

**MINUTES  
CITY OF LONSDALE  
CITY COUNCIL MEETING  
JULY 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: Kevin Kodada, Joe Daleiden, Tim Rud, Cindy Furrer, and Scott Pelava

Members Absent: None

City Staff Present: City Administrator Joel Erickson, City Engineer John Powell, Public Works Director Russ Vlasak and Police Chief Jason Schmitz

**4. APPROVAL OF AGENDA**

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

A motion was made by Pelava 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 Kodada and seconded by Daleiden to approve the Minutes from the June 29, 2017 Regular Meeting and the July 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 Pelava and seconded by Kodada 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

- a. Consider Approval of Application for Payment No. 7 (Final) in the Amount of \$233,728.98 to Chard Tiling & Excavating for the Area No. 5 Phase 2 Street & Utility Improvement Project

The Council reviewed the City Engineer's Memo, the pay voucher, and material quantity sheets. Powell stated that Chard Tiling and Excavating completed the remaining punch list items, milled off the bituminous wedge adjacent to the concrete curb, and placed the final layer of bituminous throughout the project. He asked the Council to consider approval of Pay Application No. 7, final payment, for the Area No. 5 Phase II Project. Powell explained that at the previous Council meeting, Chard did not have all the required final submittals in on time, but he stated that the required final documents have now all been submitted. He said that the total project cost came in about \$20,000 less than the bid amount. Powell explained that the two year warranty period would commence once the Council approves the final payment.

A motion was made by Daleiden and seconded by Pelava to approve application for Payment No. 7 (Final) in the amount of \$233,728.98 to Chard Tiling & Excavating for the Area No. 5 Phase 2 Street & Utility Improvement Project. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

## 10. NEW BUSINESS

- a. Consider Approval of Change Order No. 1 in the Amount of \$76,119.85 for the Pondview Dr. SE Street and Utility Extension Project – John Powell, City Engineer

The Council reviewed the City Engineer's Memo and cost estimate sheet. Powell explained that several changes have recently been discussed with the City Council, including: 1) water main boring work along Garfield Avenue, 2) a lowered intersection at Pond View Drive and Garfield Avenue, and 3) a right turn lane at that same intersection. He said that costs were negotiated with Dirt Merchant, and they came up with a change order in the amount of \$76,119.85, which represents 11.5% of the total project cost. Powell said that Dirt Merchant was very fair with their prices. Rud stated that the Council heard from local residents, and he is glad that the City is doing these changes.

A motion was made by Kodada and seconded by Pelava to approve Change Order No. 1 in the amount of \$76,119.85 for the Pondview Dr. SE Street and Utility Extension Project. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

b. Introduction of the New Tri-City United Lonsdale Elementary School Principal – Mollie Meyer, Tri-City United

The Council welcomed new Lonsdale Elementary School Principal Mollie Meyer. Meyer introduced herself from the front podium. She said that she would like to continue the great partnership that has been established between the City of Lonsdale and TCU Lonsdale Elementary School. Meyer also provided insight on educational initiatives that the school will be pursuing in the areas of personal learning and leadership. She encouraged anyone with new ideas or wanting to meet to contact her at Lonsdale Elementary School. Meyer said that she has been talking with the new Community Education Director about opening up the school to the public more often. The Council thanked Meyer for attending the meeting.

c. Consider Approval to Authorize Staff to Advertise for Sale a Forfeited 2001 Pontiac Grand Prix GT by Sealed Bid With a Minimum Bid of \$500.00 – Jason Schmitz, Chief of Police

Schmitz stated that the Police Department is now in possession of a forfeited 2001 Pontiac Grand Prix GT due to the arrest of an adult male who was driving under the influence of alcohol. Schmitz said that the vehicle forfeiture process was not challenged. He said that the vehicle has 230,161 miles and is in poor condition, giving it an estimated value of \$1,000.00.

A motion was made by Kodada and seconded by Pelava to authorize Staff to advertise for sale a forfeited 2001 Pontiac Grand Prix GT by sealed bid with a minimum bid of \$500.00. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

d. Consider Approval of an Amended Joint Powers Agreement for the Cannon River Drug and Violent Offender Task Force – Jason Schmitz, Chief of Police

Schmitz stated that the Rice County Sheriff's Department has recently been contracted by the City of Morristown, after their Police Department was disbanded in May 2017. He said that the Cannon River Drug and Violent Offender Task Force (CRDVOTF) agreement needed to be amended to reflect the change in Morristown, which will start paying \$1,336.00 annually starting in 2018.

A motion was made by Pelava and seconded by Furrer to approve an amended Joint Powers Agreement for the Cannon River Drug and Violent Offender Task Force. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- e. Consider Approval to Make a Conditional Job Offer to Todd Hanson as Part Time Police Officer at Grade 8 / 3 (\$19.17/hr.) – Jason Schmitz, Chief of Police

Schmitz recommended that the Council hire Todd Hanson as a part-time police officer. He explained that the Human Resources Committee reviewed 39 applications for the full and part-time positions, and they selected Hanson for the part-time position. Schmitz said that Hanson was looking to get back involved as a part-time police officer after retiring from the City of Faribault.

A motion was made by Daleiden and seconded by Kodada to approve making a conditional job offer to Todd Hanson as Part Time Police Officer at Grade 8 / 3 (\$19.17/hr.). Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- f. Consider Approval to Make a Conditional Job Offer to Luke Morris as Full Time Police Officer at Step 1 (\$20.55/hr.) – Jason Schmitz, Chief of Police

Schmitz recommended that the Council hire Luke Morris as a full-time police officer. He explained that the Human Resources Committee reviewed 39 applications for the full and part-time positions, and they selected Morris for the full-time position. Schmitz said that Morris has been working part-time as a community service officer for the City of Faribault. Furrer asked if Morris was eligible to be licensed as a Police Officer. Schmitz said that Morris is eligible to be licensed as a Police Officer and his license will be activated once he is officially hired by the City.

A motion was made by Pelava and seconded by Kodada to approve a conditional job offer to Luke Morris as Full Time Police Officer at Step 1 (\$20.55/hr.). Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

Rud thanked that Human Resource Committee for their hard work in going through all police officer applications and interviews.

- g. Consider Approval to Accept Autumn Brekke's Letter of Resignation From the Lonsdale Park and Recreation Advisory Board and Authorize Staff to Advertise the Vacancy – Ben Baker, City Planner

The Council reviewed Autumn Brekke's Letter of Resignation from the Park Board. Baker stated that Brekke did a good job during her few months on the Board, but he explained that her family will soon be moving outside of City limits.

A motion was made by Kodada and seconded by Furrer to approve Autumn Brekke's Letter of Resignation from the Lonsdale Park and Recreation Advisory Board and authorize Staff to advertise the vacancy. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

h. Consider Approval of the City's Water Supply Plan 2016-2018 – Russ Vlasak, Public Works Director

The City Council reviewed the City's Water Supply Plan for 2016-2018. Vlasak said that the DNR Area Hydrologist helped the City with a water conservation and groundwater plan.

A motion was made by Kodada and seconded by Furrer to approve the City's Water Supply Plan 2016-2018. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

i. Consider Approval of a Quote in the Amount of \$10,860.00 Submitted by Werner Implement Co., Inc. for an Allied Farm King Finishing Mower and Trade In of the City's Buhler Mower – Russ Vlasak, Public Works Director

Vlasak said that three bids were received for a new Allied Farm King 16 ft. triplex finishing mower from: 1) Werner Implement Co. Inc., 2) Lano Equipment Inc., and 3) Smiths Mill Implement. He said that the bids represented state bid pricing. Vlasak said that Werner Implement came in with the lowest bid and is giving the City the most for trade in value on the City's current mower. He said that the new Farm King model mower is identical to the current mower used by the City.

A motion was made by Daleiden and seconded by Furrer to approve a quote in the amount of \$10,860.00 submitted by Werner Implement Co., Inc. for an Allied Farm King Finishing Mower and trade in of the City's Buhler Mower. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

j. Consider Approval to Accept Deanna Fossness's Letter of Resignation From the Lonsdale Public Library Board and Authorize Staff to Advertise the Vacancy – Joel Erickson, City Administrator

Erickson stated that the Fossness Family is relocating out of town, and therefore, Deanna Fossness has submitted a Letter of Resignation from the Library Board. Furrer said that Deanna Fossness did a good job, brought good ideas to the table, and will be missed.

A motion was made by Pelava and seconded by Furrer to accept Deanna Fossness's Letter of Resignation from the Lonsdale Public Library Board and authorize Staff to advertise the vacancy. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- k. Consider Approval of an Agreement Between the City of Lonsdale and Safe Assure Consultants, Inc. in the Amount of \$4,128.31 for OSHA Compliance and Safety Training – Joel Erickson, City Administrator

Erickson explained the services that Safe Assure has performed for the City of Lonsdale over the past 14 years, including policy creation and OSHA walk through inspections. He said that OSHA did come to Lonsdale last year for two days, and he noted that no violations were found and not fines were issued. Furrer said that Safe Assure does a good job engaging Staff members. Daleiden wondered if appropriate safety information was available to employees. Erickson said that new employees are provided a flash dive including all the pertinent safety information and policies.

A motion was made by Pelava and seconded by Furrer to approve an agreement between the City of Lonsdale and Safe Assure Consultants, Inc. in the amount of \$4,128.31 for OSHA Compliance and Safety Training. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- l. Consider Approval of a Proposal Submitted by WSB & Associates, Inc. in the Hourly Not to Exceed Amount of \$191,443.00 – Joel Erickson, City Administrator

Erickson stated that it is time to start planning for the Area No. 5 – Phase IV Project so that bidding can take place in January. He said that Staff has negotiated a hourly not-to-exceed amount of \$191,443.00 with WSB to perform the necessary services to complete the project, including: the feasibility study, plan preparation/final design, contract administration, and materials testing. Powell noted the previous engineering costs for Area No. 5: 1) Phase I - \$242,000, 2) Phase II - \$219,000, and 3) Phase III – \$214,000. Erickson noted that Phase IV will be less than all the previous years. He said that WSB has considerable experience working in Lonsdale on past projects and they are familiar with the City's expectations. Rud said that the City should follow the timeline that allows for optimum bidding in January.

A motion was made by Kodada and seconded by Pelava to approve a proposal submitted by WSB & Associates, Inc. in the hourly not to exceed amount of \$191,443.00. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- m. Consider Approval of Resolution 2017-32, a Resolution Authorizing the Area No. 5 – Phase 4 Street and Utility Improvement Project Feasibility Study – Joel Erickson, City Administrator

Erickson said that the next step in the Area No. 5 – Phase IV Project is to authorize WSB to begin work on the Feasibility Study. He said that a Feasibility Study is a required step in the 429, Special Assessment, process. Erickson noted that a Feasibility Study includes cost estimates and whether or not the proposed improvements are necessary, cost effective, and feasible. The Council reviewed the proposed roadways within the project scope area. The Council directed WSB to work with the County on cost sharing. Daleiden stated that a trail connection, between Idaho Street and Downtown Lonsdale, needs to be included in the project.

A motion was made by Daleiden and seconded by Kodada to approve Resolution 2017-32, a resolution authorizing the Area No. 5 – Phase 4 Street and Utility Improvement Project Feasibility Study. Vote for: Kodada, Daleiden, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

n. Consider Approval of a Request for Proposals (RFP) for Auditing Services – Joel Erickson, City Administrator

Erickson said that the City's three year contract with Eide Bailly has come to end, and he said that a new contract is needed. He said that he has been satisfied with Eide Bailly's services and how well their team works with City Staff. The Council reviewed a proposed RFP for auditing services. Erickson summarized the RFP.

A motion was made by Kodada and seconded by Pelava to approve a Request for Proposals (RFP) for Auditing Services. 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 provided an update on what the Public Works Department has been doing, including: 1) painting hydrants, curbs and crosswalks, 2) jetting sewers, and 3) cleaning up in preparation for Community Days.

*City Engineer*

Powell gave an update on the Pond View Drive Project and Area No. 5 – Phase III Project.

*City Administrator*

Erickson said that he has been busy working on the 2018 City Budget and attending meetings.

*City Planner*

Baker stated that City Staff recently met with LGI Homes. He reminded the Council that parks and recreation items will be part of the discussion scheduled for the July 31<sup>st</sup> Budget Meeting.

b. Council Reports

*Council Member Daleiden*

Daleiden stated that so far, Sunday sales has been a positive for Lonsdale Liquor.

*Council Member Kodada*

Kodada said that the Park Board members were invited to attend the July 31<sup>st</sup> Budget Meeting.

*Council Member Furrer*

Furrer stated that the EDA has been working on marketing. She noted that the Library Board will be looking for a new Board member and discussing a possible expansion of hours at the Library.

*Council Member Pelava*

Pelava stated that the Planning Commission reviewed a presentation on beekeeping. He said that the Commission also started a review of regulations for low-powered vehicles, such as golf carts.

*Mayor Rud*

Mayor Rud announced that Night-to-Unite will be held on August 2<sup>nd</sup>, that the I.C. Church Bazaar will be held on August 6<sup>th</sup>, and that Community Days run from August 11<sup>th</sup>-13<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 8:01 pm.

Respectfully Submitted:

---

Joel A. Erickson, City Administrator