

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
FEBRUARY 22, 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: 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, Police Chief Jason Schmitz

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any corrections, additions, or deletions to the agenda. Erickson asked to add "Rice County Project Funding Update" to the agenda.

A motion was made by Kodada and seconded by Pelava to approve the agenda with the noted addition. 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 to the Minutes.

A motion was made by Furrer and seconded by Cherney to approve the Minutes from the January 11, 2018 Regular Meeting and the January 25, 2018 Regular Meeting. Vote for: Cherney, 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

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. Treasurers' Report
- c. Board and Commission Minutes

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

9. OLD BUSINESS

None

10. NEW BUSINESS

- a. Presentation of a Life Saving Award to Police Officer Jack Schleichert – Jason Schmitz, Chief of Police
Police Chief Schmitz and Officer Jack Schleichert came to the front of the Council Chambers. Schmitz provided a brief recap of how Schleichert saved a man's life using CPR and an AED. He stated that the shocks from the AED along with the CPR contributed to getting a pulse back on an unresponsive male in his 30's. Schmitz stated that the man has since made a full recovery. Schmitz presented a lifesaving award to Schleichert. Everyone stood up and applauded Officer Schleichert's for his actions, which contributed to saving a man's life.
- b. Presentation of the 2017 Economic Development Authority (EDA) Annual Report – Laura Prigge, EDA President
EDA President Laura Prigge presented the EDA's Annual Report by means of a 9-slide presentation which was projected on the front whiteboard. She talked about the following items during the presentation: personnel changes, programs, loan/grant recipients, community involvement/engagement, business retention and expansion visits, communication with businesses, 2017 goals, and goals for 2018. Rud thanked Prigge, Furrer, Cherney, Erickson, and the rest of the EDA for their service to the community.

- c. Consider Approval of the 2019 Lonsdale Fire District Budget – Mike Yetzer, Fire Chief
Fire Chief Mike Yetzer presented the Fire Department’s 2017 Annual Report, which highlighted activity stats, training overview, fire calls, revenues, and expenses. He reminded everyone that the Lonsdale Area Fire Department services 4 townships and the City. He mentioned that a Rescue Squad Committee has been formed in preparation of the Fire Department’s new vehicle purchase, which money has been set aside for. Yetzer also presented the 2019 Fire Department Budget. The Council reviewed the proposed budget, a Staff Report from Erickson, and Minutes from the February 12, 2018 Fire District Board Meeting. Rud thanked Yetzer for doing an excellent job and for his work in initiating a capital improvement program. He said that the Fire Department is the pride of the community and their dedication is greatly appreciated.

A motion was made by Kodada and seconded by Pelava to approve the 2019 Lonsdale Fire District Budget. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- d. Rice County 2018 Road Project Update – County Engineer Dennis Luebbe
Rud invited Rice County Engineer Dennis Luebbe to the front podium to discuss the cost participation and potential road turn-back. Rice County Commissioner Jeff Dokken was also present at the meeting. Luebbe stated that the County and City are close to reaching a deal that would provide Lonsdale with approximately \$215,000.00 in funding from Rice County for the 2018 Improvement Project along Main Street and Railway Street. He said that a small portion of Railway Street, from TH 19 to Main Street North, is being considered as a turn-back candidate from Rice County to the City of Lonsdale. He said that the Transportation Committee still needs to approve the idea. Luebbe and Dokken stated that the deal should be a win-win for both the County and City. Rud stated that the tax payers and residents of Lonsdale appreciate the funding help from the County. Erickson and Powell provided comments on the proposed 2018 Project and funding. Dokken stated that Rice County will soon be re-starting their comprehensive planning process again.

e. Consider Approval of a Firm to Provide Civil Legal Services – Joel Erickson, City Administrator

Erickson stated that 8 firms provided proposals for civil legal services, and 3 firms were selected for interviews, which took place earlier in the evening. He stated that the Council could either make a decision tonight or take more time to gather more information. Rud stated that 2 of the 3 firms interviewed very well. The other Council members agreed. Pelava touched on experience level. Rud talked about land use experience. Furrer noted each firm's experience with larger and smaller communities. Kodada stated that he did not like that the proposed Assistant Attorney from Campbell Knutson was not present nor the mention of using boilerplate documents to save money. Cherney stated that he has had a great experience working with Matt Brokl and Campbell-Knutson both on the private and public side. He said that Brokl has an enthusiasm for a city that he looks for in an attorney. He said that he would give Brokl a score of 5.5 on a scale of 1-5, with 5 being the best. Erickson provided a few comments on what City Staff was looking for in an attorney.

A motion was made by Cherney and seconded by Pelava to accept the proposal for City legal/attorney services from Campbell Knutson Professional Association. Vote for: Cherney, Furrer, and Pelava. Vote against: Rud and Kodada. Abstained: None. Vote: 3-2. Motion carried.

f. Consider Approval of Application for Payment No. 8 in the Amount of \$27,903.40 to E.H. Renner & Sons, Inc. for the Well No. 5 Project (Production Well) – John Powell, City Engineer

Powell provided an update on the Well No. 5 Project. He presented the Council with a pay request from E.H. Renner & Sons, Inc. for work completed through January 2018. Powell said that the payment amount reflects the standard 5% retainage. Powell said that the project is on budget.

A motion was made by Pelava and seconded by Cherney to approve Payment No. 8 in the amount of \$27,903.40 to E.H. Renner & Sons, Inc. for the Well No. 5 Project (Production Well). Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

g. Consider Approval of Resolution 2018-07, a Resolution Rejecting the Bids Submitted for the Lift Station No. 1 Project – John Powell, City Engineer

Powell said that the Lift Station No. 1 Decommissioning Project bids were opened on February 8, 2018, with five contractors bidding on the work. He stated that bids ranged from \$0.8 - \$2.2 million. He noted that the Engineer's Opinion of Probable Cost for the project was around \$500,000. He explained that prices for directional drilling and steel casing pipe-jacked were significantly higher than expected. Powell recommended rejecting all bids and to re-design the project and re-advertise for bids with the following changes: eliminating most of the directional drilling; allow for closure of the Industrial Drive SE & Willow Creek Drive SE intersection for construction; taking a segment of water main out of service on Industrial Drive SE for a period of up to 2-weeks; and eliminate as much jacked steel casing pipe as possible. The Council members asked many questions about the project, and Powell provided answers.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2018-07, a resolution rejecting the bids submitted for the Lift Station No. 1 Project. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

h. Consider Approval of Resolution 2018-08, a Resolution Approving the Plans and Specification for the Lift Station No. 1 Project and Authorize the Ad for Bid – John Powell City Engineer

The Council all agreed that the project should be redesigned with the proposed changes and re-bid to achieve a better construction cost closer to the original estimate.

A motion was made by Kodada and seconded by Cherney to approve Resolution 2018-08, a resolution approving the plans and specification for the Lift Station No. 1 Project and authorize the ad for bid. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

i. Consider Approval of a Sewer Rate Adjustment for the Property Located at 414 9th Ave NE – Joel Erickson, City Administrator

The Council reviewed a letter from Jesse Rimpila, 414 9th Ave NE, requesting a sewer rate adjustment due to a leaky water softener. The Council also reviewed the water bill and usage history report. Erickson explained that this is a typical request for this time of year, and he mentioned that the adjustment would save the property owner about \$93.00. Furrer asked if he billing was current. Cherney had a few questions about the process, and Erickson provided answers.

A motion was made by Cherney and seconded by Pelava to approve a sewer rate adjustment for the property located at 414 9th Ave NE. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- j. Consider Approval of Resolution 2018-09, a Resolution to Contract With a Councilmember – Joel Erickson, City Administrator
Erickson said that City Staff received two quotes from Five Star Embroidery and Joe's Shoe Repair for sewing patches on new police uniforms. The Council reviewed the quotes, which were exactly the same price, at \$5/patch. Kodada stated that it is nice to keep business local, if possible.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2018-09, a resolution to contract with a Councilmember. Vote for: Cherney, Kodada, Rud, and Pelava. Vote against: None. Abstained: Furrer. Vote: 4-0-1. Motion carried.

- k. Consider Approval of Resolution 2018-10, a Resolution Approving Transferring \$1,358.97 From the Road & Bridge Fund, \$5,435.88 From the Water Fund and \$5,435.88 From the Sewer Fund to the Park Fund – Joel Erickson, City Administrator
Erickson explained that the City Council needs to authorize any fund transfer. He said that he found a mistake concerning an employee's wage allocation in 2016. He said that the wages were taken 100% from the Park Fund, and the allocation should have been 10% Parks, 10% Road & Bridge, 40% Water, and 40% Sewer. He explained that the proposed resolution will reimburse the Park Fund for the wages. Cherney questioned if these type of transfers like this were a common practice in Lonsdale. Erickson explained that transfers are not common.

A motion was made by Cherney and seconded by Furrer to approve Resolution 2018-10, a resolution approving transferring \$1,358.97 from the Road & Bridge Fund, \$5,435.88 from the Water Fund and \$5,435.88 from the Sewer Fund to the Park Fund. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- l. Presentation of the 2017 Community Development Report – Ben Baker, City Planner
The City Council members reviewed a 26-page Community Development and Building Report drafted by Baker. Baker went through the entire report which detailed 2017 statistics, maps, charts, and graphs, including: building permits, area cities comparisons, home builders, residential lot inventory, land owners, fees collected, and home sales. Baker noted that only New Prague had more new home permit applications in 2017 than Lonsdale, when comparing the six neighboring communities. He reviewed the 2017 land use applications. Baker also provided stats for the WAC/SAC Deferral Program. Baker said that 241 building permits were issued in 2017. He said that except for re-roofing permits, both values and revenues remained fairly steady in almost every category. The Council thanked Baker for the detailed report.

11. OTHER BUSINESS

a. Staff Reports

Public Works Director

N/A

City Engineer

None

City Administrator

Erickson stated that he has been working on: the 2017 audit, street projects, the City Hall expansion, exploring share file and devise options for the City Council, Fire Board meetings, and recruiting more sports/activities to Lonsdale. He noted that Shred-It was coming to City Hall, and he invited Council members to bring in any City related items that they want shredded.

City Planner

Baker stated that the City was recently awarded a Statewide Health Improvement Program (SHIP) Mini-Grant in the amount of \$1,000.00 for a hydration station at City Hall.

b. Council Reports

Council Member Cherney

None.

Council Member Kodada

Kodada provided a report on Lonsdale Liquor.

Council Member Furrer

Furrer provided an update on the EDA and Library Board.

Council Member Pelava

Pelava gave a recap of the previous Planning Commission meeting, and he announced that there will be at least two public hearings at their next meeting.

Mayor Rud

Mayor Rud announced the upcoming fish fry events. He also commended the Dale Furrer, Russ Vlasak, and Joe Dornfeld for receiving a Waste Water Treatment Plant award from the MPCA.

12. ADJOURNMENT

A motion was made by Pelava and seconded by Furrer to adjourn the meeting. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The meeting ended at 8:59 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator