

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
JUNE 28, 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: Kevin Kodada, Tim Rud, Cindy Furrer, and Scott Pelava

Members Absent: Steve Cherney

City Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, City Engineer John Powell, and Public Works Director Russ Vlasak

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any corrections, additions, or deletions to the agenda. Erickson asked to add: “consider resending action made by the City Council at the previous meeting to terminate a Fire Department employee and accept the resignation of Jeff Smisek” to the agenda.

A motion was made by Pelava and seconded by Furrer to approve the agenda with the noted addition to the agenda. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

5. APPROVAL OF MINUTES

None

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: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

9. OLD BUSINESS

- a. Consider Approval of a Quote in the Amount of \$21,100.00 Submitted by Thul Specialty Contracting for Sealing Manholes – Russ Vlasak, Public Works Director

As requested at a previous meeting, Vlasak provided the Council with background information and justification for the sealing of sanitary sewer manholes. Based on research conducted by the Public Works Department, he said that the benefits of sealing manholes are: 1) prolonging the life of the structure, 2) reducing wastewater treatment costs, 3) preserving the capacity of the wastewater treatment plant, and 4) reducing inflow/infiltration. He said that the cost to treat one gallon of wastewater figured to be \$0.0009. He also figured the cost to treat water from a manhole leak, based on 1 gallon/minute, to be \$473.04 per year, which does not including labor and equipment. He said that it should only take 2½ years to get the return on investment for the repair work. Kodada said that this is a standard maintenance task that cities regularly preform. Furrer asked if all the manholes were in one area. Vlasak said that the manholes are at various locations around town.

A motion was made by Pelava and seconded by Furrer to approve a quote in the amount of \$21,100 submitted by Thul Specialty Contracting for sealing manholes. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- b. Consider Approval of a Revised Application and Permit for an Outdoor Public Fireworks Display (July 3rd) and Associated Road Closures – Joel Erickson, City Administrator

Erickson stated that the Council previously approved a permit for an outdoor public fireworks display and road closures back in May 2018, but he said that Lonsdale Freedom Fireworks is requesting that the shoot site be moved from the Idaho Street location to the 900 block of Commerce Drive SE in the new Business Park. The Council reviewed the revised application and associated map. Mike Walters, Lonsdale Freedom Fireworks, stated that he has been involved in launching the fireworks for many years.

A motion was made by Kodada and seconded by Furrer to approve a revised application and permit for an Outdoor Public Fireworks Display on July 3, 2018 and associated road closures. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- c. Consider Approval to Resend the Action Taken by the City Council at the June 14, 2018 Meeting to Terminate a Fire Fighter Employee and Accept a Letter of Resignation from Lonsdale Fire Fighter Jeff Smisek

Erickson asked the Council to consider 1) rescinding the action taken by the City Council on June 14, 2018 regarding the termination of a fire fighter and 2) a letter of resignation submitted by Jeff Smisek from the Lonsdale Fire Department.

A motion was made by Kodada and seconded by Pelava to
Kodada stated that at our last meeting, we approved an item as part of our Consent Agenda. Since then, additional information has been received by the City. Based on the new information, I would like us to proceed in a different way. A motion was made by Kodada and seconded by Pelava to rescind our action on item 8A and expunge it from the minutes of the June 14, 2018 Regular City Council meeting. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

10. NEW BUSINESS

- a. Consider Approval of a Quote in the Amount of \$4,310.08 Submitted by Crysteel for a Monroe Stainless Steel Sander – Russ Vlasak, Public Works Director

Vlasak provided the Council with a state bid quote from Crysteel in the amount of \$4,310.08 for a Monroe plow truck sander box. He said that the original sander is rusted, and almost 20 years old. The Council agreed that the sander has served its useful life.

A motion was made by Kodada and seconded by Furrer to approve a quote in the amount of \$4,310.08 submitted by Crysteel for a Monroe Stainless Steel Sander. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- b. Consider Approval of Resolution 2018-30, a Resolution Authorizing Issuance, Awarding Sale, Prescribing the Form and Details and Providing for the Payment of \$1,965,000 General Obligation Improvement and Utility Revenue Bonds, 2018A Bonds – Paul Donna, Baird

Paul Donna, of Baird, provided a summary of the June 13, 2018 bond issuance to finance the City's 2018 street and utility improvement project. The Council reviewed the 32-page bond information packet created by Baird. Donna said that the City's AA- bond rating was reconfirmed. He said it was really good rating for the a small city.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2018-30, a resolution authorizing issuance, awarding sale, prescribing the form and details and providing for the payment of \$1,965,000 General Obligation Improvement and Utility Revenue Bonds, 2018A Bonds. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- c. Consider Approval of Resolution 2018-31, a Resolution Rejecting the Bids Received for the City Hall Expansion Project – John McNamara, Wold

The Council reviewed the bids that came in for the City Hall Expansion/Remodel Project. John McNamara, Wold Architects & Engineers, provided insight into the prices that came in for the project, which ranged from \$819,000 - \$989,000. McNamara stated that the bids do not reflect a good value, and he recommended rejecting the bids. He provided other options for the Council to consider, including rebidding the project in September and/or potentially reducing the size/scope of the project. Rud stated that the City and Wold may want to host an open house for local contractors who may be interested in bidding on the project, if rebid. He also suggested that maybe a joint Police Department and City Hall building be explored. He said that Wold should put together some cost estimates for a joint structure.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2018-31, a resolution rejecting the bids received for the City Hall Expansion Project. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- d. Consider Approval of Requests Submitted by the Lonsdale Area Chamber of Commerce for Community Days 2018 – Lonsdale Area Chamber of Commerce

Chamber President Joel Erickson and Board Member Audre Johnson asked the Council to consider approval of nine items for the annual Lonsdale Community Days festival. Erickson went through each item in detail, and he noted that the community festival will be a 1-day event this year. The Council reviewed and discussed the standard requests from the Chamber.

A motion was made by Kodada and seconded by Pelava to approve requests submitted by the Lonsdale Area Chamber of Commerce for Community Days 2018. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- e. Consider Approval of Ordinance 2018-288, an Ordinance Enacting and Adopting a Supplement to the City Code of Ordinances for the City of Lonsdale, Minnesota and Declaring an Emergency (Supplement S-7 & S-8) – Ben Baker, City Planner

Baker provided the Council with the latest supplements to the City Code, the current City Code book, a list of past ordinances adopted, and the Ordinance Amendment Book for reference. He said that the S-7 and S-8 Supplements to the City Code were prepared by American Legal Publishing Corporation and reviewed by the Planning Commission at their June 18, 2018 meeting. Baker stated that the City tries to codify its approved ordinances ever 1-2 years.

A motion was made by Kodada and seconded by Pelava to approve Ordinance 2018-288, an ordinance enacting and adopting the S-7 & S-8 Supplement to the City Code of Ordinances for the City of Lonsdale, Minnesota. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- f. Consider Approval of Application for Payment No. 1 in the Amount of \$248,093.77 to Holtmeier Construction for the Area No. 5 – Phase 4 Street and Utility Improvement Project – John Powell, City Engineer

Powell asked the Council to consider approval of Payment No. 1 to Holtmeier Construction for work completed on the Area No. 5 – Phase 4 Project. He provided an update on the project, and he said that the southern phase of the project should be wrapping up by July 31st. He said that a tree flyer has been sent out to the property owners, which allows them to pick from four tree species to replace their recently removed boulevard trees. Powell said that the payment reflects the standard 5% retainage.

A motion was made by Pealva and seconded by Furrer to approve Payment No. 1 in the Amount of \$248,093.77 to Holtmeier Construction for the Area No. 5 – Phase 4 Street and Utility Improvement Project. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- g. Consider Approval of Application for Payment No. 5 in the Amount of \$264,554.10 to Pember Companies, Inc. for the Well No. 5 Project (Pump/Raw Water Main, etc.) – John Powell, City Engineer

The Council reviewed an application for payment from Pember Companies for the Well No. 5 Project. Powell provided the Council with a status update on the project, including programming of the automatic system.

A motion was made by Pelava and seconded by Kodada to approve Payment No. 5 in the amount of \$264,554.10 to Pember Companies, Inc. for the Well No. 5 Project (Pump/Raw Water Main, etc.). Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- h. Consider Approval of a Revised Job Description for Public Works Worker – Joel Erickson, City Administrator

Erickson provided the Council with a revised job description to review for the position of Public Works Worker before they advertise for the open position. The Council reviewed the proposed red lined changes, while Erickson highlighted the main changes.

A motion was made by Kodada and seconded by Furrer to approve a revised Job Description for Public Works Worker. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- i. Consider Approval to Authorize Staff to Advertise for a Full Time Public Works Worker at Grade 1 / Step 1 (\$16.62/hr.) – Joel Erickson, City Administrator
Erickson stated that a full-time Public Works Worker has been budgeted for in the 2018 Budget. The Council reviewed the proposed advertisement. Erickson said that a pay range was listed to attract applicants. Kodada said that the pay should depend on the candidate's qualifications and experience.

A motion was made by Kodada and seconded by Pelava to authorize Staff to advertise for a Full Time Public Works Worker with the wage based on qualifications. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

11. OTHER BUSINESS

- a. July 9, 2018 Special City Council Meeting at 6:00 pm to Discuss the 2019 Budget
Rud reminded everyone that the Council will be meeting on July 9th to discuss the 2019 Budget.

- b. Staff Reports

Public Works Director

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

City Engineer

Powell provided updates on the Area No. 5 – Phase 4 Project.

City Administrator

Erickson went through a list of items he has been working on and meetings he has been involved with, including police negotiations, elections, the annual LMNC Conference, and construction projects.

City Planner

Baker provided an update on new home permits issued to-date.

- c. Council Reports

Council Member Cherney

N/A

Council Member Kodada

Kodada said that the Park Board will be providing their budget requests to the Council on July 9th.

Council Member Furrer

Furrer stated that over 200 kids participated in the Summer Reading Program at the Library.

Council Member Pelava

Pelava said that the Planning Commission took part in a Planned Unit Development Workshop at their last meeting.

Mayor Rud

Mayor Rud thanked all the volunteers who help every year to put on the fireworks display in Lonsdale. He announced that the Freedom Sunday event will be held at Sticha Park this year.

12. ADJOURNMENT

A motion was made by Pelava and seconded by Kodada to adjourn the meeting. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried. The meeting ended at 8:01 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator