

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
NOVEMBER 9, 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 to delete the fence permit agenda item and add several items to 10(b).

A motion was made by Kodada and seconded by Pelava to approve the agenda with the noted changes. 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 Pelava and seconded by Furrer to approve the Minutes from the October 26, 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. Delinquent Accounts Special Assessment Hearing

Rud read the public hearing notice and opened the hearing. Erickson stated that the Council scheduled the public hearing back on October 12th to review unpaid nuisance abatement invoices, fire call bills, and utility bills. Erickson provided the Council with an up-to-date spreadsheet to review, which listed the balance still owed to the City for 14 different properties, including 9 tall weed/grass bills and 5 utility bills, totaling just under \$3,000.

Rud asked if anyone off the floor wanted to speak on the matter. No one responded.

A motion was made by Kodada and seconded by Furrer to close the public hearing. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The public hearing closed at 7:06 pm.

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

None

8. APPROVAL OF THE CONSENT AGENDA

None

9. OLD BUSINESS

- a. Consider Approval of Ordinance 2017-281, an Ordinance Amending City Code §90.01, Prohibiting Types of Animals and City Code §153.040, Zoning Districts Allowing “Urban Beekeeping” as a License – Ben Baker, City Planner

Baker reminded the Council that beekeeping is currently allowed, but the City does not have any specific requirements for beekeeping. He said that the Planning Commission recommended approval of Ordinance 2017-281 to allow beekeeping as a license instead of a Conditional Use Permit and to establish regulations for beekeeping. Baker provided the Council with information on insurance as requested at the previous meeting. Baker noted that the policy was updated to require proof of insurance as part of the application process.

A motion was made by Pelava and seconded by Daleiden to approve Ordinance 2017-281, an ordinance amending City Code §90.01, Prohibiting Types of Animals and City Code §153.040, Zoning Districts, allowing “Urban Beekeeping” as a license and approving the Hobby Beekeeping Policy and Best Practices. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- b. Consider Approval of Ordinance 2017-282, an Ordinance Amending City Ordinance 2017-279 (2017 Fee Schedule) – Ben Baker, City Planner

As requested at the previous meeting, Baker provided the Council with a fee breakdown sheet which showed projected high and low staff time estimates for reviewing beekeeping applications and potential nuisance issues. The fee justification sheet projected that the application review process could cost in the range of \$144-\$608, not including any nuisance issues/abatement. Kathy Kahler, 315 2nd Avenue SW, argued that the Planning Commission had originally agreed that \$100 was an adequate fee. Pelava stated that he did not agree with the Planning Commission’s latest recommendation to increase the fee to \$300. Furrer stated that she was in favor of the recommended application fee of \$300 as a deterrent. Kahler stated that beekeeping startup costs could range from \$500-\$1,000, which she claimed was a high price to pay for a hobby. Kahler stated that she recently completed the beekeeping training course at the University of Minnesota. After further discussion of the proposed application fee, the Council agreed that \$150 would be a fair price.

A motion was made by Daleiden and seconded by Pelava to approve Ordinance 2017-282, an Ordinance Amending City Ordinance 2017-279 (2017 Fee Schedule). Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

10. NEW BUSINESS

- a. Consider Approval of Resolution 2017-46, a Resolution Adopting Special Assessments for Delinquent Accounts – Joel Erickson, City Administrator

Erickson stated that a public hearing was held earlier in the meeting. He said that no comments were made, nor were any written or verbal comments received before the meeting. He recommended adopting the proposed resolution, which approves the proposed assessments, sets payment of the assessments to be paid with the 2018 property taxes, approves an interest rate of 5.3%, and directs the City Administrator to certify a copy of the assessment roll to the Rice County Auditor/Treasurer.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2017-46, a Resolution adopting special assessments for delinquent accounts. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- b. Consider Approval to Schedule a Special Meeting for the City Council to Meet as the Canvassing Board and Declare Results of the City's 2017 General Election, Make a Conditional Job Offer(s) for Part Time Liquor Store Clerk and Select an Auditing Firm to Complete the City's 2017, 2018 and 2019 Year End Audit, City Administrator

Erickson said that the City Council is required to canvass the election results. He recommended that the Council meet between November 11th – 17th to declare the election results and consider the other noted agenda items.

A motion was made by Kodada and seconded by Pelava to schedule a Special Meeting for the City Council on November 14, 2017 at 5:30 pm. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- c. Consider Approval of Resolution 2017-47, a Resolution Designating a Polling Place for the 2018 General Election – Joel Erickson, City Administrator

Erickson stated that according to State Statute, the City needs to approve a resolution designating a polling place until a different polling place is designated. He recommended using the City Council Chambers again in 2018.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2017-47, a resolution designating a polling place for the 2018 General Election. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- d. Consider Approval to Schedule a Special City Council Meeting on Monday, November 27, 2017 at 6:00 pm to Review the Proposed Final 2018 City Budget and Property Tax Levy – Joel Erickson, City Administrator

Erickson said that the Council approved the preliminary budget and property tax levy on September 28th. He recommended that the Council hold a special meeting on November 27, 2017 at 6:00 pm to finalize the 2018 budget and property tax levy prior to final approval at the December 14, 2017 meeting.

A motion was made by Pelava and seconded by Kodada to schedule a Special City Council Meeting for November 27, 2017 at 6:00 pm. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- e. Discuss Submitting a Workforce Housing Development Program Grant Application – Joel Erickson, City Administrator

Erickson asked the Council to provide direction to City Staff on whether or not the City should apply for a \$2 million Workforce Housing grant for market rate rental housing. The Council reviewed the eligibility criteria. Erickson said that Workforce Housing is expecting 8-10 applications with 3-5 projects awarded. Daleiden stated that he has done some research and background work to see if any local developers would be interested in the project. He said that the grant is just another tool that could be used to help local businesses find more affordable housing options for their employees. Erickson explained that if awarded, the City could manage the funds as either a deferred loan or grant. He said that some local developers and businesses have already expressed interest in doing a housing project.

The City Council directed staff to proceed down the path of applying for a Workforce Housing Development Program grant.

- f. Consider Approval of a Conditional Job Offer for the Position of Part Time Liquor Store Clerk at Grade 1 / Step 1 (\$10.58/hr.) – Joel Erickson, City Administrator

Erickson said that interviews were held on November 7th, and the Liquor Store Committee recommended hiring Zachary Dubanoski for the position of Part Time Liquor Store Clerk.

A motion was made by Daleiden and seconded by Kodada to approve a conditional job offer to Zachary Dubanoski for the position of Part Time Liquor Store Clerk at Grade 1 / Step 1 (\$10.58/hr.). Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- g. Consider Approval of a Proposal Submitted by WSB & Associates, Inc., in the Hourly Not to Exceed Amount of \$76,139.00 for Decommissioning of Lift Station No.1 – Joel Erickson, City Administrator

Erickson asked the Council to consider approval of a proposal submitted by WSB for decommissioning of Lift Station No. 1. Staff explained that the analysis showed through a cost-benefit analysis, that over a ten year period, the City is financially ahead by decommissioning the lift station and providing flow by gravity to Lift Station No. 2 versus rebuilding the control panel and overall maintenance of the lift station. Vlasak explained that Lift Station No. 2 was intentionally constructed at a deeper depth in case the City ever decided to abandon Lift Station No. 1, which was originally constructed around 1989. The Council reviewed a summary of the proposal and cost estimate spreadsheet.

A motion was made by Pelava and seconded by Furrer to approve a proposal submitted by WSB & Associates, Inc., in the hourly not to exceed amount of \$76,139.00 for decommissioning of Lift Station No.1. Vote for: Daleiden, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

To avoid complications with looming winter weather, Powell stated that a wetland delineation survey was recently completed for the Heath Creek wetland area located south of T.H. 19.

- h. Consider Approval of Application for Payment No. 5 in the Amount of \$47,547.03 to E.H. Renner & Sons, Inc. for the Well No. 5 Project – John Powell, City Engineer

Powell recommended approval of a payment application submitted by E.H. Renner & Sons, Inc. for the Well No. 5 Project. He said the project is on time and on budget. Powell noted that the payment reflects the standard 5% retainage. Powell said that well drilling should be completed by April 2018.

A motion was made by Kodada and seconded by Pelava to approve Application for Payment No. 5 in the amount of \$47,547.03 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.

11. OTHER BUSINESS

- a. Staff Reports

Public Works Director

Vlasak stated that the loader engine is currently being replaced under warranty. He said that they were recently awarded a \$36,000 matching grant to seal Well No. 2.

City Engineer

None

City Administrator

Erickson provided the Council with a property abstract for votes cast during the recent election. He also provided the Council with the “heat” map showing property tax increases and decreases around town. He said that he helped with elections on November 7th, and Erickson stated that Staff has been reviewing auditing proposals.

City Planner

Baker said that he has been working on putting together Park Board and Planning Commission packets. He said that he met with new Park Board Member Joe Schmoll earlier in the day, providing an orientation overview of the Park Board and Lonsdale’s Parks and Trails System.

b. Council Reports

Council Member Daleiden

Daleiden provided an update on Lonsdale Liquor. He encouraged everyone to attend the tasting event on Friday from 5:00-8:00 pm.

Council Member Kodada

Kodada said that Park Board will be meeting on November 14th.

Council Member Furrer

Furrer stated that the EDA and Library Board will be meeting next week. She advertised the EDA’s Business Forum Luncheon for November 14, 2017.

Council Member Pelava

Pelava read through some of the upcoming Planning Commission agenda items.

Mayor Rud

Mayor Rud announced the Legion Bingo event. He stated that November 11th was Veterans Day, and he thanked all the veterans for their service. He wished everyone a happy Thanksgiving holiday.

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 8:11 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator