

**MINUTES  
CITY OF LONSDALE  
CITY COUNCIL MEETING  
APRIL 27, 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: K. Kodada, J. Daleiden, T. Rud, C. Furrer, and S. Pelava

Members Absent: None

City Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, City Engineer John Powell, Public Works Director Russ Vlasak, Fire Chief Mike Yetzer

**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: Kodada, Daleiden, 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 Daleiden and seconded by Furrer to approve the Minutes from the April 13, 2017 Regular Meeting. Vote for: Kodada, Daleiden, 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 Pelava to approve the consent agenda as follows:

- a. Monthly Bills
- b. Treasurer's Report
- c. Board and Commission Minutes

Vote for: Kodada, Daleiden, 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 Resolution 2017-20, a Resolution Approving a Site Plan for Lot 1, Block 1 Lonsdale Business Park 2<sup>nd</sup> Addition (Dispatch Trucking) – Ben Baker, City Planner

The Council reviewed updated site plan maps/info for Lot 1, Block 1, Lonsdale Business Park 2<sup>nd</sup> Addition. Baker read through a 4-page detailed Staff Report and Resolution 2017-20. He said that the applicant, Kiehm Construction, on behalf of Sahler Properties, was requesting review of a proposed site plan for 1974 Pond View Drive SE, which showed a new 8,668 sq. ft. industrial building. He said that the site/building would be the new home of Dispatch Trucking. Baker said that the front 2,268 sq. ft. would be used as office/dispatch space where 4-5 employees will work. He explained that truck drivers will park their personal vehicles in the secured rear parking area when they are not driving semi-trucks.

Baker went through and detailed the site features while the City Council members looked at the plan sheets. He noted the parking areas, grading, drainage, utilities, landscaping, signage, traffic flow, and building design. Baker stated that a 4 ft. tall berm and 6 ft. tall trees will be required along the western side of the rear parking area to help screen and lessen the impact on existing residential properties in the Willow Creek Heights neighborhood. The City Council reviewed information on Envirotech's long-term dust solutions, which the City would require to be placed over the rear parking area to seal the reclaim material.

After reviewing the Staff Report and attached maps, Rud invited owner, Jennifer Sahler, to the front podium. Sahler provided a brief history on Dispatch Trucking. She stated that their company has six of their own trucks, but they mostly do dispatch work for up to 100 other trucks. She said that some of her employees have either moved to Lonsdale or were considering moving soon. Daleiden stated that having TMI and Dispatch Trucking could spark other businesses to move to the new Business Park. Rud stated that the site is

laid out nicely. Furrer asked about the north-side hill. Erickson explained that the hill was graded and seeded with the original grading of the Business Park. Pelava stated any of the comments made at the Planning Commission meeting were accounted for in the latest site plan.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2017-20, a resolution approving a Site Plan for Lot 1, Block 1 Lonsdale Business Park 2<sup>nd</sup> Addition (1974 Pond View Dr SE). Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

The City Council members welcomed Dispatch Trucking to town.

- b. Consider Approval to Schedule a Special Meeting of the Board of Appeals and Adjustments for May 25, 2017 at 6:30 pm to Review and Consider Approval of a Site Plan and Variance Land Use Application Submitted by Lonsdale Packaging – Ben Baker, City Planner

Baker asked the Council to consider scheduling a special Board of Appeals & Adjustments (BOAA or City Council) meeting for May 25, 2017 at 6:30 pm. He stated that Lonsdale Packaging submitted an application requiring a side yard setback variance due to a road that was installed in 2005, after their existing building was constructed. Baker said that the BOAA is required to hear each variance request.

A motion was made by Kodada and seconded by Daleiden to schedule a special meeting of the Board of Appeals and Adjustments for May 25, 2017 at 6:30 pm to review and consider approval of a site plan and variance land use application submitted by Lonsdale Packaging. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- c. Consider Approval of a Quote in the Amount of \$9,100.00 Submitted by LaCanne Paving, LLC for Paving of the Tennis Court – Ben Baker, City Planner  
The Council reviewed two quotes for paving of the tennis court at Trenda Memorial Park: 1) LaCanne's Paving, LLC - \$9,100.00 and 2) Prior Lake Blacktopping, Inc. - \$10,321.00. Baker noted that the price does include taking down and reinstalling the fence. Kodada stated that the concrete base is still in pretty good shape.

A motion was made by Kodada and seconded by Daleiden to approve a quote in the amount of \$9,100.00 submitted by LaCanne Paving, LLC for paving of the tennis court. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- d. Consider Approval of a Quote in the Amount of \$6,400.00 Submitted by C & H Sport Surfaces, Inc. for the Installation of a Color Coat on the Tennis Court – Ben Baker, City Planner

Baker stated that Staff solicited two bids for color coat sealing of the tennis court from: 1) Sport Court MN – N/A and 2) C & H Sport Surfaces, Inc. - \$6,400.00. The Council reviewed the bid, and Kodada asked if pickle ball lines should be painted on the court as

well. Staff mentioned that pickelball will be offered by Community Education starting this fall.

A motion was made by Daliden and seconded by Kodada to approve a quote in the amount of \$6,400.00 submitted by C & H Sport Surfaces, Inc. for the installation of a color coat on the tennis court. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

e. Consider Approval of Resolution 2017-21, a Resolution Accepting a Bid for Municipal Production Well No. 5 – John Powell, City Engineer

The Council reviewed three bids for the Well No. 5 Project (previously New Well No. 1). E.H. Renner & Sons, Inc. was the low bid at \$339,965.00. Powell said that the low bid was approximately 16% below the Engineer's Estimate. He said that there is not many well drilling companies and he recommended approval of the low bid for Alternate No. 1.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2017-21, a resolution accepting the low alternate bid of \$339,965.00 for Municipal Production Well No. 1. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

f. Consider Approval of Resolution 2017-22, a Resolution Accepting a Bid for Well No. 5 Pump and Raw Water Main – John Powell, City Engineer

The Council reviewed three bids for constructing the pump and raw water main to new Well No. 5, and Pember Companies was the low bid at \$617,955.00. Powell explained that the Engineer's Estimate originally came in at \$279,251. Powell noted that all three bids came within 10% of each other, and he explained the reasoning for the significant difference between the estimate and actual bids received. The Council questioned Powell on why WSB's estimate was so far off. Powell provided further explanation, and he also noted that the project costs will not get less expensive in the future. He stated that WSB has determined that Pember Companies, Inc. is qualified to complete the new Well No. 5 Pump and Raw Water Line Project.

A motion was made by Daleiden and seconded by Furrer to approve Resolution 2017-22, a resolution accepting a bid for Well No. 1 Pump and Raw Water Main. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

g. Consider Approval of a Temporary Leave of Absence Extension Requested by Fire Fighter Casey Gregor – Mike Yetzer, Fire Chief

Yetzer said that at the January 26, 2017 meeting, the Council approved a temporary leave of absence request, good through March 31, 2017, which was submitted by Fire Fighter Casey Gergor because he is in the process of building a new home in the Lonsdale area. Yetzer said that construction is still on-going, and that Gergor temporarily lives outside of the five minute response time. The Council reviewed the extension request letter from Gregor.

A motion was made by Kodada and seconded by Furrer to approve a temporary leave of absence extension requested by Fire Fighter Casey Gregor. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

h. Consider Approval to Transfer Rescue Call Response in Wheatland Township Sections 4, 5, 6 and 7 to the New Prague Fire Department – Mike Yetzer, Fire Chief

Yetzer explained that for many years now, that Lonsdale has had two different service areas, one for fire and one for rescue, within four sections of Wheatland Township. He recommended that the City Council consider approval to allow New Prague Fire and Rescue to take over both the fire and rescue calls for Sections 4, 5, 6, and 7 of Wheatland Township. Yetzer explained that the proposed change will have little effect on the Lonsdale Fire Department, and he said that the Department does not receive tax dollars from these four sections. Yetzer said that Pearl Street Dispatch is willing to make the necessary changes in their system once documentation/approval is received from both agencies's agreeing to the change. Furrer wondered if letters should be sent out to the residents of those townships. Yetzer said that he would help spread the word. The Council reviewed the attached map showing the four affected township sections.

A motion was made by Kodada and seconded by Furrer to approve the transfer of rescue call response in Wheatland Township Sections 4, 5, 6 and 7 to the New Prague Fire Department. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

Yetzer provided the Council with a quick overview on the proposed pollinator project that will be happening at Lonsdale Elementary School.

i. Consider Approval of an Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License Requested by the Lonsdale Firemen's Relief Association – Joel Erickson, City Administrator

Erickson said that the Lonsdale Fireman's Relief Association (LFRA) is planning to hold their annual steak fry event on Saturday May 20, 2017 at the Fire Hall. He said that they are requesting a permit to temporarily serve alcohol at the event. Erickson noted that the LFRA will be obtaining their own liquor liability insurance.

A motion was made by Daleiden and seconded by Kodada to approve an application and permit for a 1 Day to 4 Day Temporary On-Sale Liquor License requested by the Lonsdale Firemen's Relief Association. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

j. Consider Approval of Resolution 2017-23, a Resolution of Sponsorship of the Lonsdale Sno-Wizards – Joel Erickson, City Administrator

Erickson said that the City essentially acts as pay agent between the DNR and Lonsdale Sno-Wizards. He explained the process that needs to take place in order for the Wizards to get paid to maintain the snowmobile trails. Erickson said that the Sno-Wizards were awarded \$5,200.80 but will only receive \$4,940.76 in grant funding because of lower than projected revenues into the State's Snowmobile Account. The Council reviewed the proposed Resolution.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2017-23, a resolution of sponsorship of the Lonsdale Sno-Wizards. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

k. Consider Approval of a Sewer Rate Adjustment for the Property Located at 402 Main Street S. – Joel Erickson, City Administrator

Erickson explained that there was a leaking toilet at 402 Main Street South, which accounted for higher than normal water usage. The Council reviewed a request letter from Janet Wimpsett, daughter of the owner, Ray Valek, asking the Council to adjust the sewer rate. The Council reviewed the water usage history report.

A motion was made by Kodada and seconded by Pelava to approve a sewer rate adjustment for the property located at 402 Main Street South. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

l. Consider Approval of a Tax Abatement Policy – Joel Erickson, City Administrator

Erickson said that the EDA has been working on drafting a Tax Abatement Policy because: 1) there currently is not one in place and it is a common financial incentive used; and 2) to stimulate Lonsdale's economy through attraction of desirable development and/or redevelopment or jobs that would not otherwise occur. Erickson explained that the policy complies with the City's Business Subsidy Policy, and he said it must meet specific criteria. He said that just because an application may be submitted doesn't mean that funding will be provided. He went through the evaluation criteria and recapture scenarios. Erickson stated that the maximum tax abatement amount will not exceed \$25,000 per new full time job. The Council reviewed the proposed policy. Furrer and Daleiden stated that the policy was reviewed by the EDA, and they recommended approving the proposed Tax Abatement Policy.

A motion was made by Daleiden and seconded by Furrer to approve a Tax Abatement Policy. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- m. Consider Approval to Make a Conditional Job Offer for Full Time Public Works Employee at Grade 7 / Step 1 (\$16.62/hr.) – Joel Erickson, City Administrator  
Erickson said that four applications were received for the full-time job position at the Public Works Department. He stated that all four applicants were interviewed. Erickson said that based on the information contained in the application materials and interview, the Human Resource Committee is recommended offering the position to Erick Knapp at Grade 7 / Step 1.

A motion was made by Kodada and seconded by Furrer to make a conditional job offer to Eric Knapp for the Full Time Public Works position, Grade 7 / Step 1 (\$16.62/hr.). Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

Rud thanked the Human Resource Committee.

- n. Consider Approval to Make a Conditional Job Offer to Dick Patch as Seasonal Public Works Employee at Grade 3 / Step 7 (\$16.31/hr.) – Joel Erickson, City Administrator  
Erickson stated that the Human Resource Committee interviewed three candidates for the seasonal positions, and he said that all three interviewed well. He said that the Committee recommended hiring Dick Patch for the seasonal position.

A motion was made by Daleiden and seconded by Kodada to make a conditional job offer to Dick Patch as Seasonal Public Works Employee at Grade 3 / Step 7 (\$16.31/hr.). Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- o. Consider Approval to Make a Conditional Job Offer to Tom Steiner as Seasonal Public Works Employee at Grade 1 / Step 2 (\$10.95/hr.) – Joel Erickson, City Administrator  
Erickson said that the Human Resource Committee recommended hiring Tom Steiner for the seasonal position.

A motion was made by Kodada and seconded by Furrer to conditional job offer to Tom Steiner as Seasonal Public Works Employee at Grade 1 / Step 2 (\$10.95/hr.). Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- p. Consider Approval to Make a Conditional Job Offer to Larry Stavos as Seasonal Public Works Employee at Grade 1 / Step 1 (\$10.58/hr.) – Joel Erickson, City Administrator  
Erickson said that the Human Resource Committee recommended hiring Larry Stavos for the seasonal position.

A motion was made by Pelava and seconded by Daleiden to make a conditional job offer to Larry Stavos as Seasonal Public Works Employee at Grade 1 / Step 1 (\$10.58/hr.). Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- q. Consider Approval to Make a Conditional Job Offer to Jerry Kroyer as Seasonal Public Works Employee at Grade 1 / Step 1 (\$10.58/hr.) – Joel Erickson, City Administrator  
Erickson said that the Human Resource Committee recommended hiring Jerry Kroyer for the seasonal position.

A motion was made by Furrer and seconded by Daleiden to make a conditional job offer to Jerry Kroyer as Seasonal Public Works Employee at Grade 1 / Step 1 (\$10.58/hr.).  
Vote for: Kodada, Daleiden, 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 Public Works Department has been mowing and hauling bio-solids.

*City Engineer*

Powell said that he is organizing a Utility Coordination Meeting prior to the pre-con meets for Area No. 5 – Phase III Project and the Pond View Drive Extension Project.

*City Administrator*

Erickson said that he has been working on liquor licenses and EDA items. He said that he attended a Rice Co. Administrators meeting. Erickson said that he will be attending the annual MMBA meeting in Alexandria and speaking about Lonsdale's Business Park at a DEED meeting on May 9<sup>th</sup> in St. Paul.

*City Planner*

Baker said that he has been reviewing new commercial and residential plans along with coordinating the annual Arbor Day event. He noted that initial tall grass/weeds inspection notice letters were recently sent out to vacant property owners.

b. Council Reports

*Council Member Daleiden*

Daleiden stated that Lonsdale Liquor will be hosting its 10-year anniversary event on Saturday, May 6<sup>th</sup>. He said that there will be giveaways and product tasting going on. Rud thanked Kodada and Daleiden for the work on the Liquor Store Committee.

*Council Member Kodada*

Kodada announced that the Park Board/City Council will be hosting a Dog Park Grand Opening event on Tuesday, May 9<sup>th</sup> @ 6:00 pm.

*Council Member Furrer*

Furrer said that the Library is getting ready for summer programming. She said that Library Director Marguerite Moran will be appearing on the game show Jeopardy in the near future. Furrer stated that the EDA is looking to potentially host a Business Forum again this year.



*Council Member Pelava*

Pelava said that the Planning Commission reviewed the Dispatch Trucking site plan at their last meeting.

*Mayor Rud*

Mayor Rud said that Meeting with the Mayor will take place on April 29<sup>th</sup> from 8:30-10:30 am. He said that Arbor Day will be held on Friday, April 28<sup>th</sup>. He announced that the Chamber will be hosting a small business event on May 10<sup>th</sup>, that Holy Cross is celebrating 100 years, that the Knights of Columbus will have an event on May 7<sup>th</sup>, and that Waste Management will host the annual Spring Cleanup at Jaycee Park on Saturday, May 20<sup>th</sup> from 7:00 – 11:00 am. Rud also said that the Citywide Garage Sales is scheduled for May 13<sup>th</sup> and that Food-for-Kids will be at the Civic Center on May 4<sup>th</sup>.

**12. ADJOURNMENT**

A motion was made by Pelava and seconded by Furrer 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 8:22 pm.

Respectfully Submitted:

---

Joel A. Erickson, City Administrator