

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
APRIL 26, 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, Public Works Director Russ Vlasak and City Treasurer Tami Brokl

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any corrections, additions, or deletions to the agenda. Erickson stated that the Waste Management Green Team Check Presentation could be removed from the agenda and replace it with Approval of the City Hall Expansion Project site plan review/approval.

A motion was made by Pelava and seconded by Kodada to approve with the noted revisions. 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 Kodada and seconded by Cherney to approve the Minutes from the February 22, 2018 Regular Meeting and the March 8, 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

None

8. APPROVAL OF THE CONSENT AGENDA

A motion was made by Pelava 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. Consider Approval of a Site Plan for the Property Located at 415 Central St. W. (City Hall Expansion Project)

Baker went through the details of the Staff Report and associated maps. Baker stated that a 28' x 48' addition was being proposed to the west side of the building, and he explained the zoning and setback requirements. John McNamara, of Wold Architects & Engineers, explained the details of the proposed floor plan layout, which was projected up on the front white board. McNamara said that Wold has been busy finishing up the construction documents in preparation for the May 10th Council meeting. Pelava stated that everyone at the Planning Commission meeting was satisfied with the proposed layout. Cherney suggested checking with the neighboring property owner to the west in case that construction staging and access was needed during the project.

A motion was made by Kodada and seconded by Cherney to approve a site plan for the property located at 415 Central St. West (City Hall Expansion Project). Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- b. Consider Approval of an Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License for the Melissa Ann Friedges Memorial Softball Tournament at the Jaycee Park June 16, 2018 and Administrative Permit No. 2018-01

Patrick Biren, of the Melissa Ann Friedges Memorial, asked the Council to consider an application for a temporary on-sale liquor license and administrative permit to allow on-premise camping at the Jaycee Park. He stated that the foundation has given back over \$300,000.00 to organizations in the area over the past decade. Biren explained that the Friedges Family will be stepping back, and starting next year, the non-profit will be renamed to Angels Among Us.

Furrer asked if Biren had contacted the Lonsdale Lions yet. Biren said that he will be meeting with them soon to ask for permission to run the concession stand at Jaycee Park.

Kodada and Erickson stated that there haven't been any complaints about the event over the years.

A motion was made by Kodada and seconded by Pelava to approve an application and permit for a 1 Day to 4 Day Temporary On-Sale Liquor License for the Melissa Ann Friedges Memorial Softball Tournament at the Jaycee Park on June 16, 2018 and Administrative Permit No. 2018-01. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- c. Consider Approval of the City's 2017 Financial Statements and Year End Audit
The Council reviewed the financial documents presented by the new City Auditors Schlenner Wenner & Company, along with the associated Staff Report. Ryan Schmidt, of Schlenner Wenner & Company, presented the City's 2017 Financial Statements and Year End Audit from the front podium. He went through a 22-slide presentation that was projected up front for everyone to view. The presentation included information and graphs on process, results, internal controls, legal compliance, financial highlights, the General Fund, Government Funds, Enterprise Funds, assets, liabilities, and long-term debt. The Council asked various questions throughout the presentation, including transfers, reserve money available for a potential \$1million project, NSF, and PFA. Staff and Schmidt provided sufficient answers to the questions. Rud asked if the City of Lonsdale was financially strong in the opinion of the auditors. Schmidt said yes, and he stated that he has no reason for concern of any kind. Schmidt stated that City staff was good to work with. He said that the City's net position will be bumped up next year, once the Liquor Store debt is completely paid off.

The Council thanked Schmidt for the detailed presentation.

A motion was made by Pelava and seconded by Cherney to approve the City's 2017 Financial Statements and Year End Audit. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- d. Consider Approval of Resolution 2018-21, a Resolution of Sponsorship of the Lonsdale Sno-Wizards
Erickson stated that this is an annual resolution so that the Lonsdale Sno-Wizards can be reimbursed from the DNR for trail acquisition, development, and maintenance. Erickson said that there is only minimal City staff time associated with working with the pass-through funds. Kodada said that it has been a good partnership over the years.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2018-21, a resolution of sponsorship of the Lonsdale Sno-Wizards. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- e. Consider Approval of Resolution 2018-22, a Resolution Transferring \$5,000.00 From the 101-415 Fund (Administration) to the 101-42110 Fund (Police) for the Purchase of a 2015 Ford Explorer

Erickson explained that as part of the 2018 Budget process, funds were allocated in the Police Fund to purchase a new squad vehicle. In addition, Erickson stated that funds were budgeted in the Admin Fund to be transferred to the Police Fund for payment/reimbursement of the 2015 Ford Explorer squad. He said that the Explorer is used by staff at City Hall for work related travel. The Council discussed the Explorer's actual value. Erickson provided an estimate from Kelly Blue Book.

A motion was made by Pelava and seconded by Cherney to approve a Resolution 2018-22, a resolution transferring \$5,000.00 from the 101-415 Fund (Administration) to the 101-42110 Fund (Police) for the purchase of a 2015 Ford Explorer. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- f. Consider Approval of Resolution 2018-23, a Resolution Transferring \$30,557.00 From the 601 Fund (Water) and \$3,986.00 From the 602 Fund (Sewer) to the 311 Fund (2016A Bonds)

Erickson explained that the new City Auditors are suggesting that the City use only the Debt Service Fund to pay for all related project expenses, instead of making payment directly from the individual Water and Sewer Funds as was the past practice. Erickson also explained how the transfer is compliant with pledged property taxes.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2018-23, a resolution transferring \$30,557.00 from the 601 Fund (Water) and \$3,986.00 from the 602 Fund (Sewer) to the 311 Fund (2016A Bonds). Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- g. Consider Approval of Resolution 2018-24, a Resolution Proclaiming May 4, 2018 as Arbor Day in the City of Lonsdale

Baker stated that Lonsdale was recently notified by the Arbor Day Foundation that it has achieved the status of Tree City USA again for the ninth year in a row. He explained the 4 main criteria required for becoming a Tree City, including an annual Arbor Day event. Baker said that the City is planning to partner again with the Lonsdale Elementary School by hosting an Arbor Day event on May 4th, which will include a schoolwide assembly and the planting of up to 200 trees at 900 Idaho Street SW. The Council reviewed the proposed proclamation. Rud thanked City Staff, the Park Board, and the Lonsdale Lions for the help over the years with Arbor Day.

A motion was made by Pelava and seconded by Kodada to approve Resolution 2018-24, a resolution proclaiming May 4, 2018 as Arbor Day in the City of Lonsdale. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- h. Consider Approval to Schedule Special Meetings to Discuss the City's 2019 Budget
Erickson proposed seven special meeting dates to specifically discuss the City's 2019 Budget. The Council reviewed their calendars.

A motion was made by Kodada and seconded by Furrer to approve the following dates to discuss the City's 2019 Budget:

- Monday, May 14th
- Monday, May 21st
- Monday, July 9th
- Monday, July 23rd
- Monday, August 6th
- Thursday, August 23rd
- Monday, September 10th

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

The Council reminded everyone that all City budget meetings are open to the public. Kodada encouraged people to bring their ideas.

- i. Consider Approval of Application for Payment No. 3 in the Amount of \$19,608.00 to Pember Companies, Inc. for the Well No. 5 Project (Pump/Raw Water Main, etc.)
Powell provided the Council with an update on the Well No. 5 Project. He said that about 25% of the contract work has been completed to date. He said that based on quantities to date and work progress, the project is on budget. Powell estimated that there has been a delay of approximately 4-5 weeks. Powell said that the City does need to pay for work completed, but can look at liquidated damages for the contractor not meeting the deadline for project completion.

A motion was made by Pelava and seconded by Cherney to approve Application for Payment No. 3 in the amount of \$19,608.00 to Pember Companies, Inc. for the Well No. 5 Project (Pump/Raw Water Main, etc.). Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

j. Consider Approval of Resolution 2018-25, a Resolution Accepting a Bid for 2018 Street Maintenance

Powell presented the Council with three different street maintenance bids for five various street sections around town. They reviewed the bids and associated map. Powell explained that \$140,000 was allocated in the budget for street maintenance in 2018, but based on recent site visits and expected increased quantities in other work areas, he recommended leaving out the Dogwood Street NE section for now, and approving a bid from the low bidder, Bituminous Materials, LLC in the amount of \$96,104.60 for Work Area Sections 1, 2, 4, and 5 only. Vlasak said that drain tile behind the curb on 8th Avenue NE has been helping tremendously. He said that the City may be completing more mill and overlays in the future compared to seal coating. Furrer questioned the quantities and cost estimates from last year. Powell provided an explanation for the increased. Powell insured the Council that the City will stay under the budgeted amount for any additional work areas required.

A motion was made by Kodada and seconded by Cherney to approve Resolution 2018-25, a resolution accepting a bid for 2018 Street Maintenance. Vote for: Cherney, 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 provided an update on items that the Public Works Department has been working on.

City Engineer

Powell stated that 2 utility coordination meetings took place over the past week for the lift station project and Area 5 - Phase IV Project.

City Administrator

Erickson went through a list of items he has been working on and meetings he has been involved with, including the liquor store, mosquito control, seasonal staff interviews, and DEED meetings.

Rud stated that he and Erickson recently gave a tour and made a great pitch to a site selector interested in potentially moving a business to Minnesota. He noted that Lonsdale was only 1-of-9 sites that were considered. He said that they were impressed that the site was shovel ready and with the nearby Rezac Nature Preserve.

City Planner

Baker said that annual questions on decks, sheds, fences, and parking pads have been streaming in to City Hall over the past few weeks. He invited everyone to attend Lonsdale's Arbor Day event on the morning of May 4th.

b. Council Reports

Council Member Cherney

Cherney stated that he is stilling in the growing and learning mode.

Council Member Kodada

Kodada said that there will be a liquor store meeting on April 30th and a Park Board meeting on May 8th.

Council Member Furrer

Furrer stated that Erickson recently attended a CVN event for the EDA. She said that the Library Board will be looking to fill another position soon.

Council Member Pelava

Pelava provided an overview of the April 16th Planning Commission meeting.

Mayor Rud

Mayor Rud announced the upcoming Food-for-Kids event. He said that it's a sure sign of spring now that baseball season started today.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Pelava 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 8:33 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator