

**MINUTES
CITY OF LONSDALE
SPECIAL CITY COUNCIL MEETING
AUGUST 6, 2018**

1. CALL TO ORDER

Mayor Rud called a meeting of the Lonsdale City Council to order at 6:02 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 and Scott Pelava

Members Absent: None

City Staff Present: City Administrator Joel Erickson, 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 Pelava to approve the agenda as presented. Vote for: Cherney, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. 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

Administration:

Erickson said building permit revenue/expenses were removed from Administration and put in Planning & Zoning where these expenses will be allocated in 2019. He reviewed other revenues, wages, professional services, auditing, rentals, dues and subscriptions, elections, donations and capital outlay. Erickson said the \$350,000 budgeted for the City Hall expansion project in 2018 is proposed to remain for 2019. Mayor Rud ask staff where they were with meeting with the architect for a combined Police/City Hall facility. Erickson said the Chief of Police and himself met with the architect and they are working through a space needs for the facility. Cherney said the \$350,000 should be kept in the budget to show the City's support for the project.

Planning & Zoning:

Erickson said the property tax levy amount for this department is based on making the department cash flow. He reviewed charges for services, payroll, office supplies, professional services, legal fees, property insurance and dues/subscriptions. Kodada asked if funds were budgeted for GIS/Data Link. Erickson said the first year is free but there are no editing capabilities. He said 2019 is a trial year to see how much staff uses it and going forward, the cost is \$5,000, which is anticipated to be budgeted for. The City Council discussed the number of hours the Building Inspector will spend on inspections and other tasks.

SCDP Grant Fund:

Erickson said the fund balance in this fund is due to the repayment of housing projects because the home owner did not live there for the required ten years after the project was completed. He said he has contacted the MN Valley Action Council for assistance in managing future projects from start to finish.

EDA:

Erickson said the EDA has been working on their proposed 2019 budget. He said \$50,000 from the property tax levy is proposed to be allocated to the EDA. Professional Services, dues/subscriptions and contributions for 2019 were discussed.

Library:

Erickson said the Library's budget will be discussed at an upcoming meeting. He said it is the City's responsibility to allocated the minimum amount of funding at \$74,180, which is being met and from that point, the Library Board allocates the funding received as they see fit.

Debt Service Funds:

Erickson reviewed the debt service funds, their fund balances and whether or not they will be included in the 2019 budget.

Parks & Recreation:

Erickson said the Park Board attended the July 9th budget meeting and discussed capital outlay. He said this department is currently being worked on by staff and will be presented at the August 23rd budget meeting. He said capital outlay – equipment will be a priority of staff for 2019. Kodada said the vision of the Park Board is an ice rink at Trcka Park. He said the priority for 2019 is/should be getting Trcka Park turf established, drainage and the parking lot completed.

Veteran's Memorial:

Erickson said this fund has been closed and revenues/expenses are allocated to Administration.

Enterprise Funds:

Erickson said enterprise funds are not dependent on the property tax levy and will be discussed at a future budget meeting.

Road & Bridge:

Erickson said staff is working on this budget and will present recommendations at the August 23rd budget meeting. Vlasak said an item to consider for 2019 is a storm water management fee to offset the cost of maintenance to the City's retention ponds that is coming due. Discussion focused on the items involved in accomplishing the necessary maintenance.

Pay Scale/Wages:

Erickson said staff is working within the framework provided by the Human Resource Committee and discussions at recent City Council meetings to recommend wages for 2019.

Erickson provided a general update on the Area No. 5 / Phase 4 project. Kodada said the sidewalk at 507 Main St. S. needs to be redone due to the drastic grade changes.

Erickson agreed. Erickson said the next budget meeting is scheduled for August 23rd and will focus on Parks, Road & Bridge and enterprise funds.

11. ADJOURNMENT

A motion was made by Kodada and seconded by Cherney to adjourn the meeting. Vote for: Cherney, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried. The meeting ended at 7:07 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator