

**MINUTES  
CITY OF LONSDALE  
CITY COUNCIL MEETING  
DECEMBER 29, 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, Kevin Kodada, Tim Rud, Cindy Furrer and Scott Pelava

Members Absent: None

City Staff Present: City Administrator Joel Erickson, City Engineer Nick Guilliams, Public Works Director Joe Dornfeld, Fire Chief Dave Pfluke and Police Chief Jason Schmitz

**4. APPROVAL OF AGENDA**

Rud asked if there were any additions, deletions or corrections to the agenda. A motion was made by Kodada and seconded by Pelava to approve the agenda as presented. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

**5. APPROVAL OF MINUTES**

a. Consider Approval of the Minutes From the November 21, 2022 Regular Meeting and December 8, 2022 Regular Meeting

Mayor Rud asked if there any additions, deletions or corrections to the minutes. A motion was made by Pelava and seconded by Webb to approve the minutes from the November 21, 2022 Regular Meeting and December 8, 2022 Regular Meeting. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

**6. PUBLIC HEARINGS**

- a. Ordinance 2022-315 (2023 Fee Schedule), an Ordinance Amending Ordinance 2022-308 (2022 Fee Schedule)

Mayor Rud called the Public Hearing to order at 7:03 pm. Erickson said because the City adopts its fees by ordinance, a public hearing is required. He said the proposed changes are minimal and pertain to a ¾ inch water meter, adding a fee for a MXU, staff time, which accounts for the increase in wages, clarifying there is no fee for a utility inspection if completed within one year of the last one paid for, legal and engineering fees. He said it is not proposed to increase water or sewer rates. Erickson said the fees as proposed cover the City’s costs of operations. Mayor Rud asked if anyone wanted to speak at the hearing. There were none. He asked if staff received any written or verbal comments prior to the hearing. Erickson said no. A motion was made by Kodada and seconded by Furrer to close the public hearing. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

**7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS**

**8. APPROVAL OF THE CONSENT AGENDA**

- a. Monthly Bills
- b. Treasurers Report
- c. Board and Commission Minutes
- d. Consider Approval to Issue a Cigarette License to Dollar General Store #16374 for 2023
- e. Consider Approval of a Leave of Absence Requested by Fire Fighter Mark Minar

Mayor Rud reviewed the items on the Consent Agenda and asked if anyone wanted any of the items pulled for discussion. A motion was made by Pelava and seconded by Furrer to approve the consent agenda as presented. Vote for: Webb, 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 Ordinance 2022-315 (2023 Fee Schedule) an Ordinance Amending Ordinance 2022-308 (2022 Fee Schedule)

Erickson said the public hearing was just held and there were no written or verbal comments received. He said the fees proposed to be increased will cover the City’s cost to provide the respective service/equipment. A motion was made by Kodada and seconded by Furrer to approve Ordinance 2022-315. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- b. Consider Approval of Application for Payment No. 20 in the Amount of \$23,381.40 to Kue Contractors, Inc. for the Police Facility  
Erickson said the proposed pay request is the result of the deduct change order approved at the November 21, 2022 meeting. Mayor Rud asked if everyone was happy with how the project turned out. Chief Schmitz said yes, so far. Erickson said Wold is working with the contractor to obtain the close out documents, equipment manuals, etc. so the final payment can be presented for consideration. A motion was made by Pelava and seconded by Webb to approve Application for Payment No. 20. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.
- c. Consider Approval of Resolution 2022-55, a Resolution Approving Submission of a 2023 Small Cities Development Program (SCDP) Application and Authorizing the Mayor and/or City Administrator to Execute Such Agreements and Amendments Thereto  
Gail Levenson of Widseth said she has been working with the EDA for the last six months to submit a preapplication for a SCDP grant to rehabilitate 15 owner occupied homes. She said the requested grant amount will be \$422,625. Levenson summarized the interest survey results and income eligible homeowners. She said Rice County completed the windshield survey of exterior home conditions and that 19% were substandard. Levenson said each project would be around \$24,500.00. Mayor Rud asked if she felt it was likely the application would be funded. Levenson said she believes it is competitive but expects more applications than normal will be submitted because the timeline was extended three months longer than in the past. She reviewed the incomes of the survey respondents. Levenson said she has a good track record of being awarded SCDP grants. Mayor Rud asked about the target area. Levenson said the target area is the old part of town. Rud asked if the homeowners will be required to contribute any money to the projects. Levenson said no, as long as they live in the home for seven years. She said if they do not live in their homes for seven years, they will be required to pay back a prorated portion of the grant amount. A motion was made by Pelava and seconded by Furrer to approve Resolution 2022-55. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.
- d. Consider Approval to Reappoint Casey Gregor as Captain of Company A of the Lonsdale Fire Department  
Fire Chief Pfluke said on November 30<sup>th</sup>, interviews were held for three Captains for the department. He said based on the interviews, the committee was recommended Gregor be reappointed as Captain of Company B. A motion was made by Kodada and seconded by Pelava to approve reappointing Gregor as Captain of Company B. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

e. Consider Approval to Appoint Nick Kochlin as Captain of Company C of the Lonsdale Fire Department

Fire Chief Pfluke said Kochlin has been on the department for four years and has about seven years of experience prior to that. He said he meets the requirements and recommended he be appointed Captain of Company C. A motion was made by Pelava and seconded by Furrer to appoint Nick Kochlin as Captain of Company C. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

f. Consider Approval to Appoint Nicole Smith as EMS Captain of the Lonsdale Fire Department

Fire Chief Pfluke said Smith was part of the hiring process and she is currently on Company D and applied for EMS Captain. He said she would be responsible for patient care, ordering supplies, etc. Pfluke said she has been on the department for six years and meets the requirements. A motion was made by Kodada and seconded by Furrer to appoint Smith EMS Captain. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. Mayor Rud thanked Pfluke for his years of services as the Chief.

g. Consider Approval to Make a Conditional Job Offer to an Applicant for the Public Works Position

Erickson said with the hiring of Joe Dornfeld as Public Works Director, that opened his position, which was advertised for several weeks. He said of the applicants, five were interviewed by the HR Committee and Public Works Director. Erickson said based on his experience, interview and discussion after the interviews, the committee was recommending a conditional job offer be made to Brad Flicek. He said that Flicek would be a good fit for the department. Mayor Rud said there were three really good applicants but said Flicek will fit in well and go a good job. A motion was made by Pelava and seconded by Kodada to make a conditional job offer to Brad Flicek at Grade 8 / Step 2 with two weeks of accrued vacation. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

h. Consider Approval to Make a Conditional Job Offer to an Applicant for the Community Development Planner Position

Erickson said with the resignation of Ben Baker in July, the position was advertised twice and the job description was changed to increase responsibilities and compensation to make the position more attractive to prospective applicants. He said through the process, there were ten people that showed interested in the position. Erickson said of the applicants that showed interest and submitted all of the required documents, the HR Committee interviewed two applicants last week and had a follow up interview with one of them. Erickson reviewed Scheffer's work history and experience in economic development. He said a number of applicants were interested in working from home but were told the position is expected to be in the office unless sick, poor road conditions, etc. He said Scheffer prefers to work in a small town and have a variety of tasks to complete. Pelava said Scheffer seemed to have a neighborly feel and has experience in all aspects of the jobs, with the exception of elections. Kodada said she has big shoes to fill because Baker did a great job. A motion was made by Pelava and seconded by Webb to make a conditional job offer to Jamie Scheffer at Grade 15 / Step 7 with three weeks of accrued vacation. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

i. Consider Approval of Resolution 2022-56, a Resolution Accepting a Donation

Erickson said he received a call from Mike Chapman with Frandsen Bank & Trust because they were looking for donation opportunities than benefit low to moderate income because it is hard to do that in Lonsdale. He said he told Chapman the EDA was applying for a SCDP grant to benefit low to moderate income households and a donation might make the grant application more competitive. Erickson said if the application is not funded, the donation would be allocated to the EDA's Revolving Loan Fund. Mayor Rud said the donation was appreciated and thanked Frandsen Bank & Trust. A motion was made by Kodada and seconded by Furrer to approve Resolution 2022-56. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

j. Consider Approval of Resolution 2022-57, a Resolution Designating Official Appointments for 2023

Erickson said openings on various advisory boards were advertised and applications were received for most of the openings. He said interviews were conducted by Mayor Rud and himself last week. He summarized the openings and said most of the current board members reapplied for their positions. Mayor Rud said we are fortunate to have great advisory board's and residents interested in volunteering. He said he is not proposing to change much as things are going good. He said he was recommending reappointing Micki Ziskovsky to the Park Board and summarized her contributions to the City and Park Board. He said he was recommending Jeremy Brainard be appointed to the Planning Commission. Rud said Brainard interviewed well, is community minded and has the same vision as the City Council. He thanked Lou Jirik for serving on the Planning Commission because he did a good job and fit in well. Mayor Rud said he was recommending Benninghoff be reappointed to the Planning Commission because of his experience on the Commission, the EDA and attendance at many City Council meetings. Rud said he was recommending Brian Wermerskirchen fill the vacancy on the EDA. He said Wermerskirchen is a longtime resident, volunteers a lot and is active in the community. Rud thanked Andrew Rasmussen for serving on the EDA and wished him well. Mayor Rud said he was recommending that Shirley Larson and Mary Turek be reappointed to the Library Board as they do a great job providing direction to the Library. A motion was made by Pelava and seconded by Webb to approve Resolution 2022-57. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

k. Consider Approval to Reschedule the January 26, 2023 Regular City Council Meeting

Erickson said he was asked if the January 26<sup>th</sup> City Council meeting could be rescheduled and asked the Council if the 24<sup>th</sup> worked for the Council and staff. A motion was made by Webb and seconded by Kodada to reschedule the January 26<sup>th</sup> meeting to Wednesday, January 25<sup>th</sup> at 6:00 pm. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

l. Consider Approval of Application for Payment No. 3 (Final) in the Amount of \$7,972.34 to Crane Creek Asphalt for the 2022 Mill & Overlay Project

Guilliams said the project has reached final completion and he has received the necessary close out documents. He said the pay request is for the retainage. Mayor Rud asked if everyone was satisfied with how the project turned out. Guilliams said the project turned out good. A motion was made by Pelava and seconded by Furrer to approve Application for Payment No. 3. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- m. Consider Approval of Application for Payment No. 3 (Final) in the Amount of \$2,068.16 to Crane Creek Asphalt for the 2022 Trail Improvement Project  
Guilliams said this project also has reached final completion, he has received the required close out documents and the payment is for retainage. Mayor Rud asked if everyone was satisfied with the project. Guilliams replied yes. A motion was made by Kodada and seconded by Webb to approve Application for Payment No. 3. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.
- n. Consider Approval of Resolution 2022-58, a Resolution Authorizing Plans and Specification and Authorizing Staff to Advertise the 2023 Mill & Overlay and City Hall Parking Lots Improvement Project for Bid  
Guilliams said the plans and specifications are substantially complete and reviewed the project area. Pelava asked if the concrete in front of the Fire Department was included. Erickson said it is not. A motion was made by Kodada and seconded by Pelava to approve Resolution 2022-58. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.
- o. Consider Approval of Resolution 2022-59, a Resolution Authorizing the Plans and Specification and Authorizing Staff to Advertise the 2023 Trail Improvement Project for Bid  
Guilliams reviewed the project area and said the trail in Trendera Park is proposed as an alternative due to the cost estimate being just over the budgeted amount. He said the project will be advertised in January and bids received in February. He said the cost estimate is \$412,000 and \$400,000 has been budgeted. Kodada said the trails are in need of replacement. A motion was made by Kodada and seconded by Furrer to approve Resolution 2022-59. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.
- p. Consider Approval to Accept Heidi Heyer's Letter of Resignation and Authorize Staff to Advertise for a Part Time Liquor Store Clerk at Grade 1/ Step 1 (\$16.06/hr.)  
Erickson said Heyer has submitted her letter of resignation and has worked at Lonsdale Liquor since August of 2021. He said Heyer was a good employee and a hard worker. He said he will be working with the Liquor Store Manager to determine the hours to be worked and get the position advertised. A motion was made by Pelava and seconded by Furrer to accept Heyer's letter of resignation.
- q. Consider Approval of an Agreement for Snow Removal Services Between the City of Lonsdale and Rice County  
Erickson reviewed the proposed snow removal agreement with Rice County. He said the agreement is the same as the current one with the exception of the hourly rate, snow removal from CSAH 4 and maintenance. A motion was made by Pelava and seconded by Furrer to approve the Agreement for Snow Removal Services with Rice County. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

## 11. OTHER BUSINESS

### a. Staff Reports

#### *Public Works Director*

Dornfeld said staff has plowed 16 times, which is the average for a season. He said he is researching the cost of sand/salt to make sure the City is getting the best price possible. Dornfeld said the new plow truck is on schedule to be delivered in 2023. He said staff is working on year end reporting and that there have been several breakdowns at the main lift station. He said the ice at the ice rink was good until the recent warmer temperatures and that staff will be repairing the skate park structures. Rud suggested contacting Scott County for pricing on salt/sand and that staff has done a good job plowing. Pelava asked if anything was done for purchasing a new van for the Water Dept. Dornfeld said the new vans are too small so staff is looking to make some repairs to the current one to extend its useful life.

#### *City Engineer*

Guilliams wished everyone a Happy New Year.

#### *City Administrator*

Erickson said he has been working on the SCDP grant application with Widseth, attending meetings on the CSAH 4 reconstruction project scheduled for 2023 and the cost share between Rice County and the City are being worked out. He said Community Development Planner interviews were held last week. Erickson said the EDA is hosting a Workforce Resources and Labor Market Trends Lunch and Learn on January 18<sup>th</sup> with representatives from MN DEED presenting. He said he will be working on year end reports and the State of the City over the next several weeks.

#### *City Planner*

None

### b. Council Reports

#### *Council Member Webb*

Webb said library staff are working to coordinate programming for the first quarter of 2023 and researching grants to offset some of those costs.

#### *Council Member Kodada*

Kodada said the Park Board reviewed 2022 items and goals for 2023 and reviewed the plans and specifications for the skate park pad, which will be out for bids in February. He said two more organizations are needed to fill the two openings for the “Good Neighbor” Recycling program. Kodada said the Planning Commission reviewed 2022 and will be establishing goals/objectives for 2023. He thanked Micki Ziskovsky for being on the Park Board and Lou Jirik and Lance Benninghoff for serving on the Planning Commission.

#### *Council Member Furrer*

Furrer said the EDA met two weeks ago and reviewed the SCDP grant application, discussed the January 18<sup>th</sup> Lunch & learn and marketing.



*Council Member Pelava*

Pelava said the Chamber's Annual Dinner is January 31<sup>st</sup>.

*Mayor Rud*

Mayor Rud said the City is really blessed given what has happened over the years. He said residential development is likely in 2023. Rud thanked everyone for doing a good job. He wished everyone a Happy New Year.

## **12. ADJOURNMENT**

A motion was made by Pelava and seconded by Kodada to adjourn the meeting. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The meeting ended at 8:07 pm.

Respectfully Submitted:

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Joel A. Erickson, City Administrator