

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
FEBRUARY 23, 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, and Cindy Furrer

Members Absent: Scott Pelava

City Staff Present: City Administrator Joel Erickson, City Engineer John Powell, Public Works Director Russ Vlasak, Police Chief Jason Schmit, Fire Chief Mike Yetzer

4. APPROVAL OF AGENDA

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

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

5. APPROVAL OF MINUTES

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

A motion was made by Daleiden and seconded by Furrer to approve the Minutes from the January 26, 2017 Regular meeting. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

6. PUBLIC HEARINGS

Assessment Hearing for the Area No. 5 / Phase 3 Street and Utility Improvement Project

Rud stated the reasoning for the public hearing, and he called the hearing to order. Powell went through a presentation that was projected up on the front white board. The 12-slide presentation consisted of project information including: general location, proposed improvements, costs, financing, and assessments. Rud asked Powell to explain why the proposed water main loop from 1st Ave NE to 2nd Avenue NE is needed. Powell explained that looping is important for redundancy purposes and to avoid stale water at the end of a dead-end. He noted that full-reconstruction assessments have been set at \$12,500 per lot for residential lots and \$218.57 per frontage foot for non-single family residential parcels. He stated that the total cost of the project is \$1.26 million, with funding coming from assessments, property taxes, and the water/sewer enterprise funds.

Rud asked if anyone in the audience had any comments or questions. No one responded to the invitation. Erickson noted that no written or verbal comments were received at City Hall.

A motion was made by Kodada and seconded by Furrer to close the public hearing. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried. The public hearing closed at 7:10 pm.

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

None

8. APPROVAL OF THE CONSENT AGENDA

- a. Monthly Bills
- b. Treasurers Report
- c. Board and Commission Minutes

Mayor Rud asked if anyone wanted any of the items pulled for discussion. A motion was made by Kodada and seconded by Furrer to approve the Consent Agenda as presented. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

9. OLD BUSINESS

None

10. NEW BUSINESS

- a. Consider Approval of Resolution 2017-11, a Resolution Adopting Assessments for the Area No. 5 / Phase 3 Street and Utility Improvement Project – Joel Erickson, City Administrator

The Council reviewed the proposed assessments and assessment roll. Erickson said that 53% of the project cost is proposed to be assessed. He said that the public hearing was held earlier in the meeting, and recommended adopting the assessment roll as the next step in the process.

A motion was made by Daleiden and seconded by Furrer to approve Resolution 2017-11, a resolution adopting assessments for the Area No. 5 / Phase 3 Street and Utility Improvement Project. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- b. Consider Approval of a Sewer Rate Adjustment for the Property Located at 427 1st Ave NE – Joel Erickson, City Administrator

The Council reviewed a staff report and usage report along with a letter and pictures from Robert Hannah in regard to an outside spigot that was turned on and left running at 427 1st Avenue NE. Erickson recommended that: 1) the property owner pay the January bill based on water usage of 9,000 gallons and sewer usage of 2,750 gallons, which is a saving of \$38.75 for January, and 2) the months of February, March, and April be billed based on the actual usage and then averaged to determine the sewer rate for the remainder of the year.

A motion was made by Kodada and seconded by Daleiden to approve a sewer rate adjustment for the property located at 427 1st Ave NE. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- c. Consider Approval of a Sewer Rate Adjustment for the Property Located at 446 Grand Ave SW – Joel Erickson, City Administrator

The Council reviewed a staff report and usage report along with a letter and from Melissa MacDonald and Steven Nagel concerning a leaking toilet at 446 Grand Avenue SW. Erickson recommended that: 1) the property owner pay the January and February bills, and 2) the months of March, April, and May be billed based on the actual usage and then averaged to determine the sewer rate for the remainder of the year.

A motion was made by Daleiden and seconded by Furrer to approve a sewer rate adjustment for the property located at 446 Grand Ave SW. Vote for Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- d. Consider Approval of Resolution 2017-12, a Resolution Designating Official Appointment to the Lonsdale Public Library Board – Joel Erickson, City Administrator
Erickson explained that Mayor Rud, Library Director Moran, and he recently interviewed two applicants for an opening on the Library Board. Rud nominated Greta Anderson to fill the vacancy due to her prior experience, knowledge, and advocacy in regard to books and the library. Rud thanked everyone who applied for and interviewed for the City's Advisory Boards.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2017-12, a resolution designating official appointment to the Lonsdale Public Library Board. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- e. Consider Approval to Advertise for a Full Time Public Works Employee at Grade 7 / Step 1 (\$16.62/hr.) – Joel Erickson, City Administrator
Erickson explained that with the recent resignation of Adam Jirak, the Public Works Department is in need of filling the vacancy. He said that the Public Works Director and he have discussed the department's needs in terms of staffing. Erickson said that some current staff will now receive more training to help out at the Water and Wastewater Treatment Plants. Erickson said that a new full time employee will help out in all four departments of Public Works.

A motion was made by Kodada and seconded by Furrer to advertise for a Full Time Public Works Employee at Grade 7 / Step 1 (\$16.62/hr.). Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- f. Consider Approval to Advertise for Three Seasonal Public Works Employees – Joel Erickson, City Administrator
Erickson said that during the 2017 budget process, three seasonal public works employees were budgeted to be hired to work during the warmer months. He said that Staff is proposing that two of the seasonal employees will start on May 1st and one around May 15th. He said that it is anticipated that employees from prior years will most likely submit applications again.

A motion was made by Daleiden and seconded by Kodada to advertise for three Seasonal Public Works Employees. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- g. Consider Approval to Spend \$10,000 on Manhole Sealing Based on the 2017 Budgeted Amount and the Quote Submitted by Hydro Klean – Joel Erickson, City Administrator
Erickson stated that \$10,000 was budgeted to seal manholes in 2017 to reduce the City's inflow and infiltration problem. Vlasak said that he had two companies come to town to look at the leaky manholes. The Council reviewed quotes submitted by Hyrdo Klean - \$16,125 and Thul - \$28,890. The Council members agreed that moving forward, manhole repair should be completed during future reconstruction projects.

A motion was made by Furrer and seconded by Kodada to approve a quote submitted by Hydro Klean in the amount of \$16,125 for manhole sealing. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- h. Consider Approval of Resolution 2017-13, a Resolution Accepting a Bid for the Area No. 5 / Phase 3 Street and Utility Improvement Project – John Powell, City Engineer
The Council reviewed the seven bids that were recieved for the Area No. 5 – Phase III Street & Utility Project. Powell said that the Engineer's estimate for the project was \$1,272,850.50 and the low bid came in at \$986,214.43 submitted by BCM Construction. Powell recommended approval of Resolution 2017-13.

A motion was made by Daleiden and seconded by Furrer to approve Resolution 2017-13. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- i. Consider Approval of Resolution 2017-14, a Resolution Authorizing Staff to Advertise for Bid the Well No. 1 Project – John Powell, City Engineer
Powell said that the construction of new Well No. 1 is scheduled for 2017, and it will be located at the northwest corner of Main Street South and Idaho Street. He explained that there will be two separate sets of bidding documents and contracts for the completion of the new well for: 1) New Production Well No. 1 ~ \$430,000 and 2) New Well No. 1 Pump, Water Main, and Associated Improvements ~\$255,000. The Council reviewed the Well No. 1 plans. Kodada asked about a test well. Powell said that the City is not anticipating the need for a test well.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2017-14, a resolution authorizing Staff to advertise for bid the Well No. 1 Project. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- j. Presentation of the Annual Report for 2016 and Consider Approval of the 2018 Lonsdale Fire District / Lonsdale Fire Department Budget – Mike Yetzer, Fire Chief
Yetzer reviewed the 2016 Activity Report for the Lonsdale Fire Department. The Council briefly reviewed the 2016 Revenue and Expense Reports. Yetzer went through the Proposed 2018 Budget and 2018 Valuations/Budget Allocation. He said that the Budget is increasing \$12,871.14 for 2018. Yetzer stated that the City of Lonsdale provides 36% of the Fire Department's funding, but recorded 49% of the calls in 2016.

He said that call volume has been increasing. Yetzer said that there will be a meeting on February 27th to discuss painting of the Fire Hall. He mentioned that it is likely that the Rescue Squad will be the next vehicle to be replaced.

A motion was made by Kodada and seconded by Furrer to approve the 2018 Lonsdale Fire District /Lonsdale Fire Department Budget. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

Rud thanked the Fire Department and Police Department for their efforts during the recent missing child alert.

- k. Introduction of Part Time Police John Thielen – Jason Schmitz, Chief of Police
Police Chief Schmitz introduced Part-Time Police Officer John Thielen to the City Council members. He said that Thielen successfully completed and passed the background process, and he has since started the field training process. The Council welcomed Thielen.
- l. Consider Approval of Part Time Police Officer Eric Kline’s Letter of Resignation – Jason Schmitz, Chief of Police
Schmitz presented the Council with Eric Kline’s Letter of Resignation. Schmitz said that Kline was very helpful and dependable, and it was a pleasure to have been able to work with Kline. The Council read Kline’s Letter of Resignation.

A motion was made by Kodada and seconded by Furrer to approve Part Time Police Officer Eric Kline’s Letter of Resignation. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- m. Presentation of the 2016 Lonsdale Police Department Annual Report – Jason Schmitz, Chief of Police
Schmitz read through the 14-page 2016 Lonsdale Police Department Annual Report. The report showed graphs/charts on total incidents, traffic incidents, crimes against person and property, number of events by hour of day, and event counts by event type. He said that one of the greatest opportunities that Police Officers get to do is to meet with community members during community functions or during officers scheduled shift. He thanked the Lonsdale community, City Staff, and the City Council for all the continued support and dedication to public safety. The Council and Schmitz discussed why Tuesdays and Wednesdays saw higher incidents compared to other days of the week. Rud thanked the Schmitz Chief for the excellent report and the Police Department for their service to the community.

- n. Consider Approval of Ordinance 2017-274, an Ordinance Establishing City Code Title IV and Chapter 41 (Restricting Where Sexual Offenders May Reside) – Ben Baker, City Planner

The City Council reviewed a Staff Report and proposed ordinance language, which would create a new City Code title and chapter, restricting where sexual offenders may reside. Baker highlighted the main points from Ordinance 2017-274, which included the following sections: intent, definitions, and prohibited residence/rental locations. Baker stated that the proposed ordinance essentially regulates that all offenders shall reside at least 1,000 ft. away from where children typically congregate. The Council reviewed associated maps showing prohibited locations where offenders could not reside. Schmitz provided insight into the public notification requirements for each of the four levels designated to offenders. Baker explained that Lonsdale is taking a proactive approach by adopting this ordinance. Rud thanked City Staff and the Planning Commissioner for being so prompt in adopting such an important ordinance to keep the residents of Lonsdale safe.

A motion was made by Daleiden and seconded by Furrer to approve Ordinance 2017-274, an ordinance establishing City Code Title IV and Chapter 41. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- o. Update on Proposed Off-Street Parking Regulations – Ben Baker, City Planner

The Council reviewed the latest updates to the proposed off-street parking regulations. Baker highlighted the goals and major points of the ordinance. He described where the different types of vehicles could be parked on residential properties. He also explained the rules for screening, surfacing, storage, and older neighborhoods. Rud thanked Baker and the Planning Commission for coming up with such detailed ordinance language.

11. OTHER BUSINESS

- a. Department Reports

Vlasak provided an update on items that the Public Works Department has been working on.

Erickson said that Staff met with the TCU Superintendent and Community Education Director to talk about a potential Summer Recreation Program for the summer of 2017. He said that he has been working on year end reports. Powell and Erickson provided an update on the Pond View Drive SE Project.

Baker provided a brief overview of the last Park Board and Planning Commission meetings.

b. Council Reports

Council Member Daleiden

Daleiden gave a brief liquor store update.

Council Member Kodada

Kodada provided a recap of the February Parks & Recreation Commission meeting. He said that the Board will be working with TCU Lonsdale Elementary to host an Arbor Day event again this year. He said that the two entities will also partner together with Pheasants Forever to do a Pollinator Planting Project on the school grounds.

Council Member Furrer

Furrer said that the EDA will have a booth at the Lonsdale Showcase in March. She said that the Library Board is looking forward to meeting their newly appointment member, Greta Anderson.

Council Member Pelava

N/A

Mayor Rud

Rud said that he will be on KCHK. He advertised the upcoming fish fry event on March 3rd. Fire Chief Yetzer announced that two 20-year service members will be honored at the upcoming Fireman's Banquet.

12. ADJOURNMENT

A motion was made by Daleiden and seconded by Furrer to adjourn the meeting. Vote for: Daleiden, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried. The meeting ended at 8:30 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator