

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
NOVEMBER 10, 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 Engineer Nick Guilliams, Interim Public Works Director Joe Dornfeld and Fire Chief Dave Pfluke

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any additions, deletions or corrections to the agenda. Erickson said depending on how item 10J goes and if approved, he is recommending the job posting be approved and staff be authorized to advertise for a Full Time Public Works Employee to replace Dornfeld. A motion was made by Furrer and seconded by Webb 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 additions, deletions or corrections to the Minutes. A motion was made by Pelava and seconded by Furrer to approve the minutes from the October 13, 2022 Regular Meeting and the October 24, 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

None

9. OLD BUSINESS

None

10. NEW BUSINESS

a. Consider Approval of a Bid Submitted by Heiman Fire Equipment in the Amount of \$300,235.00 for a 3,000 Gallon Tanker

Fire Chief Pfluke said it has been a 2-2 ½ year process but the specifications were completed and the vehicle was advertised. He said one bid was received of approximately \$300,000. Pfluke said it will take 2 years for the truck to be built and delivered. He said the City has purchased trucks from Heiman Fire in the past and have been satisfied with their work. Pfluke said the new tanker will replace the 1978 tanker and become the frontline tanker. He said funds in the amount of \$220,000 have been budgeted and the remaining amount will be funded by a budget surplus over the last several years. He said in addition, the Firemen's Relief has donated to the budget each year for equipment replacement. Mayor Rud asked if the amount budgeted for equipment should be increased next year. Pfluke said probably and he did not expect the bid to come in as high as it did. He recommended approval of the bid submitted by Heiman Fire. Rud said a lot of work has been put in to get to this point. Furrer asked if there was a timeline on receiving the chassis. Pfluke said he did not know. A motion was made by Pelava and seconded by Furrer to approve a bid submitted by Heiman Fire in the amount of \$300,235.00 for a 3,000 gallon tanker. Vote for: Webb, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

b. Consider Approval of a Quote Submitted by ANCOM in the Amount of \$14,044.00 for 26 Minitor VI VHF 5 Channel Pagers

Pfluke said each fire fighter has a pager and because of the amount of recent repairs and the fact the pagers are no longer supported, he obtained a quote from ANCOM for new pagers. Mayor Rud asked how old the pagers are. Pfluke replied 15 years old. He said he is getting more and more complaints about them not working and they have reached their useful life. Pfluke said he applied for and received a grant from the MN DNR in the amount of \$5,000. He said the balance of the cost would be paid for by reserves that are budgeted annually for pager replacement. Pelava asked if there was a newer version of the pagers. Pfluke said he received a quote for the pagers that are a step up from the current one. He said otherwise, the next step up is 800 mHz. Pelava asked if the pagers were compatible with 800 mHz. Pfluke said they are VHF and not compatible with 800 mHz. A motion was made by Furrer and seconded by Webb to approve the quote submitted by ANCOM in the amount of \$14,044.00 for 26 new pagers. Vote for: Webb, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- c. Consider Approval of a Quote Submitted by BNK Excavating in the Amount of \$6,967.00 for the Gibbon Ave Ditch and Culvert Improvements
Guilliams said staff was contacted by the owner of 6800 Gibbon Ave regarding drainage through her property and concerns of flooding. He said since 2004, the property has flooded during large rain events and the seasonal freeze/thaw. Guilliams said in 2014, the City installed a larger driveway culvert to reduce the potential of flooding and it worked well until last year when it froze. He said staff solicited and received 3 proposals to make the proposed improvements, with the low bid coming in at \$6,967.00. Jody Hruby said prior to construction of the Shadow Stone development, it was raw land and questioned why the development had to drain through her property. She said at the time, they had no input into the design and initially, they had a 14” driveway culvert. She said the solution is water not draining onto her property. Mayor Rud said in fairness to staff and the City Council, they were not here when this development was approved. Hruby said she was now, not in favor of lowering the culvert because of maintenance concerns and does not want a dry ditch. Dornfeld said if the concern is maintenance, he recommended leaving the drainage as is and if needed, the City could provide necessary maintenance. He suggested an agreement be in place to keep the ditch as is and it can be monitored for maintenance to reduce the chances of flooding. A motion was made by Pelava and seconded by Furrer to reject the bids received for the Gibbon Ave Culvert work. Vote for: Webb, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.
- d. Consider Approval of Application for Payment No. 5 in the Amount of \$167,060.97 to BCM Construction for the 2022 Street Improvement Project
Guilliams said the project is substantially complete, he reviewed the items contain in the pay request and recommended approval. Mayor Rud asked if there was an update on the sewer back up at 315 4th Ave SW. Guilliams said the contractor informed staff their insurance company has made the owners an offer to resolve the matter. A motion was made by Pelava and seconded by Webb to approve Application for Payment No. 5 in the amount of \$167,060.97 to BCM Construction. Vote for: Webb, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.
- e. Consider Approval of a Quote Submitted by Midwest Machinery Co. in the Amount of \$5,149.64 for a John Deere Z997R Diesel NA
Dornfeld said this was discussed during the 2023 budget process and to get it delivered in the spring, the purchase order needs to be approved now. He said funding for the mower will come from the 2023 budget when payment will be due. Pelava asked about when the Gator was going to be delivered. Dornfeld replied next week. A motion was made by Furrer and seconded by Pelava to approve a quote in the amount of \$5,149.64 for a John Deere Z997R Diesel NA mower. Vote for: Webb, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- f. Consider Approval of an Offer Submitted by Midwest Machinery Co. in the Amount of \$96,000.00 to Purchase the City's John Deere 5125R Tractor
Dornfeld said this was discussed during the 2023 budget process and Midwest Machinery Co. has offered to purchase the tractor for \$96,000.00. Mayor Rud said it is time to move on. A motion was made by Pelava and seconded by Webb to approve the offer in the amount of \$96,000.00 submitted by Midwest Machinery Co. Vote for: Webb, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.
- g. Consider Approval of a Quote Submitted by Midwest Machinery Co. in the Amount of \$81,859.33 for a John Deere 1600 Turbo TerrainCut Commercial Wide-Area Mower with 2-Post Folding ROPS
Dornfeld said this was also discussed during the 2023 budget process as part of trading in the City's John Deere 5125R tractor. He said this mower will replace the tractor. He said similar to the other mower, the purchase order needs to be approved now, for deliver in the spring. He said the City will not have to pay for the mower until 2023. Dornfeld reviewed the alternatives. Furrer asked if the mower was available in March of 2023. Dornfeld said he has been told between March and May of 2023 for delivery. A motion was made by Pelava and seconded by Furrer to approve a quote submitted by Midwest Machinery Co. in the amount of \$81,859.33 for a John Deere 1600 Turbo TerrainCut mower. Vote for: Webb, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.
- h. Consider Approval of a Proposal Submitted by Abdo Eick & Meyers in the Amount of \$31,500.00 to Conduct the City's 2022 Year End Audit
Erickson said recently, he received a letter from the City's Auditor Schlenner Wenner that they were resigning as the City Auditor because of industry wide staffing issues. He said because of that, he reached out to several firms to see if they were interested in submitting a proposal for 2023. Erickson said of the firms contacted, only Abdo Eick & Meyers submitted a proposal. Erickson compared the cost of the proposal to that of Schlenner Wenner's and Abdo Eick & Meyers's proposal for 2023, which were submitted as part of the RFP process in 2020. Furrer asked if the City used Abdo Eick & Meyers in the past. Erickson replied yes. A motion was made by Furrer and seconded by Pelava to approve the proposal submitted by Abdo Eick & Meyers in the amount of \$31,500.00 to conduct the City's 2022 year end audit. Vote for: Webb, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.
- i. Consider Approval of Andrew Rasmussen's Letter of Resignation From the Lonsdale Economic Development Authority
Erickson said due to other commitments, Andrew Rasmussen has resigned from the Lonsdale EDA. He said Rasmussen brought an entrepreneurial spirit to the EDA. Mayor Rud thanked Rasmussen for his commitment to the EDA. A motion was made by Pelava and seconded by Webb to accept Rasmussen's letter of resignation from the Lonsdale EDA. Vote for: Webb, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

j. Consider Approval to Make a Conditional Job Offer for the Public Works Director Position

Erickson said with the resignation of the former Public Works Director, Joe Dornfeld was appointed Interim Public Works Director in early August. Erickson said the position was advertised and three of the four applicants met the minimum requirements. He said those three applicants were interviewed and based on the application materials and interviews, the hiring committee was recommending that Dornfeld be appointed the Public Works Director with an hourly wage of \$41.93. Mayor Rud said he is a big supporter of Dornfeld and he will be good at public relations, etc. and he is a good choice. Pelava said the other applicants were good and it came down to Dornfeld's employment with the City for the last 16 years. Mayor Rud asked Erickson if he had come to terms with Dornfeld. Erickson said yes. Furrer suggested Dornfeld attend management seminars to grow as a leader, which will be helpful. Mayor Rud encouraged any employee in a leadership position to attend management training. A motion was made by Pelava and seconded by Furrer to appoint Joe Dornfeld as Public Works Director with an hourly wage of \$41.93. Vote for: Webb, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

k. Consider Approval of the Job Posting and Authorize Staff to Advertise for a Full Time Public Works Employee

Erickson said with the appointment of Joe Dornfeld to Public Works Director, his position needs to be filled. He reviewed the job posting and recommended approval of it. A motion was made by Furrer and seconded by Pelava to approve the job posting and authorize staff to advertise for a full time Public Works Employee. Vote for: Webb, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

Mayor Rud asked if staff had snow plowing covered being down one full time employee. Dornfeld replied yes.

11. OTHER BUSINESS

a. Staff Reports

Public Works Director

Dornfeld said staff has completed patching and is getting snowplow equipment ready for the season. He said staff has finished getting the lights on the Christmas tree ready, that new bugs were put at the wastewater treatment plan and the skate park equipment is being refurbished, which will continue through the winter. Dornfeld said he is excited to be the Public Works Director.

City Engineer

Guilliams said he and staff have been reviewing the proposed trail improvements to be done in 2023. He said based on a review of the condition of the trail system, staff was recommending the trails on 8th Ave NE and 15th Ave SE be reconstructed.

City Administrator

Erickson said he has received several inquires about the Community Development Planner position and will be following up with them. Mayor Rud said it might be necessary to reach out directly to Planners. Erickson said a short term solution could be contracting with WSB for planning services. Mayor Rud also said that SkyWarn reached out to him about a potential facility after the City sells the old PD. He said SkyWarn does not have funds to purchase/rent a building. Erickson said the City Council should discuss this and provide staff direction prior to meeting with SkyWarn.

City Planner

None

b. Council Reports

Council Member Webb

Webb said the Library held their Annual Halloween Party and it was well attended.

Council Member Kodada

None

Council Member Furrer

Furrer said the Liquor Committee met last week and things are going well. She said the Committee recommended a new inventory goal and there will be two tasting events coming up.

Council Member Pelava

Pelava said the Chamber is getting ready for Frosty Fest and the Tree Lighting on November 26th.

Mayor Rud

Mayor Rud thanked the Chamber for coordinating ribbon cuttings for new businesses. He congratulated and wished the new businesses good luck.

12. ADJOURNMENT

A motion was made by Pelava and seconded by Furrer 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 8:07 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator