

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
JANUARY 27, 2022**

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: David Webb, Tim Rud, Cindy Furrer, and Scott Pelava

Members Absent: Kevin Kodada

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.

A motion was made by Pelava and seconded by Furrer to approve the agenda as presented. Vote for: Webb, 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.

A motion was made by Pelava and seconded by Webb to approve the Minutes from the January 3, 2022 Regular Meeting. Vote for: Webb, 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 Furrer and seconded by Pelava to approve the Consent Agenda as follows:

- a. Monthly Bills
- b. Treasurers Report
- c. Board and Commission Minutes
- d. Consider Approval of a Revised Job Description for Part Time Liquor Store Clerk
- e. Consider Approval of a Revised Job Description for Seasonal Public Works
- f. Consider Approval to Authorize Staff to Advertise For Seasonal Public Works Employees at Grade 1 / Step 4 (\$14.92/hr.)
- g. Consider Approval of the Revised Lead Water/Wastewater Operator Job Description
- h. Consider Approval of an Agreement for Legal Services Between the City of Lonsdale and Campbell Knutson, Professional Association
- i. Consider Approval to Purchase a First Products Aerovator Model #AE-80 in the Amount of \$2,750.00 from the City of Lakeville

Vote for: Webb, 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 Change Order No. 4 in the Amount of \$2,975.50 for the New Police Facility

Melisa Stein of Wold asked the City Council to consider approval of Change Order No. 4. The Council reviewed the Change Order documents while Stein provided an update on the Police Department Project, including the roof, exterior wall, interior wall studs, exterior front, windows, floor slabs, and utility rough-ins. Stein said that Wold is generally satisfied with the project's progress. She explained that the interior should be completed in late-May or early-June and the landscaping may be done by the end of June. Rud stated that a final completion date should be established to relay to the public. Stein said that it important that the furniture and audio-visual work are completed prior to move in. Pelava provided information on the RFP-11 door frames, and Stein said that Wold would take care of the mix up with the shop drawings miscommunication. Pelava said that the Police Department Committee meets every Wednesday on site to monitor the project.

A motion was made by Pelava and seconded by Webb to approve Change Order No. 4 in the amount of \$2,975.50 for the New Police Facility. Vote for: Webb, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- b. Update on the Bidding Process for the 2022 Street and Utility Improvement Project
Guilliams stated that the bid opening was held on January 18, 2022 for the 2022 Improvement Project. He said that the low bid was submitted by BCM Construction, and came in lower than the Engineer's Estimate of \$1.67 million. He said that the bids were balanced and came in favorable. Guilliams noted that bituminous costs were a little higher. He said that the next step is to award the contact at the February meeting.
- c. Consider Approval of Resolution 2022-04, a Resolution Declaring the Cost to be Assessed and Ordering Preparation of Proposed Assessment for the 2022 Street and Utility Improvement Project
Erickson asked the Council to consider approval of Resolution 2022-04. He read through the Resolution, which declares that the City will pay 78.53% of the project cost and that 21.47% will be assessed. He noted that the special assessments will be payable over 15 years and bear an interest rate of 4.9%. He said that assessment amounts for residential properties are \$14,000, which is consistent with past projects. Pelava said that the residents are aware of the project and that many of them are waiting for the project to take place, and he said that the City should keep the project rolling. Guilliams said that the Co Rd 4 Project will be designed this year but constructed in 2023.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2022-04, a Resolution Declaring the Cost to be Assessed and Ordering Preparation of Proposed Assessment for the 2022 Street and Utility Improvement Project. Vote for: Webb, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- d. Consider Approval of Resolution 2022-05, a Resolution Scheduling the Public Hearing on Proposed Assessments for the 2022 Street and Utility Improvement Project
Erickson asked the Council to consider Resolution 2022-05, which schedules a public assessment hearing on February 24, 2022. He said that the hearing notice will be published in the newspaper and mailed to each property owner. Erickson said that the letter/invoice was created to be easily read and understood. He said that the City will be assessing a little more than the required 20%. The Council reviewed the assessment role and Resolution.

A motion was made by Furrer and seconded by Webb to approve Resolution 2022-05, a Resolution Scheduling the Public Hearing on Proposed Assessments for the 2022 Street and Utility Improvement Project. Vote for: Webb, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- e. Consider Approval to Schedule a City Council Work Session for February 24, 2022 at 6:00 pm

Erickson provided the Council with a list of items that need to be discussed at an upcoming work session meeting. The Council agreed that a work session was a good idea and would allow more detailed discussion and Staff more time for research.

A motion was made by Pelava and seconded by Furrer to schedule a City Council Work Session for February 24, 2022 at 6:00 pm. Vote for: Webb, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- f. Consider Approval to Authorize Staff to Advertise for a Full Time Lead Water/Wastewater Operator at Grade 13 – Salary DOQ

Erickson said that with the retirement of Dale Furrer at the end of March 2022, now is the time to post the Lead Water/Wastewater Operator job opening. He said it takes about six weeks to hire an employee. The Council reviewed the hiring timeline. He said that the position will be advertised on the City's website, on the LMC website, and Rural Water website. Pelava wondered if current Staff could fill in if needed.

A motion was made by Furrer and seconded by Webb to authorize Staff to advertise for a Full Time Lead Water/Wastewater Operator at Grade 13 – Salary DOQ. Vote for: Webb, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- g. Presentation of the 2021 Parks & Recreation Year-In-Review

While the Council reviewed a list of items, projects, and accomplishments from 2021, Baker highlighted a few specific items including: pavers at the Veterans Memorial, the Trcka Park Project, budget discussion, trees, Dog Park improvements, the archery range, flowers, and the parks webpage. Rud stated that the City should post these accomplishment on the website and/or newspaper to pass along the things that are happening in Lonsdale.

The Council agreed that solutions for vandalism at the parks should be added to the workshop agenda. Erickson, Vlasak, and Rud provided insight on security camera systems. Rud suggested that relief grants may work as a funding source.

- h. Presentation of the 2021 Community Development and Planning & Zoning Year-In-Review

While the Council reviewed a list of community development, planning and zoning items, project, and accomplishments from 2021, Baker highlighted a few specific items including: building permit stats, permit software, scanning documents to the secure server, land use permit review/approval, ordinance reviews, solar energy, food trucks, shipping containers, accessory dwelling units, the downtown area, and residential land development and new home building.

- i. Consider Approval of a Quote Submitted by North Central International, Inc. in the Estimated Amount of \$91,442.08 for a 2024 International HV Plow Truck Chasis
Vlasak explained that it is important to get on the waiting list for a new snowplow truck and snow equipment to avoid an even longer waiting period. Erickson stated that the City is budgeting \$83,000/year for the truck/equipment. The Council reviewed the detailed options and price list. Furrer stated that the price is right on track with the budgeted amount. Vlasak explained the pros and cons of the front and rear mount plows.

A motion was made by Pelava and seconded by Furrer to approve a quote submitted by North Central International, Inc. in the estimated amount of \$91,442.08 for a 2024 International HV Plow Truck Chasis. Vote for: Webb, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- j. Consider Approval of a Quote Submitted by Crysteel Truck Equipment in the Estimated Amount of \$141,621.00 for a Stainless Steel Elliptical Body and Plow Equipment
This agenda item was discussed along with the previous agenda item.

A motion was made by Pelava and seconded by Webb to approve a quote submitted by Crysteel Truck Equipment in the estimated amount of \$141,621.00 for a stainless steel elliptical body and plow equipment. Vote for: Webb, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

11. OTHER BUSINESS

a. Staff Reports

Public Works Director

Vlasak said that the Public Works Department has been working hard to keep up the ice at the ice rinks. He said that TCU Hockey will be having an event at Trcka Park on Saturday. He noted that the Department has been plowing snow, trimming trees, conducting inspections, and maintaining equipment.

City Engineer

None

City Administrator

Erickson provided a list of items that he has been working on including: the State of the City report, Human Resource tasks, proving contact info for MNDOT's future TH 19 Project, an investment meeting with First National Bank, BR&E breakout group meeting, regional administrators meeting, job postings, the annual Chamber Dinner, and the 2023 Fire Department Budget.

City Planner

Baker stated that the Park Board and Planning Commission met on Monday the 24th and welcomed new members Maria Kowalski and Lance Benninghoff. Baker stated that the Parks is in the preliminary stages of potentially pursuing a DNR grant for outdoor recreation and/or trail connections. Rud stated that the City should always be pursuing grants when available. He gave a shoutout to Erickson and Baker for the numerous grants that they have acquired over the years.

b. Council Reports

Council Member Webb

Webb provided a brief update on the Library Board.

Council Member Kodada

None

Council Member Furrer

Furrer stated that the EDA met last week and reviewed the mission statement.

Council Member Pelava

Pelava provided an update on the Police Department Project. He also provided an update on the Chamber's Annual Dinner.

Mayor Rud

Mayor Rud stated that Sister Smisek has been talking about the history of Lonsdale. He thanked Erickson and City Staff for their help compiling the information for the 12-page document. Rud encouraged anyone interested in knowing what has been going on in the city to read the report. He stated that we are pretty blessed to have a town managed and maintained like Lonsdale.

12. ADJOURNMENT

A motion was made by Furrer and seconded by Pelava to adjourn the meeting. Vote for: Webb, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried. The meeting ended at 8:13 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator