

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
JULY 9, 2020**

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,
Public Works Director Russ Vlasak, City Engineer John Powell

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 Pealva to approve the agenda as presented. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

5. APPROVAL OF MINUTES

Mayor Rud asked if there were any corrections, additions, or deletions to the Minutes. Furrer stated that Wold should be included in the motion approving selection of an architectural firm for the Police facility project and not just stated as a “firm” in the June 25th Regular Meeting Minutes.

A motion was made by Furrer and seconded by Pelava to approve the Minutes the June 25, 2020 Special Meeting and the June 25, 2020 Regular Meeting with the noted correction. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. 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 Furrer to approve the Consent Agenda as follows:

- a. Consider Approval of the Resignation of Marcus Koetzle as Seasonal Public Works Employee
- b. Consider Approval of the Resignation of Ed Simek as Seasonal Public Works Employee
- c. Consider Approval to Schedule a Board of Appeals and Adjustment Meeting for July 30, 2020 at 6:30 pm to Review a Variance from the B-2 “Minimum Lot Requirements & Setback Standards” for the Property Located at 114 Central St. E

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

9. OLD BUSINESS

None

10. NEW BUSINESS

- a. Consider Approval of an Agreement Between the City of Lonsdale and Wold Architects for the Police Facility and Future Master Planning Project – Joel Erickson, City Administrator
Erickson stated that out of 19 proposals, 4 architectural firms were interviewed, and Wold was selected as the top firm to work with on the Police Department and Future Master Planning Project. Erickson summarized the agreement between the City of Lonsdale and Wold, while the Council reviewed the standard AIA Doc. B101 – 2017 agreement document. Erickson noted that the City Attorney did review and make some minor changes to the agreement. He recommended approving the proposed agreement.

A motion was made by Kodada and seconded by Furrer to approve an Agreement between the City of Lonsdale and Wold Architects for the Police Facility and Future Master Planning Project. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

b. Consider Approval of Resolution 2020-27, a Resolution Designating an Official Appointment to the Lonsdale Public Library Board– Joel Erickson, City Administrator

Erickson explained that the Library has been advertising a vacancy on the Library Board. Erickson said that Amy Sladek submitted an application and was interviewed on July 2nd. He said that Sladek is an avid reader and goes to the library weekly, and he said that her main goal is to help the library to continue to grow and improve as the community grows so kids have a place to go. Erickson said that the Interview Committee recommended appointing Sladek to the Library Board.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2020-27, a Resolution Designating an Official Appointment to the Lonsdale Public Library Board. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

c. Consider Approval of an Agreement Between the City of Lonsdale and Safe Assure Consultants, Inc. in the Amount of \$4,466.89 for OSHA Compliance and Safety Training – Joel Erickson, City Administrator

Erickson recommended approving the City's annual contract between the City of Lonsdale and Safe Assure Consultants. He explained the different services that Safe Assure provides. Erickson said that Safe Assure helped a few years ago when OSHA came to town. He said that the City didn't receive any OSHA violations. He said that the service was budgeted for and the cost will be increasing by 2%.

A motion was made by Kodada and seconded by Pelava to approve an Agreement between the City of Lonsdale and Safe Assure Consultants, Inc. in the Amount of \$4,466.89 for OSHA Compliance and Safety Training. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

d. Consider Approval of an Application and Permit For a 1 Day to 4 Day Temporary On-Sale Liquor License Submitted by the Lonsdale Area Chamber of Commerce for “Fall into Lonsdale” September 17, 2020 – Joel Erickson, City Administrator

Erickson explained that Chamber canceled its May “Spring into Lonsdale” event, which is now being renamed as “Fall into Lonsdale” and will be held on September 17th. He said that the Chamber can receive up to 4 temporary liquor licenses within a year. He said that the event will be located on the property owned by the Rolling Ridge Market Place Owner's Association. Furrer asked about hours. Erickson said that the event will run from approximately 4:00pm – 9:00pm. He noted that the RRMPOA will be named as an additional insured.

A motion was made by Furrer and seconded by Kodada to approve an Application and Permit For a 1 Day to 4 Day Temporary On-Sale Liquor License submitted by the Lonsdale Area Chamber of Commerce for “Fall into Lonsdale”. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

Rud thanked the Chamber for all that they do in the community.

- e. Consider Approval of Application for Payment No. 1 in the Amount of \$25,715.55 for the “Trcka Park Building – Labor” Project Submitted by KA Witt – Joel Erickson, City Administrator

Erickson explained that the City solicited separate labor and material bids/contracts for the Trcka Park Project, so that the City could realize a savings for not having to pay for sales tax imposed on materials. The Council reviewed the pay request for work completed by KA Witt Construction. Erickson said that the City has already made 1-of-4 draws on the 1:1 matching DNR grant.

A motion was made by Kodada and seconded by Pelava to approve Payment No. 1 in the amount of \$25,715.55 for the “Trcka Park Building – Labor” Project Submitted by KA Witt. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- f. Consider Approval of Application for Payment No. 1 in the Amount of \$23,387.10 for the “Trcka Park Building – Material” Project Submitted by KA Witt – Joel Erickson, City Administrator

The Council reviewed the material portion of Pay Request No. 1 from KA Witt for earthwork, concrete footings, foundation insulation, plumbing, and project management. Erickson provided a brief project status report, and he said that substantial completion is set for September 15th.

A motion was made by Pelava and seconded by Furrer to approve Payment No. 1 in the amount of \$23,387.10 for the “Trcka Park Building – Material” Project Submitted by KA Witt. 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. 1 in the Amount of \$12,036.50 for the “Trcka Park Sewer, Water and Rink Prep” Project Submitted by KA Witt – Joel Erickson, City Administrator

Erickson recommended approval of Payment No. 1 in the amount of \$12,036.50 to KA Witt Construction for work completed on the water/irrigation service line installation. Furrer and Rud asked if a hose bib was included in the project to help with flooding the rink. Erickson and Vlasak explained how the Jayce Park ice rink is currently flooded and the plan for Trcka Park.

A motion was made by Kodada and seconded by Pelava to approve Payment No. 1 in the amount of \$12,036.50 for the “Trcka Park Sewer, Water and Rink Prep” Project Submitted by KA Witt. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- h. Consider Approval of a Proposal Submitted by WSB in the Hourly Not-to-Exceed Amount of \$25,263.00 for the 4th Ave SW Area Project Feasibility Study – Joel Erickson, City Administrator

Erickson asked the Council to consider approving a proposal submitted by WSB to complete a Project Feasibility Study for the 4th Avenue SW Area Project. Erickson said that the Council discussed completing the Feasibility Study as a way to save money on the study and construction costs. He said that the Study is approximately \$7,000 less than previous Studies. The Council discussed assessments, interest rates, and potentially combining the 3rd Avenue SW and 4th Avenue SW Project together. The Council reviewed the proposal details.

A motion was made by Furrer and seconded by Pealva to approve a Proposal submitted by WSB in the Hourly Not-to-Exceed Amount of \$25,263.00 for the 4th Ave SW Area Project Feasibility Study. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- i. Consider Approval of Resolution 2020-28, a Resolution Ordering Preparation of Report on the Improvement of the 4th Ave SW Area Street and Utility Improvement Project Which Includes 4th Ave SW, Alabama St. SW (between 4th Ave SW and 3rd Ave SW), Arizona St. SW ROW (between 4th Ave SW to CSAH 4) and Delaware St. SW (between 4th Ave SW and 3rd Ave SW) – John Powell, City Engineer

Erickson said that the Council just discussed and approved a proposal for the Feasibility Study under the previous agenda item, so he said that the next step to consider ordering preparation of a feasibility report on the improvement. The Council reviewed the associated memorandum from the City Engineer and further discussed project timeline and scope, including the option to complete the entire project in 1 year versus spreading it over 2 years.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2020-28, a Resolution Ordering Preparation of Report on the Improvement of the 4th Ave SW Area Street and Utility Improvement Project which includes 4th Ave SW, Alabama St. SW (between 4th Ave SW and 3rd Ave SW), Arizona St. SW ROW (between 4th Ave SW to CSAH 4) and Delaware St. SW (between 4th Ave SW and 3rd Ave SW). Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- j. Consider Approval of Application for Payment No. 2 in the Amount of \$241,227.80 to A-1 Excavating, Inc. for 2nd Ave SW Area Street and Utility Improvement Project – John Powell, City Engineer

Powell provided an update on the 2nd Avenue SW Project, and he asked the Council to consider payment to A-1 Excavating for completed work, including: watermain/service installation, storm sewer structure replacement, sanitary sewer installation, and drain tile installation. He said that all the underground utility work has been completed, except for some of the drain tile. Powell stated that the majority of streets in the project now have an aggregate base. Furrer asked if curb protection wedges would be installed with this project. Powell said that snowplow edges were part of the contract.

A motion was made by Kodada and seconded by Pelava to approve Payment No. 2 in the Amount of \$241,227.80 to A-1 Excavating, Inc. for the 2nd Ave SW Area Street and Utility Improvement Project. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

11. OTHER BUSINESS

- a. City Staff Reports

Public Work Director

Vlasak stated that the Public Works Department recently completed structural maintenance on the Jaycee Park # 1 Shelter. He noted that the structure was 17” out of level. He also provided updates on the on-going projects.

City Engineer

Powell provided an update on the Deer Ridge Drive NW Project. He said that the contractor did take ownership of the poor concrete curb construction, and he said that they will be replaced. Powell also provided an update on the 2nd Avenue SW Project. He said that the project is running at or a little ahead of schedule.

City Administrator

Erickson talked about the State Primary Election. He said that he is forming a core planning group for the Police Department Project, and he asked if any Council members would be interested. Pelava volunteered. Erickson said that Lonsdale was allocated \$311,005 in CARES Act funding, and he stated that he is drafting a policy for the funds.

City Planner

Baker stated that the Park Board will be meeting with the City Council on July 16th to discuss the 2021 Budget.

b. City Council / Department Reports

Council Member Cherney

N/A

Council Member Kodada

Kodada said that Park Board will be meeting on July 16th and the Planning Commission on July 20th.

Council Member Furrer

Furrer provided a brief update on the Library and liquor store.

Council Member Pelava

Pelava stated that in light of recent events and protests around the country, that he personally stands behind law enforcement. He said that Lonsdale is actually constructing a new Police Department not burning one down.

Mayor Rud

Rud said that there is a lot of construction activity going on in town. He thanked City Staff for doing a good job.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Furrer to adjourn the meeting. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The meeting ended at 8:00 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator