

**MINUTES  
CITY OF LONSDALE  
SPECIAL CITY COUNCIL MEETING  
JULY 9, 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

Members Absent: Scott Pelava

City Staff Present: City Administrator Joel Erickson, City Planner Benjamin Baker, City Treasurer Tami Brokl, and Public Works Director Russ Vlasak

**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 Cherney to approve the agenda as presented. Vote for: Cherney, Kodada, 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 City's 2019 Budget – Joel Erickson

- *Geographic Information Systems (GIS)*

Justin Hansen, WSB Systems Analyst, presented a visual demonstration of WSB's DataLink, which was projected up on the front whiteboard. He answered the City Council's questions about access, data capabilities, comparison to Beacon, ESRI partnerships, mobile devices, and data storage/ownership. The Council also reviewed a report on the subject from the City Planner. Public Works Director Vlasak said that DataLink will be a very valuable tool for maintenance tracking, inventories, record drawings, and detailed infrastructure information. City Staff provided the Council with a map showing where WSB was at with updating the GIS with as-built plans and construction plans. The Council agreed that DataLink and an updated GIS system is a huge assets to the City.

- *Parks & Recreation*

All the current members of the Park Board were in attendance at the meeting, including Lori Carpentier, Jeanette Utecht, Micki Ziskovsky, and Kevin Kodada. Baker and the Park Board members presented the Council with a 36-page proposed budget/parks update to review. Baker went through the major items that the Park Board was looking to fund over the next few years.

#### Trcka Park Parking Lot

The Council agreed that the City should lead by example, and the they said that the proposed east-side parking lot at Trcka Park should be paved.

#### Willow Creek Height Trail Solution

City Staff stated that the City needs direction on whether to reroute the Willow Creek Heights trail, to pave it with concrete, or make it into a natural grass path. After discussing the options, they directed City Staff to try to keep the pathway open and to maybe try a test strip section of concrete to see how it holds up.

#### DRS Field Lights Repair

City Staff informed the Council that an immediate solution is needed for the ball field lights at the DRS Field in Trena Memorial Park. Vlasak explained that some electrical issues have caused the lights to not function properly and that night ball games have had to be rescheduled. The Council directed Public Works to get another quote, and get the lights fixed as-soon-as-possible. Rud stated that the City should look at the big picture in regard to future poles and LED lights.

City Staff and the Board asked the Council to commit to getting the remaining improvements completed at Trcka Park completed in 2018-2019, including fencing, water line, irrigation, parking lot, and final grade/seeding. They also requested that consistent funding of \$50,000 - \$200,000/year be provided to accomplish the City's goals in the near future, including a full-size hockey rink, enclosed pavilion, new play equipment, trail connections, and water/splash amenity.

The Council reviewed a detailed end-of-season letter from TCU Soccer Director Erin Berry which detailed participation statistics, a recap of the past season, and upcoming initiatives. Utecht also provide insight on Lonsdale's soccer program. Carpentier stated that the teens do not have much to do in town. Staff provided information on community education programming and open gym opportunities.

Rud reminded everyone that Lonsdale's parks and trails system has mostly been constructed without the use of tax-payers money, but through new development, donations, and grants. The Council discussed the need to find funding for large one-time projects and annual consistent funding for smaller projects and maintenance.

- *Community Development*

The Council reviewed a report from Baker concerning staffing needs and office space needs for the Community Development Department. He said that the City will be looking to hire both a Building Inspector and City Planner over the next few months. He said that 3-4 additional office spaces/workstations are need at City Hall. The Council started to discuss facilities needs throughout the City.

- *Facilities*

After much discussion, the Council directed City Staff to not proceed with the idea of adding onto City Hall and pursue a more long-term solution for a joint City Hall-Police Station facility. Due to the high cost of an expansion to the current City Hall facility, the Council agreed that they shouldn't waste money adding onto a small 25-year old building. The Council directed Staff to meet with Wold Architects as-soon-as-possible to get cost estimates on a new joint facility. They stated that it would be best if the project would be ready to bid by Jan-Feb 2019. The Council all agreed that a new City Hall & Police Station would be the best long-term solution for the community. The Council and Staff talked about different financing mechanisms that could be used to fund the project, including a Capital Improvement Plan/Bonds. Furrer stated that a Police Department is definitely needed. The Council agreed that it is time, over the next year or two, for City facilities to become the priority and then road reconstruction projects can resume. Rud suggested that now is the time to take care of some of these items due to the good economy, timing of bonds being paid off, and large recently paid assessments. Rud mentioned that there are space needs at the library and maintenance shop building that also need to be addressed in the near future.

- *Tax Levy/Impact & Pay Scale/Wages/Benefits*

Erickson provided the Council with the preliminary tax levy and impact spreadsheet along with a salary comparison sheet for the Council to review. He asked the Council to provide direction on setting the tax levy and what should be done with employee wages/benefits. The Council looked at the possible tax impacts that would affect various properties around town if the tax levy was left the same as in 2018. Rud stated that clearly the City is in need of money to accomplish its many goals. After reviewing the many deficiencies in salary compared to other similar-sized cities, the Council suggested focusing on one department at a time each year to get them into a comparable range. The Council agreed that the Police Department should be the focus for the 2019 Budget. They agreed that the new pay range should be more in line with other area cities so that the Department doesn't keep losing newly trained officers.

- *Main Street South Sidewalk Plowing*

Erickson and Vlasak asked the Council to provide guidance on whether or not the new Main Street South sidewalk should be plowed by the neighboring residents or by the City. The Council stated that Public Works has nice new equipment that can easily clean the walkway during the winter months, and that the City should follow its snow removal policy.

- *Deep Sanitary Sewer Repairs*

Erickson and Vlasak asked the Council to provide guidance on who should be responsible to pay for some of the deep sanitary sewer repairs taking place in RayAnn Acres. They explained how some of the sewer service elbows are failing in that area due to ground settlement, and they noted that costs could range from \$10,000-\$30,000 to repair each service. The Council agreed that due to the location of the failing pipes, within the right-of-way, that it should be the City's responsibility after the property owner pays the first \$1,000.

## **11. ADJOURNMENT**

A motion was made by Kodada and seconded by Furrer to adjourn the meeting. Vote for: Cherney, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried. The meeting ended at 8:28 pm.

Respectfully Submitted:

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Joel A. Erickson, City Administrator