

**MINUTES  
CITY OF LONSDALE  
SPECIAL CITY COUNCIL MEETING  
JULY 10, 2017**

**1. CALL TO ORDER**

Mayor Rud called a special meeting of the Lonsdale City Council to order at 6:01 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: J. Daleiden, K. Kodada, T. Rud and C. Furrer

Members Absent: S. Pelava

City Staff Present: City Administrator Joel Erickson, Public Works Director Russ Vlasak, Chief of Police Jason Schmitz and City Treasurer Tami Brokl

**4. APPROVAL OF AGENDA**

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

A motion was made by Daleiden and seconded by Furrer to approve the agenda as presented. Vote for: Kodada, Daleiden, Rud and Furrer. 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**

None

**9. OLD BUSINESS**

None

## 10. NEW BUSINESS

### a. Discuss the Proposed 2018 City Budget

Erickson said this is the fifth budget meeting and the topic of discussion is wages and the 2018 Pay Scale. Erickson said as discussed at previous budget meetings, it is proposed to reduce the property tax levy by 10%, which will result in the City's tax rate reducing by nearly 18% and the City portion of property taxes going down for all residents. He said the City will receive an additional \$25,000 in Local Government Aid, which will be spread over four departments. Erickson said the State Legislature allocated funding for the Small City Assistance Fund to be used for street maintenance. He said for 2017, the City is going to receive \$31,000 in funding. He said there is no timeline to spend the money and no reporting required at this time. He recommended allocating the funds to the 2018 budget for additional street maintenance. Erickson said for Administration, expenses remain consistent with 2017. Erickson said staff will be presenting a proposed RFP for Auditing Services at the next meeting and that \$350,000 has been budgeted for an expansion to City Hall as discussed at previous budget meetings.

Erickson said the current and a proposed pay scale are included in the packet. He said he was recommending the starting wage on the pay scale be increased by four steps.

Erickson said this is something that needs to be done because the starting wage in the Police Department needed to be increased and was during the last CBA negotiations and will need to be increased during the next negotiations as well to keep officers for more than one year. In addition to the Police Department, the starting wage for Public Works needs to be increased because the last time a position was advertised, it was declined due to the low starting wage. Erickson did say by increasing the starting wage by four steps, there are current employees whose wage will be impacted and a plan is needed to address their wage as well.

Erickson said he was recommending wage increases for several employees that are larger than 3.5%. He said he was recommending a 3.5% wage increase for the City Administrator. Erickson said that City Treasurer Tami Brokl has been in her position since 2011, was hired at a lower wage than the previous City Treasurer left at and because of increased responsibilities, he was recommended the 2018 hourly wage for the City Treasurer be \$32.65. Mayor Rud said the wage increase for employees in 2018 should be 3.5% but if larger increases are necessary for certain employees due to unique circumstances, they should be considered. Furrer asked if the finance software was up to date. Brokl replied yes.

Erickson reviewed the proposed wage increase for the current City Planner, who in 2018, is proposed to become the Community Development Director due to a new City Planner budgeted to be hired in June of 2018. Erickson said a new job description is needed, supervisory responsibilities will be new and more time will be able to be spent on achieving the long term goals/vision of the City Council. Erickson recommended the 2018 wage for the position of Community Development Director be set at \$36.20/hr.

Erickson said as part of the 2018 budget process, the City Council has discussed hiring a new City Planner to deal with low level planning items, code enforcement, etc. to allow

Baker and Erickson to focus on achieving/implementing the long term goals/vision of the City Council. Erickson said he researched starting wages for City Planners and recommended the wage be set at \$22.32/hr. with a start date of June.

Erickson said he is currently working on compensation for the Office/Administrative Assistant at City Hall. He said the position works 35 hours per week with no benefits. Erickson recommended amending the City's Personnel Policy to allow for a pro-rated share of benefits, whether that be paid time off and/or insurance. He said he was leaning more in the direction of a pro-rated share of paid time off benefits. Erickson said if approved, it would affect two, possibly three employees.

Erickson reviewed the revenues and expenditures of the Police Department and said they are consistent with 2017. He said training is proposed to increase due to required "de-escalation" training being a new requirement. Erickson said new vests are needed for the officers so uniforms is also proposed to increase. He said a new SUV squad is proposed to be purchase in 2018 to replace the 2015 Explorer and City Hall might be interested in purchasing it. In regard to wages, Erickson said the CBA is in effect until the end of 2018 and expects negotiations begin in June of 2017. Erickson said based on discussions with the Chief of Police, the starting wage will probably have to be increased to \$23.00/hr. and is realistic for a community the size of Lonsdale. He said the Chief of Police is researching a wage range for the Secretary / Records Manager. Erickson said since Chief Schmitz became Chief in 2005, the Police Department has increased staff, hours of patrol, etc. and was recommending the Chief of Police's 2018 wage be increased to \$39.18/hr. He said the proposed wage is comparable with other communities the size of Lonsdale.

The City Council reviewed a proposed pay scale for 2018. Erickson said the starting wage overall, needs to be increased. He recommended eliminating the first four steps and adding four to the top. Through discussion, the consensus was to have the lowest starting wage for the City near \$11.50/hr.

#### Sanitary Sewer Service Line Repair Cost:

Erickson said the City Attorney and himself have reviewed who is responsible for the cost of sanitary sewer service line repairs and because the City Code is silent on the topic, it is the City's responsibility. Erickson said the most recent repair done was on 11<sup>th</sup> Ave NE, which cost the property owner approximately \$30,000.00. The City Council agreed the City is selling a product (the City) and needs to do what is right in situations like this even if it costs the City. Vlasak asked what about the other sanitary sewer service lines that need to be repaired and cross connections. Mayor Rud said the service on 11<sup>th</sup> Ave NE was different than other services needing repair because it was new construction, installed improperly and residents have the expectation after paying the WAC/SAC fee that the service is in good condition. Mayor Rud said each service needing repair should be reviewed by staff to determine the reason for and the extent of the repair. Erickson said he would coordinate with the property owner and bring this to an upcoming City Council meeting for final approval.

**11. OTHER BUSINESS**

a. Staff Reports  
None

b. Council Reports  
None

**12. ADJOURNMENT**

A motion was made by Kodada and seconded by Daleiden 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 7:19 pm.

Respectfully Submitted:

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Joel A. Erickson, City Administrator