

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
SEPTEMBER 9, 2021**

1. CALL TO ORDER

Mayor Rud called a meeting of the Lonsdale City Council to order in the Lonsdale City Council Chambers at 7:01 p.m.

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 Planner Benjamin Baker,
City Engineer Nick Guilliams, Public Works Director Russ Vlasak

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any corrections, additions or deletions to the Agenda. Erickson asked if Resolution 2021-49, Establishing an Absentee Ballot Board, could be added to the agenda.

A motion was made by Kodada and seconded by Cherney to approve the agenda with the noted addition. Vote for: Cherney, Kodada, 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 Pelava and seconded by Furrer to approve the Minutes from the August 26, 2021 Regular Meeting, the August 30, 2021 Special Meeting. Vote for: Cherney, Kodada, 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 Furrer to approve the Consent Agenda as follows:

- a. Consider Approval to Set the Snow Removal Rate Paid by the City at \$100.00 per Hour, per Truck with a Three (3) Hour Minimum – Russ Vlasak, Public Works Director

Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None.
Vote: 5-0. Motion carried.

9. OLD BUSINESS

- a. Consider Approval of Resolution 2021-46, a Resolution Approving the Classification and Potential Sale of Non-Conservation Forfeited Land – Joel Erickson, City Administrator

Erickson stated that he presented the same Resolution to the Council at the previous meeting, but the issue was tabled to allow for more research. He said that Rice County confirmed that the property would be going to auction and that the City cannot acquire the parcel for public purpose at this point. Erickson explained the options that have been available to the City. Cherney concurred that the window is now closed for the City get the parcel for public purpose.

A motion was made by Kodada and seconded by Pelava to approve the agenda with the noted addition. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

10. NEW BUSINESS

- a. 2022 Street and Utility Improvement Project Neighborhood Meeting – Nick Guilliams, City Engineer

Rud welcomed the audience members to the 2022 Street Project Neighborhood Meeting, and he introduced City Staff and new City Engineer Nick Guilliams. Guilliams went through a 22-slide presentation, consisting of the project's purpose, history, pavement ratings, location, proposed improvements, cost/financing, assessments/amortization schedule, and proposed timelines. Erickson emphasized the process and timeline to pay off an assessment without having to pay for interest. Erickson said that payments in full must be received prior to February 24, 2022, to avoid paying interest. He also noted that the first year's payment reflects 22 months of interest. Guilliams encouraged everyone to sign in and use the available comment cards. After the presentation, Rud invited the audience to relay any questions, comments, or concerns.

Frank Breimhorst, 332 4th Avenue SW, asked about tree replacement curb-cut access. Erickson stated that a previous Resolution required that the access be closed. Rud said that the Council could relook at that.

Thomas Malecha, 315 4th Avenue SW, asked about the Arizona Street right-of-way, located south of his property. Rud said that issue should get cleaned up. Erickson explained the petition process to vacate a right-of-way. Malecha was directed to contact Erickson at City Hall to start the process.

Gary Skluzacek, 601 Railway Street SW, questioned why he should have to pay for a new waterline that has been replaced multiple times in the recent past. Vlasak and Erickson explained that his private water service may have been replaced, but the watermain has not been replaced. The Council encouraged the resident to check his records.

The Council and City Staff thanked the residents for attending the meeting, and stated that the official meeting will be on September 30, 2021.

- b. Consider Approval of Application for Payment No. 6 in the Amount of \$66,676.70 to Kue Contractors, Inc. for the Police Facility – Melissa Stein, Wold
Melissa Stein, of Wold Architects, asked the City Council to consider approval of Payment no. 6 to the contractor for the Police Department Project. The Council reviewed the associated documents. Stein provided an update on the exterior brick, and Pelava stated that some materials have been delivered to the site. Stein said that the project is in alignment with the most recent schedule.

A motion was made by Pelava and seconded by Furrer to approve Application for Payment No. 6 in the amount of \$66,676.70 to Kue Contractors, Inc. for the Police Facility. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- c. Consider Approval of Change Order No. 3 in the Amount of \$5,345.00 for the Addition of a Storm-Rated Door and Removal of One Locker Pertaining to the Police Facility – Melissa Stein, Wold
Melissa Stein, of Wold Architects, went through Change Order No. 3. Stein explained that after a third-party review, it was found that a storm-rated door was required for the storm shelter. She said that one locker was being removed to allow for the storm door. Furrer asked if the locker was needed. Stein explained that the locker was designed based on the size of the room for the future, and it was not necessary at this time. Cherney questioned why the architect missed the storm door requirement.

A motion was made by Kodada and seconded by Pelava to Change Order No. 3 in the amount of \$5,345.00 for the addition of a storm-rated door and removal of one Locker pertaining to the Police Facility. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- d. Consider Approval of Resolution 2021-47, a Resolution Accepting a Bid for the Police Facility – Audio/Video Equipment – Melissa Stein, Wold

The Council reviewed four bids for audio/video equipment for the new Police Department. Stein explained that only audio/video rough-ins are included with the main construction package, and she said that a separate contract and vendor is needed to install the specified a/v items. Stein said that Tierney Brothers LLC was the low bid, which came under the \$40,000 budgeted amount. She noted that Wold has worked with that Tierney on successful projects before in the past. Cherney questioned if legal ramifications and assurances had been considered in case of delays or issues. The Council discussed concerns with project delays. Stein said that the proposed contract should suffice.

A motion was made by Pelava and seconded by Kodada to approve 2021-47, a Resolution accepting a bid for the Police Facility – Audio/Video Equipment. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- e. Consider Approval to Make a Conditional Job Offer to Brodee Kupp as Part Time Police Officer at \$24.15/hr. – Jason Schmitz, Chief of Police

Police Chief Schmitz stated that the Lonsdale Police Department currently has one part-time officer that also works full-time for the Rice County Sheriff's Department. Due to his full-time commitment, Schmitz said that his availability to assist and cover shifts is limited. He said that two individuals were interviewed for a part-time position on July 29, 2021. He said that the Human Resources Committee selected Brodee Kupp.

A motion was made by Kodada and seconded by Pelava to make a Conditional Job Offer to Brodee Kupp as Part Time Police Officer at \$24.15/hr.. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- f. Consider Approval to Authorize Staff to Advertise for Bid “Concrete Repair Work” at the Fire Hall – Dave Pfluke, Fire Chief

Fire Chief Dave Pfluke asked the City Council to consider authorizing City Staff to advertise for bids for concrete repair work around the Fire Department building. He said that repair work is need on the Railway Street apron, the overhead door thresholds, an the apron on the east side of the building. Pfluke said that the project was budgeted for. Furrer wondered if it was appropriate timing due to the upcoming Co Rd 4 Project. Erickson stated that the project was already delayed once, and there is no guarantee that another delay won't happen again. Kodada noted that the best time to bid next year's concrete projects is in January, since most contractors are very busy right now.

A motion was made by Pelava and seconded by Furrer authorize Staff to advertise for bid “Concrete Repair Work” at the Fire Hall. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- g. Discuss Proposed Ordinance 2021-307, an Ordinance Amending Title III, Chapter 33 of the Lonsdale City Code Concerning Elections and Consider Approval to Schedule a Public Hearing for October 14, 2021 at 7:15 pm or Shortly Thereafter – Joel Erickson, City Administrator
Erickson said that City Staff was requested to research and present a plan to switch from odd to even year elections. Erickson went through the reasons for the switch along with the procedure for accomplishing a switch to even year elections. Erickson said that there would be approximately \$2,700 in savings by switching to even year elections. He also stated that it is becoming more difficult to find election judges. Erickson said that Rice County no longer processes absentee ballots for odd year elections. He said that the City Attorney would be attending the October 14th meeting to answer and questions from the City Council on the subject.

A motion was made by Kodada and seconded by Pelava to approve Ordinance 2021-307, an Ordinance Amending Title III, Chapter 33 of the Lonsdale City Code Concerning Elections and Consider Approval to Schedule a Public Hearing for October 14, 2021 at 7:15 pm or Shortly Thereafter. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- h. Consider Approval of Resolution 2021-48, a Resolution Appointing Election Judges for the 2021 City General Election – Joel Erickson, City Administrator
Erickson said that the General Election is scheduled for November 2, 2021. He said that the City is responsible for appointing Election Judges. The Council reviewed a list of eight Election Judges and the associated compensation rate of \$14.42/hour.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2021-48, a Resolution appointing election judges for the 2021 City General Election. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- i. Consider Approval of Resolution 2021-49, a Resolution Establishing an Absentee Ballot Board – Joel Erickson, City Administrator
Erickson explained how the Absentee Ballot Board functions. The Council reviewed applicable law and Resolution.

A motion was made by Kodada and seconded by Cherney to approve Resolution 2021-49, a Resolution establishing an Absentee Ballot Board. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

11. OTHER BUSINESS

a. City Staff Reports

Public Work Director

None

City Engineer

None

City Administrator

Erickson said that he has been working on the 2022 Budget and elections.

City Planner

Based on direction from the August 30th Joint Development Discussion Meeting with the City Council and Planning Commission, Baker said that City Staff has begun to reach out to current large-acreage land owners within City Limits, to gauge interest in development.

b. City Council / Department Reports

Council Member Cherney

Cherney stated on behalf of the Rice County Republicans, that he has contacted Rice County and talked with Erickson about elections ballot counting. He said that any concerns should be relayed to the Secretary of State's office.

Council Member Kodada

Kodada said that the Park Board and Planning Commission will meet on September 27th.

Council Member Furrer

Furrer provided an update on Lonsdale Liquor.

Council Member Pelava

Pelava said that the EDA continues to work on the BR&E initiative.

Mayor Rud

Rud gave a shout out to all the Lonsdale advisory boards and their members, including the Planning Commission, Park Board, EDA, and Library Board. He thanked them for their volunteerism and everything that they do for the community.

12. ADJOURNMENT

A motion was made by Pelava and seconded by Furrer to adjourn the meeting. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The meeting ended at 8:10 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator