

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
FEBRUARY 27, 2019**

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, and Scott Pelava

Members Absent: None

City Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, Public Works Director Russ Vlasak, Police Chief Jason Schmitz and Fire Chief Dave Pfluke

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 Furrer to approve the agenda as presented. 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, additions, or deletions to the Minutes.

A motion was made by Pelava and seconded by Cheney to approve the Minutes from the January 28, 2019 Special Meeting and the January 28, 2019 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

None

8. APPROVAL OF THE CONSENT AGENDA

A motion was made by Kodada and seconded by Furrer 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 Waste Management Green Team Check in the Amount of \$900.00 to the American Legion Post 586

Jay Nieson, Waste Management Public Sector Representative, stated that the American Legion helped recycle nearly 60 tons of mixed paper and cardboard during their term as the Green Team in 2018. Nieson presented American Legion Commander Daryl Rieck with a \$900.00 check, and everyone applauded. Rieck thanked the City and Waste Management for having such a wonderful program.

- b. Consider Approval to Schedule a Public Hearing on March 25, 2019 at 7:00 pm or Shortly Thereafter Relating to a Housing Program and Senior Housing Development and the Issuance of Revenue Bonds by the City of Dennison, Minnesota under Minnesota Statutes, Chapter 462C, as Amended, for a Project Located in the City of Lonsdale, Minnesota – Rhonda Skoby, Dorsey & Whitney

Erickson explained that Three Links is in the process of purchasing the Villages of Lonsdale and using the City of Dennison’s bond capacity to help finance the purchase. He said that Three Links can take advantage of lower municipal tax exempt interest rates compared to traditional financing. He said that the City of Lonsdale will act only as a host for the public hearing. Kodada asked if there was any cost to the City. Erickson said no. Furrer asked about the Library lease. Erickson said that Three Links will be assuming the current agreements that are in place.

A motion was made by Kodada and seconded by Cherney to schedule a Public Hearing on March 25, 2019 at 7:00 pm or shortly thereafter relating to a housing program and senior housing development and the issuance of revenue bonds by the City of Dennison, Minnesota Statutes, Chapter 462C, as Amended, for a Project Located in the City of Lonsdale, Minnesota. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- c. Presentation of a Certificate of Appreciation to Mike Yetzer for Serving as Fire Chief Between 2007 and 2018 – Tim Rud, Mayor

Rud listed many of the items that Mike Yetzer accomplished during his 2007-2018 tenure as Fire Chief of the Lonsdale Fire Department, including improved relationships with the townships, Fire Hall improvements, finances, equipment/vehicle purchases, human resources, and overall department organization. Rud presented Yetzer with a Certificate of Appreciation, and everyone applauded.

- d. Consider Approval to Accept a Letter of Resignation Submitted by Fire Fighter Kevin Hruby – Dave Pfluke, Fire Chief

Fire Chief Dave Pfluke read a letter of resignation submitted by Fire Fighter Kevin Hruby, who held the positions of Fire Fighter, Training Officer, and Captain during his 12 years on the Department. He said that Hruby is moving out of town and will no longer meet the five minute response time requirement.

A motion was made by Kodada and seconded by Pelava to accept a Letter of Resignation submitted by Fire Fighter Kevin Hruby. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- e. Presentation of the 2018 Activity Report and Consider Approval of the Proposed 2020 Lonsdale Fire District Annual Budget – Dave Pfluke, Fire Chief

Pfluke and Erickson presented the 2018 Activity Report and 2020 Fire District Budget to the City Council. The Activity Report showed a 25% increase in total calls over 2017. Pfluke said that 14% of the calls were for fire and 79% for rescue calls. Erickson said that they already met with the townships to discuss the budget. He went over the revenues, expenses, and capital outlay, including saving for the next fire truck. Pfluke said that they are trying to stick to a 20-year replacement plan for the vehicles, and he went through the list of trucks needing to be replaced soon. Erickson and Pfluke explained the reasons for the increases to the budget including: wages, work comp, repairs/maintenance, insurance, utilities, uniforms, and Capital Outlay. They said that the City of Lonsdale pays for 37% of the budget, and the surrounding townships pay the remainder. Cherney asked about grant opportunities through the State. Pelava asked about unpaid fire calls.

A motion was made by Kodada and seconded by Furrer to approve the 2020 Lonsdale Fire District Annual Budget. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

f. Presentation of the 2018 Police Department Annual Report – Jason Schmitz, Chief of Police

Police Chief Jason Schmitz read through the 23-page 2018 Police Department Annual Report. The report highlighted staffing, department initiatives, facility improvements, continuing education/training, incident report stats/graphs, and community outreach. The Council thanked Pelava for his help organizing the 2018 Law Enforcement Appreciation event, and they thanked Schmitz for presenting the detailed report. Schmitz relayed ongoing challenges with the current Police Department building, and he clearly stated that all the Police Department Staff are in support of the proposed new facility. Rud said that Lonsdale appreciates community policing, and he thanked Schmitz and his Staff for doing such an excellent job protecting the community.

g. Consider Approval of Ordinance 2019-294 (Broadband Communication Wiring), an Ordinance Amending Ordinance 2018-292 – Ben Baker, City Planner

Baker provided an overview of the topic, including discussions that took place between August-December 2018 regarding the installation of communication wiring in new homes. He said that Lonsdale Telephone Company submitted an application in December 2018, and the Planning Commission held a public hearing to review the ordinance amendment on February 4, 2019. Baker said that the Planning Commission recommended approval of Ordinance 2019-294. Baker highlighted the proposed ordinance language, and the Council reviewed the multiple supporting documents. Cherney read through a prepared statement. Cherney said that the proposed ordinance is consistent with the recently adopted design standard regulations for new homes, and he said that he would be voting yes for the ordinance. Rud stated that the Lonsdale area is unique compared to much of Minnesota due to the vast fiber optic system that Lonsdale Telephone has installed over the years. The Council agreed that it is unfortunate that an ordinance had to be created requiring builders to install communication wiring that should be standard technology included in each home.

A motion was made by Cherney and seconded by Pelava to approve Ordinance 2019-294 (Broadband Communication Wiring), an ordinance amending Ordinance 2018-292. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

h. Consider Approval of Conditional Use Permit No. 2019-01 for the Property Located at 618 Industrial Dr. SE – Ben Baker, City Planner

Baker went through the detailed Staff Report for a Conditional Use Permit for an Open Sales Lot at 618 Industrial Drive SE, which included attached photos, a property survey, and a site plan map. The report detailed property size, previous land use permits, existing conditions, zoning, setbacks, lot requirements, and landscaping/screening. He said that the applicant is proposing to park up to 10 vehicles for sale along the front side of the property. Baker said that the Planning Commission held a public hearing on February 4, 2019, and they recommended approval of CUP 2019-01.

A motion was made by Pelava and seconded by Cherney to approve Conditional Use Permit No. 2019-01 for the property located at 618 Industrial Dr. SE. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

i. Consider Approval of Conditional Use Permit No. 2019-02 for the Property Located at 114 Central St. E. – Ben Baker, City Planner

Baker read through the detailed Staff Report for a Conditional Use Permit for an Open Sales Lot at 114 Central Street East, which included attached photos, a property survey, and a site plan map. The report detailed property size, parking area delineation, existing conditions, zoning, setbacks, and lot requirements. He said that the applicant is proposing to use the front portion of the parcel as a consignment lot. Baker stated that he did talk with the neighboring property owner to the east about parking encroachment in the front yard. Baker said that the Planning Commission held a public hearing on February 4, 2019, and they recommended approval of CUP 2019-02.

A motion was made by Cherney and seconded by Furrer to approve Conditional Use Permit No. 2019-02 for the Property Located at 114 Central St. E. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- j. Consider Approval of Resolution 2019-04, a Resolution Approving a Quote in the Amount of \$2,421.59 Submitted by Gopher for Two (2) Temporary Softball Field Fences and Transferring \$2,500.00 from the Liquor Fund to the Park Fund – Joel Erickson, City Administrator

Erickson said that TCU Activities Director Chad Johnson stated that he would like to schedule some of the 2019 TCU Girls Softball games in Lonsdale this year due to on-going construction on Montgomery's softball fields. Johnson said that 200 ft. deep temporary outfield fences would be needed in order for varsity-level games to take place in Lonsdale. Erickson said that City Staff solicited two quotes for such fences, and the Park Board recommended a quote from Gopher in the amount of \$2,421.59 for two temporary field fences. Erickson said that this project is an excellent first donation initiative for the recently paid off liquor store. The Council agreed, and they liked the idea of getting more games played in Lonsdale. Kodada said that maybe little league baseball could use also use the fences for some of their games. Rud said that it exciting to think that TCU varsity soccer and softball may be playing games in Lonsdale over the next year.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2019-04, a resolution approving a quote in the amount of \$2,421.59 submitted by Gopher for two (2) temporary softball field fences and transferring \$2,500.00 from the Liquor Fund to the Park Fund. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- k. Consider Approval of a Request for Qualifications (RFQ) for Construction, Ownership and Leaseback to the City of a City Hall/Police Station – Joel Erickson, City Administrator

Erickson went through the proposed Request for Qualifications for the Public Safety/City Hall building. The RFQ described the proposed project, required information submittals, the selection process, and a proposed project timeline. Erickson also provided references to the Comp Plan associated to public faculties. After review, the Council agreed to send out the proposed RFQ and get the project rolling. They agreed that it was important to look out for Lonsdale's tax payers throughout the process.

A motion was made by Kodada and seconded by Pelava to approve a Request for Qualifications (RFQ) for construction, ownership and leaseback to the City of a City Hall/Police Station. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

l. Consider Approval to Authorize Staff to Advertise for Up To Four Seasonal Public Works Employees – Joel Erickson, City Administrator

Erickson asked the Council to consider advertising for up to four seasonal Public Works Employees similar to previous years. The Council reviewed the proposed hiring timeline. Vlasak said that seasonal employees are responsible for mowing, weed-whipping, park maintenance, and filling-in where needed. The Council asked if the seasonal employees will do a better job at trimming work this year. Vlasak said that it comes down to the employee pool that applies.

A motion was made by Furrer and seconded by Pelava to authorize Staff to advertise for up to four Seasonal Public Works Employees. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

m. Consider Approval of Pay Request No. 2 (Final) in the Amount of \$26,967.20 to BMI for the 2018 Street Maintenance Project – John Powell, City Engineer

Powell provided an update on the project, and he asked the Council to consider approval of Pay Request No. 2 in the amount of \$26,967.20 to BMI for maintenance work and punch list items completed.

A motion was made by Kodada and seconded by Furrer to approve Pay Request No. 2 (Final) in the amount of \$26,967.20 to BMI for the 2018 Street Maintenance Project. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

n. Consider Approval of Pay Request No. 3 in the Amount of \$36,005.50 to S.M. Hentges & Sons for the Lift Station No. 1 Decommissioning Project – John Powell, City Engineer

Powell provided an update on the Lift Station Decommissioning Project. Powell explained what went wrong with the attempted boring technique, and he went through the new open cut excavation plan for crossing Heath Creek. He said that the contractor has received the necessary approvals from the DNR and U.S. Army Corps of Engineers. He asked the Council to consider approval of Pay Request No. 3 in the amount of \$36,005.50.

A motion was made by Pelava and seconded by Kodada to approve Pay Request No. 3 in the amount of \$36,005.50 to S.M. Hentges & Sons for the Lift Station No. 1 Decommissioning Project. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- o. Consider Approval of Resolution 2019-05, a Resolution Accepting a Bid for the 8th Ave NE Mill & Overlay Project – John Powell, City Engineer

Powell presented the bid list for the 2019 8th Avenue NE Mill & Overlay Project. He said that six bids were received ranging from \$145,004.00 - \$170,018.00. Powell said that McNamara Contracting was the low bid, and he stated that he has experience working with McNamara in the past. Powell recommended approving the low bidder, and he noted that that no assessments will be charged for the project.

A motion was made by Kodada and seconded by Cherney to approve Resolution 2019-05, a resolution accepting a bid for the 8th Ave NE Mill & Overlay Project. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- p. Consider Approval of Resolution 2019-06, a Resolution Rejecting the Bids for the Dogwood St. NE Drainage Improvements – John Powell, City Engineer

Powell said that six bids were received for the 2019 Dogwood Street NE Drainage Improvement Project ranging from \$39,322.70 - \$67,779.50. He said that the low bid came in \$2,115.70 over the engineer's estimate. Vlasak said that drainage tile improvements are more of a priority compared to the road work on that street. After discussing the project further with the City Administrator and Public Works Director, they agreed to hold off on the project. Powell recommended rejecting the bids.

A motion was made by Furrer and seconded by Pelava to approve Resolution 2019-06, a resolution rejecting the bids for the Dogwood St. NE Drainage Improvements. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- q. Consider Approval of Resolution 2019-07, a Resolution Accepting a Bid for the 2019 Pavement Marking Project – John Powell, City Engineer

Powell said that only one bid was received for the pavement marking project in 2019 from AAA Striping Service Company in the amount of \$36,904.60. Powell said that the City did try reaching out to Rice County to see if they wanted to work together to combine county-wide painting projects to obtain better prices, but the County said that they were not ready to take on the administrative responsibility at this time.

A motion was made by Cherney and seconded by Pelava to approve Resolution 2019-07, a resolution accepting a bid for the 2019 Pavement Marking Project. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

11. OTHER BUSINESS

a. City Staff Reports

Public Works Director

None

City Engineer

None

City Administrator

Erickson said that he has been involved with the 2018 Audit, a meeting with LGI Homes, getting more TCU activities in Lonsdale, and a MnDOT meeting.

City Planner

Baker said that he completed orientation with new Commissioner Mark Ward, attended a SHIP meeting, and is working on an ordinance for small cell wireless facilities.

b. City Council Reports

Council Member Cherney

Cherney provided an update from the February Planning Commission meeting.

Council Member Kodada

Kodada gave an update on the Liquor Store Committee meeting and the February Park Board meeting. He noted that the Czceh 100 Committee will be planting a Linden tree at Lions Park.

Council Member Furrer

Furrer said that the EDA is a sponsor in this year's Lonsdale Expo. She said that the Library hopes to do more events such as the escape room and host gown-up movie times.

Council Member Pelava

Pelava said that the EDA heard from the Workforce Development Coordinator in regard to getting the Tiger Path initiative into area schools.

Mayor Rud

Mayor Rud announced a few upcoming Chamber of Commerce events. He congratulated Scott Pelava and Lonsdale Auto Works for being named the Business of the Year by the Lonsdale Area Chamber of Commerce.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Cherney 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 9:05 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator