

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
NOVEMBER 30, 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, Public Works Director Russ Vlasak, and 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 Kodada and seconded by Pelava to approve the agenda as presented. 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 Daleiden and seconded by Furrer to approve the Minutes from the November 9, 2017 Regular Meeting and the November 14, 2017 Special Meeting. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

6. PUBLIC HEARINGS

None

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

None

8. APPROVAL OF THE CONSENT AGENDA

A motion was made by Kodada and seconded by Pelava to approve the consent agenda as follows:

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

Vote for: Daleiden, 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 to Appoint the TCU Youth Hockey Association as the Waste Management Green Team for the First Quarter of 2018 – Ben Baker, City Planner
The City Council reviewed six different applications currently on file for the Green Team Recycling Program. Baker noted that the TCU Hockey Association had not yet had the opportunity to serve as the Green Team. He said that the Golden Agers are the current Green Team. Baker stated that the Park Board recommended approval of TCU Youth Hockey as the First Quarter Green Team for 2018 at their meeting on November 14th.

A motion was made by Kodada and seconded by Pelava to appoint the TCU Youth Hockey Association as the Waste Management Green Team for the First Quarter of 2018. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- b. Consider Approval of Naming the Park Located at 1001 Main St. S. "Trcka Park" – Ben Baker, City Planner

The City Council reviewed a Staff Report which provided a detailed timeline and description of the property at 1001 Main Street South. Baker stated that the Park Board recommended naming the developing park/open space at 1001 Main Street South as "Trcka Park" at their November 14th meeting. In addition to the main park name, Baker said that specific fields and facilities could be named as well.

Kodada suggested that the park name stay with the same historic theme throughout town. He recommended naming the park after the previous land owners, Donald & Shirley Trcka. Furrer wondered if there has been a donation of any kind to the project from the Trcka family. She wondered if the name Trcka Park would get people mixed up with the existing Trender Memorial Park, located on North Main Street. Baker stated that park signs typically cost between \$3,000 - \$4,500, but he said that no park sign funds have been budgeted for yet. Pelava said that Lonsdale's historical park names are unique and help preserve the town's history.

A motion was made by Kodada and seconded by Pelava to approve naming the park located at 1001 Main Street South as “Trcka Park”. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

c. Consider Approval of Conditional Use Permit CUP 2017-01 - Revision 1 for 618 Industrial Dr. SE – Ben Baker, City Planner

Baker read through the Staff Report, which detailed location, property size, owner/applicant, request, previous requests/Council action, existing conditions, zoning, and landscaping/screening. Attached to the report was the old CUP, the new CUP, site plan maps, old site pictures, and new site pictures. Baker noted that the previously approved CUP 2017.01 was terminated by the City Council because the application failed to accomplish the required actions of the CUP. Baker noted recent improvements to the property, and he read through and explained the proposed conditions of CUP 2017.01 - Rev. 1. Baker stated that the applicant did provide a digital signed copy of the required easement earlier in the day, but he mentioned that the applicant did not bring the original hard copy that was supposed to be provided prior to the Council meeting. Baker further explained the requirements for fencing, screening and signage.

Rud suggested that the City hold off on approval until all the required documents are in submitted to the City. The rest of the Council members agreed.

A motion was made by Kodada and seconded by Daleiden to table the agenda item until the original signed easement document is provided to the City. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

d. Consider a Request for a Building Permit Late Fee Waiver From the Property Owner of 618 Industrial Dr. SE – Joel Erickson, City Administrator

Erickson stated that a double permit fee was charged to Tom Wolter for erecting a fence without a permit. He said that Wolter has asked for the late fee to be waived. Erickson said that in the past, the City has charged a double fee when projects are started before a building permit is issued.

Tom Wolter, 21487 France Blvd., Lakeville, MN, stated that he has already paid for two land use permits and a fence permit. He asked if a lesser fee could be negotiated with City Staff based on the value of just the fence posts, since only the posts have been erected at this time. He said that the entire fence project, including two gates, cost \$38,000.00.

Kodada, Furrer, and Rud all voiced their agreeance to stick with the double fee penalty. Furrer stated that the Building Inspector could have required that all the fence posts be taken down.

A motion was made by Kodada and seconded by Furrer to uphold the double permit fee as required by the City Fee Schedule. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- e. Consider Approval of a Request for Proposals for Civil Legal Services – Joel Erickson, City Administrator

The Council reviewed a proposed RFP for legal services as requested at a previous Council meeting. Rud stated that the City is not dissatisfied with its current legal services, but he clarified that the City does need to get the best price for its tax payers.

A motion was made by Kodada and seconded by Pelava to approve a RFP for Civil Legal Services. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- f. Consider Approval of a Request for Proposals for Engineering Services – Joel Erickson, City Administrator

The Council reviewed a proposed RFP for engineering services as requested at a previous Council meeting. Rud stated that the City is not dissatisfied with its current engineering services, but he clarified that the City does need to get the best price for its tax payers. He said that WSB has been doing a very good job for the City.

A motion was made by Daleiden and seconded by Furrer to approve a RFP for Engineering Services. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- g. Consider Approval of Christopher Hermstad's Letter of Resignation – Jason Schmitz, Chief of Police

The Council reviewed a letter of resignation from Christopher Hermstad. Schmitz said that it has been a pleasure to work with and to get to know Chris during his time of employment, and he wished Chris the best of luck in the future.

A motion was made by Daleiden and seconded by Pelava to approve Christopher Hermstad's Letter of Resignation. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- h. Consider Approval to Advertise for a Part Time Police Officer at Grade 8 / Step 3 (\$19.17/hr.) – Jason Schmitz, Chief of Police

Schmitz asked the Council to consider advertising for a part time police officer due to the recent resignation of Christopher Hermstad.

A motion was made by Pelava and seconded by Furrer to advertise for a Part Time Police Officer at Grade 8 / Step 3 (\$19.17/hr.). Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- i. Consider Approval of Application for Payment No. 6 in the Amount of \$97,279.43 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. Kodada suggested that the contractor sweep up the crumbling granular matter from the temporary wedge so it doesn't get pushed into front yards or end up in the City's stormwater system. Powell said that they will contact the contractor to get that done before winter weather comes. He said that BCM has met the requirements for substantial completion and is requesting payment for previous work. Powell recommended approval of Payment No. 6. He stated that the standard 5% retainage is reflected in the payment amount.

A motion was made by Daleiden and seconded by Kodada to approve Payment No. 6 in the amount of \$97,279.43 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.

- j. Consider Approval of a Quote from Quam Construction in the Amount of \$57,500.00 for Sanitary Sewer Lateral Rehabilitation

Vlasak stated that six bids were solicited for fixing sanitary sewer issues along 4th Avenue NE. He said that only one bid was received from Quam Construction in the amount of \$57,500.00. Powell stated that similar lateral rehabilitation work has been completed successfully in Shakopee. Rud asked about warranty assurance on the work. Vlasak said that he will have to get more information on the warranty.

A motion was made by Kodada and seconded by Pealva to approve tabling the agenda item until more warranty information is known. 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 said that the Public Works Department has been putting up Christmas decorations and working with WSB on upcoming projects.

City Engineer

Powell stated that they will be starting to televise in the Area No. 5 – Phase 4 Project to check for potential issues. He said that WSB is finishing up the wetland delineation report for the Lift Station No. 1 Decommissioning Project.

City Administrator

Erickson went through a list of projects he has been involved with over the past few week. He said that an RFP for the City Hall expansion will be coming before the Council in December. Erickson said that WSB provided a \$5,000 donation to the 1001 Main Street South Grading Project. The Council thanked Powell and WSB.

City Planner

Baker stated that the City just terminated an unnecessary review process required by Rice County for the 2-mile buffer area around City limits.

b. Council Reports

Council Member Daleiden

Daleiden provided a brief update on Lonsdale Liquor.

Council Member Kodada

Kodada stated that new Park Member Joe Schmoll attended his first meeting in November. He provided a report on the last Park Board meeting.

Council Member Furrer

Furrer stated that the Library Board is considering expanding their hours and being open on Mondays.

Council Member Pelava

Pelava provided a report on the November Planning Commission Meeting.

Mayor Rud

Mayor Rud thanked the multiple local organizations for their help around the community. He thanked the Erickson and the Chamber for helping with the Salvation Army bell ringing fundraiser.

12. ADJOURNMENT

A motion was made by Pelava and seconded by Furrer 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 8:03 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator