. 1 to BMI in the amount of \$81,669.45 for 1) pavement removal and replacement work, 2) concrete curb and gutter work, 3) drain tile installation, and 4) traffic control. Powell said that the work represented on the payment application was completed in accordance with the plans and specs of the project, and he recommended approval of the payment.

A motion was made by Kodada and seconded by Furrer to approve the agenda as presented. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

11. OTHER BUSINESS

- a. Special Meetings on November 20th & 27th at 6:00 pm
Rud reminded everyone of the upcoming Special City Council meetings on Tuesday, November 20th and 27th at 6:00 pm.
- b. Staff Reports

Public Works Director

Vlasak explained a recent problem with the Well No. 4 casing bolts when trying to maintain the pump. He noted that the pump was lowered back down for now.

City Engineer

Powell talked about the Well 5 Project Punch List, and he provided an update on the cold weather plan for Area No 5 Project.

City Administrator

Erickson stated that he is been involved in the Building Official interviews, finalizing the 2019 Budget, and Lonsdale Liquor meetings.

City Planner

Baker stated that he has been working on parks and planning related items.

c. Council Reports

Council Member Cherney

None

Council Member Kodada

Kodada provided an update on the last Park Board meeting. He said that Knecht's Nurseries recently planted 10 boulevard trees along Fig Street NE. Kodada provided an update on the Trcka Park Project, and he told Powell and Vlasak that the new parking lot holds water.

Council Member Furrer

Furrer said that the EDA met earlier in the day. She also provided an update on the Library Board.

Council Member Pelava

Pelava stated that the Planning Commission will be meeting on November 19th.

Mayor Rud

Mayor Rud recognized the Veterans and recent Veterans Day events. He read a note from the Czech Council regarding the area events associated with the Czech Centennial Celebration.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Pelava 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 8:15 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator