

MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
APRIL 30, 2020
(Zoom Meeting 89023968483)

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. 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 and City Treasurer Tami Brokl

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any additions, deletions or corrections to the Agenda, which was emailed out to the Council members.

A motion was made by Kodada and seconded by Furrer to approve the agenda. 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 additions, additions or corrections to the Minutes.

A motion was made by Pelava and seconded by Furrer to approve the Minutes from the April 9, 2020 Regular Meeting and the April 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 Pelava to approve the Consent Agenda as follows:

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

Mayor Rud asked if anyone wanted any item(s) on the Consent Agenda pulled for discussion. No one requested any items be pulled for discussion. A motion was made by Pelava and seconded by Furrer to approve the Consent Agenda. 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. Presentation and Consider Approval of the City's 2019 Year End Audit/Financial Statements
The Council reviewed the 2019 Audit Letter and financial documents from City Auditor Schlenner Wenner & Company. Ryan Schmidt, of Schlenner Wenner & Company, presented the City's 2019 Financial Statements and Year End Audit. He went through a 19-slide presentation that was shared on the "share file" feature in Zoom. The presentation included information and graphs on process, results, internal controls, legal compliance, financial highlights, the General Fund, Government Funds, Enterprise Funds, cash trend analysis, assets, liabilities and long-term debt. Schmitz said that Lonsdale received the best/clean opinion that can be given. Rud asked what the City's financial position would be in the opinion of the City Auditor. Schmidt said that the City is pretty strong financially. He stated that he has no reason for concern of any kind due to the City's consistent revenue streams, plans in place and a strong General Fund balance. Pelava asked about the Water Fund numbers. Schmidt noted that water hook-up fees are helping the Water Fund but the Council may want to consider operation adjustments. Erickson confirmed that the Waste Water Treatment Plant will be paid off in August of 2023, ending an annual \$400,000.00 payment. Cherney asked about the City's bond rating and ability to take on additional debt load for a city project, such as a city facilities campus. Schmidt said that compared to most cities, Lonsdale has good capacity and is in a good financial position. Rud clarified that the City has no intention at this time to construct a \$5,000,000 City campus project but only a \$2 million Police Station. He thanked Schmidt for the detailed presentation and he thanked Erickson and Brokl for their hard work with the City's finances.

A motion was made by Cherney and seconded by Kodada to approve City's 2019 Year End Audit/Financial Statements. 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 2020-22, a Resolution Accepting a Bid for the Trcka Park Building Project

Baker went through the Staff Report, which included background information, bids/tabulation, site plan maps, floor plans, building elevations and a recommendation from Oleson & Hobbie Architects. He said that the City was awarded a \$250,000 matching Outdoor Recreation Grant from the Minnesota DNR. Baker stated that the City Council included the Trcka Park Project in the 2020 Budget. He went through the project timeline, including the February 2020 bid results. Baker explained that due to the higher than expected initial bid outcome, the Council directed Staff and the architect to redesign and rebid the project. Baker went through a list of items that were changed to help save money, including sales tax exemption on materials, soil corrections, electrical transformer service and stick-frame construction. Baker highlighted that the design went from 2 larger men's/women's restrooms to 3 smaller individual/family restrooms. He said that almost 100 s.f. was added to the warming house area due to the change. He noted that the exterior would have L.P. Smart Siding and at least 4 courses of decorative block on the bottom, which will match the nearby Water Treatment Plant.

Baker noted that the open picnic area will have a stainless steel counter and could be completely enclosed if the City elects to construct the perimeter underground footings with the current project. He said that the future enclosure could be used for locker rooms, extra warming house room or a larger enclosed area for gatherings, similar to park structures in Webster and Elko New Market. Kodada relayed the thoughts and recommendations from the Park Board. Furrer suggested adding the metal roof to match the other park buildings around town. Cheney agreed. Kodada said that the Park Board was just trying to be cognizant of the total project cost but he said that the Board would definitely be in favor of constructing a matching metal roof. Kodada noted that a metal roof would add 10-15 years more to the overall roof life. Baker clarified that Alternate No. 1 would add \$10,000 for a perimeter foundation under the picnic shelter and Alternate No. 2 would add \$21,500 for a metal roof. The Council reviewed the project expense/budget sheet and proposed timeline.

A motion was made by Cherney and seconded by Furrer to approve Resolution 2020-22, a Resolution accepting a bid for the Trcka Park Building Project, including Alternate No. 1 & Alternate No. 2. Roll Call Vote for: Cherney, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

c. Consider Approval of Resolution 2020-23, a Resolution Accepting a Bid and Approving Change Order No. 1 for the Trcka Park Ice Rink Slab

Powell stated that 16 bid requests were solicited for the Trcka Park Ice Rink Slab Project, including local contractors but only one responsive bid was received from Pember Companies Inc. in the amount of \$138,082.75. He noted that an additional bid was received but it was not a valid bid. He said that in order to reduce the cost of the project by \$6,000, Pember Companies and the City agreed to use non-epoxy coated pavement reinforcement. Kodada explained that epoxy coating is typically used on road and bridge project and not needed in a projects like this. Powell said that WSB's original cost estimate was \$133,200. Kodada said that Pember's bid is a good value bid considering the prevailing wage requirements.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2020-23, a Resolution accepting a bid from Pember Companies Inc. and approving Change Order No. 1 for the Trcka Park Ice Rink Slab. Roll Call Vote for: Cherney, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

d. Consider Approval of a Sewer Rate Adjustment for the Property Located at 819 Florida St. SW

The Council reviewed the Staff Report, water bill history report, request letter and savings calculations. Erickson explained that the City received a sewer rate adjustment letter from the property at 819 Florida Street SW due to a defective water softener and toilet flapper resulting in 24,000 – 30,000 gallons of water being used. Pelava said that this is a routine request.

A motion was made by Pelava and seconded by Kodada to approve a sewer rate adjustment for the property located at 819 Florida St. SW. Roll Call Vote for: Cherney, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

e. Consider Approval of a Sewer Rate Adjustment for the Property Located at 1493 Connecticut Dr. SE

The Council reviewed the Staff Report, water bill history report, request letter and savings calculations. Erickson explained that the City received a sewer rate adjustment letter from the property at 1493 Connecticut Drive SE due to a defective toilet flapper resulting in 13,000 gallons of water being used. Kodada mentioned that the Council has seen similar requests plenty of times in the past.

A motion was made by Kodada and seconded by Furrer to approve a sewer rate adjustment for the property located at 1493 Connecticut Dr. SE. Roll Call Vote for: Cherney, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

f. Consider Approval to Make a Conditional Job Offer to Lee Pierquet as Full Time Public Works Employee at Grade 8 / Step 6 (\$24.41/hr.)

Erickson explained that with the resignation of an employee in early 2020 and funds budgeted for another full time employee in Public Works, Staff advertised for two full time public works employees in February/March. He said that 43 applications were submitted in response to the advertisement but due to the COVID-19 health pandemic, the hiring process was delayed by a couple of weeks. Erickson said that the HR Committee and Public Works Director interviewed nine applicants and they recommended Lee Pierquet for the position. Kodada asked if the proposed pay scale aligns with the existing employees. Erickson said yes.

A motion was made by Kodada and seconded by Furrer to make a Conditional Job Offer to Lee Pierquet as Full Time Public Works Employee at Grade 8 / Step 6 (\$24.41/hr.). Roll Call Vote for: Cherney, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

g. Consider Approval to Make a Conditional Job Offer to Stevie Kvam as Full Time Public Works Employee at Grade 8 / Step 6 (\$24.41/hr.)

Erickson said that the HR Committee and Public Works Director agreed that Stevie Kvam was qualified and would be a good fit with the City. Erickson said that the Interview Committee recommended approval to hire Stevie Kvam.

A motion was made by Pelava and seconded by Kodada to make a Conditional Job Offer to Stevie Kvam as Full Time Public Works Employee at Grade 8 / Step 6 (\$24.41/hr.). Roll Call Vote for: Cherney, Kodada, Rud and Pelava. Vote against: Furrer. Abstained: None. Vote: 4-1. Motion carried.

h. Consider Approval to Make a Conditional Job Offer to Tom Steiner as Seasonal Public Works Employee at Grade 1 / Step 6 (\$14.42/hr.)

Erickson said that nine applications were submitted for the Seasonal Public Works positions. He said that Interview Committee recommended hiring Tom Stienen, who has worked for the City for 4 prior years. The Council reviewed his 100-point rating sheet.

A motion was made by Kodada and seconded by Furrer to make a Conditional Job Offer to Tom Steiner as Seasonal Public Works Employee at Grade 1 / Step 6 (\$14.42/hr.). Roll Call Vote for: Cherney, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

i. Consider Approval to Make a Conditional Job Offer to Jerry Kroyer as Seasonal Public Works Employee at Grade 1 / Step 6 (\$14.42/hr.)

Erickson said that the Interview Committee recommended hiring Jerry Kroyer, who has worked for the City for 3 prior years. The Council reviewed his 100-point rating sheet.

A motion was made by Pelava and seconded by Cherney to make a Conditional Job Offer to Jerry Kroyer as Seasonal Public Works Employee at Grade 1 / Step 6 (\$14.42/hr.). Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

j. Consider Approval to Make a Conditional Job Offer to Ed Simek as Seasonal Public Works Employee at Grade 1/ Step 6 (\$14.42/hr.)

Erickson said that the Interview Committee recommended hiring Ed Simek, who has worked for the City the prior year. The Council reviewed his 100-point rating sheet.

A motion was made by Kodada and seconded by Pelava to make a Conditional Job Offer to Ed Simek as Seasonal Public Works Employee at Grade 1/ Step 6 (\$14.42/hr.). Roll Call Vote for: Cherney, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

k. Consider Approval to Make a Conditional Job Offer to Marcus Koetzle as Seasonal Public Works Employee at Grade 1 / Step 2 (\$14.42/hr.)

Erickson said that the Interview Committee recommended hiring Marcus Koetzle, who has previous experience in mowing lawn, trimming, maintenance on mowers and landscaping. The Council reviewed his 100-point rating sheet.

A motion was made by Pelava and seconded by Furrer to make a Conditional Job Offer to Marcus Koetzle as Seasonal Public Works Employee at Grade 1 / Step 6 (\$14.42/hr.). Roll Call Vote for: Cherney, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

l. Consider Approval of a Proposal Submitted by Clarke in the Amount of \$24,000 for 2020 Mosquito Control

The Council reviewed the Staff Report, RFP and proposal from Clarke. Erickson said that Clarke submitted the only proposal: 1) Adulciding – synthetic pyrethroid - \$22,000; 2) Adulciding – all natural/organic - \$57,200; and 3) Larvicide treatments on surface water - \$2,000. Erickson said that Clarke has provided the City with mosquito control service in the past. He noted that the “No Spray” list will not be implemented this year since the overwhelming majority of residents do not want gaps in the service. Pelava asked about the safety of the products and Erickson said that Biomist has been used in the past and referenced the attached safety data sheet. Cherney stated that he was in favor of both the Adulcicide and Larvicide. Kodada agreed with the pucks being put in the ponds, especially during a time when trail usage is so high.

A motion was made by Cherney and seconded by Kodada to approve a proposal submitted by Clarke in the amount of \$24,000 for 2020 Mosquito Control. Roll Call Vote for: Cherney, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

m. Consider Approval of Requests Made by the Lonsdale Area Chamber of Commerce Pertaining to “Community Day” 2020 – Shanna Gutzke-Kupp, LACC Executive Director

The Council reviewed a Staff Report and requests from the Lonsdale Area Chamber of Commerce for the annual Community Days festival. Executive Director Shanna Gutzke-Kupp stated that Community Days is moving forward per the State guidelines. She provided an overview on the festival, which will be held on August 8, 2020. She asked for approval for the following items: 1) temporary on-sale liquor license, 2) overnight camping at Jaycee Park, 3) road closures, 4) mosquito control, 5) additional hours for Police and Public Works and 6) City funded portable toilets and handwashing stations. Rud thanked Gutzke-Kupp and the Chamber.

A motion was made by Pelava and seconded by Cherney to requests made by the Lonsdale Area Chamber of Commerce Pertaining to “Community Day” 2020. 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 the Public Works Department has been working on stormwater ponds and keeping everyone socially distanced. He noted that the water tower was recently cleaned.

City Engineer

Powell said that newsletters went out to property owners along the 2nd Avenue SW Project. He said that A-1 Excavating is set to start early on the project due to the decent weather.

City Administrator

Erickson went through a list of items that he has been involved with, including the Public Works hiring process. Erickson said that he is ready to open City Hall back up. The Council briefly discussed when and how City Hall and public meetings should be open again to the public. Rud suggested following the Governor’s order and he encouraged Erickson to gather info from the League of Minnesota Cities and provide further information at a future meeting. Cherney said that he supports opening up again.

City Planner

Baker stated that the First National Bank of Le Center recently submitted a land use application for a 7,500 s.f. building in the Rolling Ridge Market Place.

b. City Council / Department Reports

Council Member Cherney

Cherney provided an update on the Library and Library Board. He thanked Marguerite for doing a great job as Director of the Library.

Council Member Kodada

Kodada provided an update on the previous Park Board meeting. He said that the Park Board will be very excited about the news to proceed with the Trcka Park Project.

Council Member Furrer

Furrer provided an update on the Lonsdale Liquor Committee.

Council Member Pelava

Pelava said that the EDA is considering adding another question to the BR&E Survey concerning the COVID 19 pandemic and the effect on business.

Mayor Rud

Mayor Rud said that three major community projects are moving forward in Lonsdale, including the 2nd Avenue SW Project, Trcka Park Project and the Police Department Project. He relayed the dates for the next upcoming Council meetings, including the first 2021 Budget meeting.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Pelava to adjourn the meeting. Vote for: Cherney, Kodada, Rud, Furrer and Pelava. Roll Call Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The meeting ended at 8:36 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator