

**MINUTES  
CITY OF LONSDALE  
CITY COUNCIL MEETING  
NOVEMBER 30, 2020  
(ZOOM MEETING # 83781974705)**

**1. CALL TO ORDER**

Mayor Rud called a meeting of the Lonsdale City Council to order at 7:00 p.m. He said the meeting was being held electronically due to the ongoing State of Emergency and health pandemic in accordance with Minnesota State Statute §13D.021.

**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, Public Works Director Russ Vlasak, City Engineer John Powell, Police Chief Jason Schmitz

**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. Roll Call 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 Furrer and seconded by Pelava to approve the Minutes from the November 12, 2020 Regular Meeting and the November 16, 2020 Special Meeting. Roll Call 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 Kodada and seconded by Cherney to approve the Consent Agenda as follows:

- a. Monthly Bills
- b. Treasurers Report
- c. Board and Commission Minutes

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

## 9. OLD BUSINESS

None

## 10. NEW BUSINESS

- a. Consider Approval of the Final Plans and Specifications for the Proposed Public Safety Facility – Melissa Stein, Wold

Melissa Stein, of Wold Architects, went through a 14-slide presentation, showing the latest plans for the new Police Department facility. The Council followed along and provided comments. Stein provided insight on the parking lot configuration, ornamental fencing, the security gate system, underground utilities, the floor plan layout, garage space, and building materials. She noted that two extra garage stalls were shown as an alternative. Stein explained where each building product was proposed to be located around the building's exterior, while the Council reviewed the colored elevation/concept sketches. Stein also provided insight on roofing and drainage away from the building. She also said that based on recent estimating feedback, some minor modifications were made to keep within the City's \$2.2 million budget. Stein went through the latest bidding and construction timeline. Wold colleague John McNamera stated that construction would take 6-8 months. Stein said that construction would most likely begin in May to avoid winter conditions. She also noted that Wold hasn't seen any major issues with pandemic delays on products so far. She said that the precast panels would probably take the longest to get to the site.

The Council asked about and commented on: 1) how the security gate functioned, 2) extra costs associated with the Alternate Plan, 3) adding a double-deep garage, and 4) any potential connection to the future City Hall and Library. Stein provided insight on all the questions/comments.

Rud thanked the Police Department Planning Task Force, including Pelava, Erickson, Schmitz, and other Staff members for their work on the project. Erickson said that he has been in contact with the bond counsel. He noted that the time for a reverse referendum has passed. Erickson explained that the final bond amount will be pinned down after project bids are opened.

A motion was made by Pelava and seconded by Furrer to approve the Final Plans and Specifications for the Proposed Public Safety Facility. Roll Call Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

b. Consider Approval of Resolution 2020-51, a Resolution to Contract With a Councilmember – Joel Erickson, City Administrator

The Council reviewed an invoice for emergency water main break repair work. Erickson explained that Public Works reached out to multiple excavation companies, but they were all unavailable. Kodada asked if the watermain was redone with the 7<sup>th</sup> Avenue NW Reconstruction Project. Erickson said no. Vlasak said that this is the fifth break since that project. Kodada said that it is good that the City is now installing new watermains with reconstruction projects. Cherney asked if there was a contingency plan in case Rud Construction isn't available. Rud said that his equipment and operator are typically available to help, and Staff said that other contractors are typically contacted for availability first.

A motion was made by Cherney and seconded by Kodada to approve Resolution 2020-51, a Resolution to Contract With a Councilmember. Roll Call Vote for: Cherney, Kodada, Furrer, and Pelava. Vote against: None. Abstained: Rud. Vote: 4-0-1. Motion carried.

c. Consider Approval of Resolution 2020-52, a Resolution Approving the Salary and Wage Plan for 2021 – Joel Erickson, City Administrator

The Council reviewed the 2021 Salary and Wage Plan. Erickson said that the table was adjusted to keep up with inflation. He provided CPI and Social Security comparison percentage increases. He said that employees will only receive a 3.5% step increase and not a cost-of-living increase plus a step. Kodada said that Council has reviewed the plan multiple times through the course of the 2021 Budget process.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2020-52, a Resolution approving the Salary and Wage Plan for 2021. Roll Call Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

d. Consider Approval of the City of Lonsdale's Revised Snow Plowing Policy – Joel Erickson, City Administrator

Erickson provided the Council with a Staff Report, Revised Snow Plowing Policy, Chapter 71 – Parking Regulations, and associated snow removal priority maps to review. Erickson went through proposed changes to the City's Snow Plowing Policy including whom and when a snow emergency is to be declared. Erickson explained that a snow emergency does not need to be called every time the City plows snow, regardless of the amount. Erickson said that the Police Chief, from a public safety perspective, said that it was not necessary to declare a snow emergency every time the City plows. Erickson said that in the past snow emergencies continued to be called by the Public Works Director, even after Staff discussed that a snow emergency is not needed every time the City plows. The Public Works Director cited his reasons for calling snow emergencies, including less obstructions to plow around, lessen the City's liability, reducing the chance of Public Works Staff hitting a parked vehicle, and saved time from not having to go back to clean areas where vehicles were plowed around. Vlasak stated that even some vehicles parked in driveways still stick out into the roadway. The Council and Staff discussed ticketing, towing, whom/when a snow emergency should be declared, and criteria used when calling an emergency. Rud and Kodada stated that it is unnecessary to call a snow emergency every time the streets are plowed. They sympathized with residents that depend on parking on the street. They wondered if it was wise to let the Public Works Director call emergencies from over 10 miles away. They suggested letting the City Administrator call the emergencies. Cherney stated that he was in favor of no on-street parking during the winter months, similar to a policy that Burnsville implemented. Furrer said she supports no no-street parking as well and that Staff should work as a team. She questioned if the City Administrator had enough time to available to deal with the issue. There was further discussion and more insight from the City Administrator and Public Works Director.

A motion was made by Kodada and seconded by Pelava to approve City of Lonsdale's Revised Snow Plowing Policy. Roll Call Vote for: Kodada, Rud, and Pelava. Vote against: Cherney and Furrer. Abstained: None. Vote: 3-2. Motion carried.

e. Discuss Conducting Public Meetings by Interactive Television, Telephone or Other Electronic Means – Joel Erickson, City Administrator

In response to directive from the Council to research whether or not City Council meetings could be conducted via interactive television, telephone or other electronic means, Erickson provided the Council with relevant information from the League of Minnesota Cities on the subject. Erickson went through the criteria required for such meetings. Rud stated that under a health pandemic status, the Council should meet via Zoom, and he said that meetings should be held in person during normal times. The Council agreed that all meetings should be open to the public and held in person if a health pandemic or emergency declaration is not in place. The Council asked about non-health pandemic type emergencies, such as a natural disaster, and who has the power to call such an emergency.

No official action was taken on the agenda item.

f. Consider Approval of Resolution 2020-53, a Resolution Approving a Grading Plan Amendment for Harmony Meadows 1<sup>st</sup> Addition – John Powell, City Engineer

Powell provided background information and multiple maps/surveys for the City Council to reference in regard to a proposed grading plan amendment in Harmony Meadows 1<sup>st</sup> Addition. He explained how new home building permits and surveys are reviewed and what engineers look for when approving surveys. Powell explained that minor variations in elevation, approximately six inches or less, between the grading plan and the proposed are common. However, he asked the Council for guidance on surveys that show substantial deviations. He provided a timeline and details pertaining to 237 & 243 Hawaii Street SE for the Council to review. He explained that Loomis Homes is looking to build on the vacant lot, at 237 Hawaii Street SE, but they are having a tough time adhering to the grading plan because the neighboring property side yard, at 243 Hawaii Street SE, was raised after the associated grading as-built survey was approved by the City. Powell said that the property owner at 243 Hawaii Street SE was notified about the issue, but no response was received. Rud and Kodada said that in this instance that the City should work with the builder to make something work within reason, but they cautioned that future surveys should be reasonable and within the standard engineer's tolerances. Rud suggested that the City and Loomis Homes connect to review any future grading plans for Harmony Meadows 2<sup>nd</sup> Addition. Furrer asked what prevents the City from being in this situation in the future and what ramifications there were for raising grade levels after the as-built is conducted. Kodada stated that the City cannot police everything that goes on within side and rear yards. The Council members all agreed that the City as-a-whole should try to look out for the City by keeping new home/yard elevations close to the approved grading plan and within the engineer's criteria/reasonableness. Powell said that some cities require an approved top of foundation survey before further construction can take place. Based on guidance from the City's attorney, Erickson explained that as-long-as the City is acting as a regulatory entity, and not providing direction on private drainage/grading projects, then the City retains its immunity.

A motion was made by Cherney and seconded by Kodada to approve Resolution 2020-53, a Resolution Approving a Grading Plan Amendment for Harmony Meadows 1<sup>st</sup> Addition. Roll Call Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

g. Consider Approval of Change Order No. 1 in the Amount of \$4,072.00, Change Order No. 2 in the Amount of \$2,441.50 and Application for Payment No. 3 (Final) in the Amount of \$9,546.95 to James Bros. Construction, Inc. for the Industrial Drive Area Drainage Improvements – John Powell, City Engineer

Powell asked the Council to consider approval of associated change orders and the final payment for the Industrial Drive Area Drainage Improvement Project. Powell explained that he was pleased with the entire project and two change orders, which were deemed necessary. He said that the final contact amount is 6.1% over the original contract amount.

A motion was made by Kodada and seconded by Furrer to approve Change Order No. 1 in the amount of \$4,072.00, Change Order No. 2 in the amount of \$2,441.50 and Application for Payment No. 3 (Final) in the amount of \$9,546.95 to James Bros. Construction, Inc. for the Industrial Drive Area Drainage Improvements. Roll Call 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*

Vlasak said that Public Works recently finished the playground woodchip project. He said that Public Works will be clearing brush and cleaning the ditch along Co Rd 4. Vlasak noted that the Compost Site brush pile will be removed before the end of the year.

Rud thanked the Public Works Department for doing such a great job in maintaining the City parks.

#### *City Engineer*

Powell said that WSB is working on plans for the 2021 Street & Utility Reconstruction Project.

#### *City Administrator*

Erickson said that Advisory Board applications are due next week. He noted that on December 8<sup>th</sup> there will be an Open House for the Police Department Project. Erickson said that the City's version of the Truth-in-Taxation meeting will be held on December 10<sup>th</sup>.

#### *City Planner*

Baker said that City Staff will go through initial training on iWorq building permit software tomorrow. He said that the Planning Commission will be reviewing landscaping regulations. Baker noted that he has been reviewing the Fee Schedule for potential changes.

b. City Council / Department Reports

*Council Member Cherney*

Cherney wished the Library Director a quick recovery from a recent sickness. Erickson said that curbside pick-up at the Library is now available. Cherney asked about the plan for keeping ice on the new rink. Kodada said that the rink was reorientated to help prevent ice melt. Cherney asked why Silhouette was chosen over Five Star for embroidery services, since Five Star was local. Erickson said that the Public Works Director brought the issue to him because Silhouette was the low bid. Cherney asked about the most recent potential new business in the Business Park. Erickson and Rud provided an update.

*Council Member Kodada*

Kodada said that the Planning Commission will be meeting on December 14<sup>th</sup>.

*Council Member Furrer*

Furrer said that the Liquor Store Committee will meet on December 1<sup>st</sup>.

*Council Member Pelava*

Pelava provided an update on the EDA's BR&E initiative.

*Mayor Rud*

Rud said to be on the lookout for any financial assistance for local restaurants and businesses impacted by the shutdown. Cherney said that Hennepin County was offering a county program, and he wondered if Rice County was doing the same.

**12. ADJOURNMENT**

A motion was made by Pelava and seconded by Cherney to adjourn the meeting. Roll Call Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The meeting ended at 9:29 pm.

Respectfully Submitted:

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Joel A. Erickson, City Administrator