

**MINUTES
CITY OF LONSDALE
SPECIAL CITY COUNCIL MEETING
MAY 21, 2020**

1. CALL TO ORDER

Mayor Rud called a meeting of the Lonsdale City Council to order at 6:00 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, Library Director Marguerite Moran, Liquor Store Manager Lynette Moe and Chief of Police Jason Schmitz

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any additions, deletions or corrections to the Agenda. A motion was made by Kodada and seconded by Furrer 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

None

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. Discuss the City's 2021 Annual Budget – Short/Long Term Needs

Erickson summarized the purpose of the meeting was to discuss short/long term needs of each department and that direction given by the City Council at this meeting will be used by staff to formulate the 2021 budget.

Library:

Director Moran said the computers at the library are leased through SELCO and need to be replaced. She said the library was closed to the public with drive up service provided but will be opening to the public June 1st. Moran said the Summer Reading Program is a go and participants will be able to participate by completing “take & make” projects. She said she is excited the City is planning for a future library because the current facility does not have enough room to expand the collection, provide for current/increased programming and storage. Mayor Rud asked if the number of patron is increasing or decreasing. Moran said patronage is slightly up but 2020 has been odd due to COVID-19. Furrer asked if all the computers would be replaced at one time. Moran replied they would be replaced in phases. Cherney asked Moran to comment on the opening of the library due to COVID-19. Moran said if employees do not feel well, they are to stay home, two employees have chosen to not work at this time, hours will be limited and no more than ten people will be allowed in the library at once and are to adhere to social distancing recommendations. Cherney said a new library seems to be needed and what Moran has said is needed, seems to be modest at best. Moran said the current facility was not designed as a library and the lighting has been improved over time and the sound is terrible.

Lonsdale Liquor:

Liquor Store Manager Moe provided the City Council with an update on sales, gross profit % and inventory during COVID-19. She said maintenance has been increasing due to the age of the facility compared to when it was new. She said her goal is to give back to the community by providing funds for public safety purchases, parks, the library, etc. Mayor Rud asked if maintenance of the roof top HVAC units would be covered by the current fund balance? Moe said she recommends a minimum fund balance of \$100,000. Furrer asked if the fund balance is allocated to a CIP fund or held in reserve. Moe replied reserves and she is recommending in the short term, larger carts be purchased, LED lighting for the sales floor (backroom has been completed) and longer term needs include a floor buffer and power pallet jack. Mayor Rud said items such as a power jack should be purchased sooner than later if it makes work easier for staff to complete and possibly reduce potential injuries. Mayor Rud asked if the hours have changed due to COVID-19 restrictions being somewhat lifted. Moe said she likes consistency and will be meeting with her staff to discuss increasing hours and their comfort level with increased hours. Cherney said the City could not ask for a better Liquor Store Manager because of Moe's commitment to the City/Lonsdale Liquor and her enthusiasm. Moe said during COVID-19, the store is seeing between 200 and 400 customers per day. Furrer asked if she is seeing new customers? Moe replied yes because bars are still not open and customers are traveling from Elko New Market, Lakeville, etc. because they like our store. Kodada asked if we have a loyalty program available through the point of sale software. Moe said we have the capabilities but it is not currently activated. Cherney asked since the bars are not open if the Liquor Store could serve on a patio at the liquor store? Moe said no because Lonsdale Liquor does not have an on-sale license and the required insurance would be expensive.

Streets:

Public Works Director Vlasak said street maintenance is needed along with drain tile installed on Willow Creek Dr. SE by Sticha Park as well as a mill and overlay of Industrial Dr./Park Dr. SE. Mayor Rud asked how many years it will take to complete the reconstruction of the “old” part of town? Vlasak said between five and six years. City Engineer Powell said WSB is finalizing the updated CIP and is basing it on a \$2,000,000 project cost. Powell thanked the City Council for spending \$2,000,000 per

year on reconstruction projects. He said instead of a reconstruction project or the average \$2,000,000 project those funds or a portion of them could be used to completed needed mill & overlay projects, etc. Powell said for 2021, it is being recommended to reconstruction 3rd Ave SW and the connecting streets to 2nd Ave SW.

Equipment:

Vlasak said Public Works is the department with the most expensive equipment to replace ranging between \$250,000 and \$350,000. He said he will be presenting an equipment replacement plan at the next budget meeting. Vlasak said Public Works has big expenses and needs. Furrer asked if 4th/5th NW would be separate projects or combined with another project. Vlasak said separate and summarized future project areas/sizes. Cherney asked Powell to provide a list of projects that will not be completed in 2020 due to no funding. He said that funds should be kept in the department they are initially budget in and not provided to other departments like has been done in the past. Powell said he understands that there are limited resources, spending \$2,000,000 annually on reconstruction projects is great and staff needs to prioritize projects based on need. He said that he has never provided a list of projects that have not been done. There was general discussion on saving for future projects and where those funds are kept. Erickson said funding for reconstruction projects is deposited in a #300 account specific to a project and once the final payment is made, those funds are transferred to the project's #400 account, which is debt service. He said staff does not transfer funds without City Council approved as required by state statute.

Police:

Chief Schmitz said a new facility is currently being worked on and that squad replacement is budgeted for on an annual basis. He said short/long term needs include a 4th squad, improved technology, equipment (tazers, squad rifle, etc.), squad cameras/storage, a 7th full time officer in 2022/23 for better coverage during busy times and less OT. Pelava asked Chief Schmitz if he is planning on implementing body cameras. Chief Schmitz said he has considered them. He said they have pros and cons associated with them. Schmitz said cameras provide the benefit of being able to see everything but with all the data collected, another staff person dedicated to management of that data might be needed. Pelava asked if the Officer could turn the camera off/on. Schmitz said yes they can be turned off/on but then the Officer needs to remember to turn it off/on. Pelava said the technology is available for the department to be proactive instead of reactive.

Cherney excused himself from the meeting at 7:11 pm. He said he was an advocate to expand the Police Facility to include the shell of City Hall. Mayor Rud said the project is proposed to be phased with the Police facility first followed by a City Hall/library sometime in the future.

Parks & Recreation:

Baker said the current DataLink / GIS system is good and is being used by staff. Vlasak said staff is working on creating a map showing the condition of trails (good/fair/poor) to assist with budgeting and prioritizing of maintenance. He said he will be presenting equipment needs at the next meeting as well. He said the Park Board has done a good job of making improvements to the City's park/trail system over the years. Mayor Rud said the City takes the trails/parks for granted, that they are a huge asset and that they are being heavily used during COVID-19. Kodada asked if there is a long term maintenance plan for the trails in Willow Creek? Vlasak said the current plan for the trail north of Willow Creek Dr. SE is to install a barrier to prevent burrowing under the trail, mill it in place, pack the material and repave the trail. Mayor Rud asked if there is a Trail CIP to be used for budgeting/prioritizing maintenance. Erickson said a there is a map of the trail system, which identifies sections of the trail system as good, fair and poor to assist in making decisions. Powell said any map/document can be created to assist in making decisions. Mayor Rud said the system is great and it is remarkable the City constructed it without assistance from other governmental agencies.

Planning & Zoning:

Baker said the short/long term needs of the department include a building permit software system, DataLink/GIS data input, scanning of existing documents and a long term solution to staffing the Building Official/Inspector position. He said that current staffing is good but the current situation is not expected to last more than five years. He said City Hall is working as efficiently as possible when compared to other similar sized communities that have more staff than Lonsdale. Mayor Rud asked if staff is planning for/expecting continued growth. Baker said Loomis Homes is in a holding pattern and LGI continues to finish their current homes under construction.

Administration:

Erickson said the focus at City Hall is on maintenance, drainage of the parking lot shared by City Hall and the Fire Department, window replacement and parking. There was discuss on drainage of the parking lot.

Mayor Rud asked if Councilmembers wanted any specific information provided for the next meeting. Kodada said he wanted information on how transfers between funds have been conducted in the past. Furrer thanked department supervisors for their hard work. Pelava said it is good to see department supervisors involved in the budget process. Mayor Rud said if meetings are needed to keep the police facility moving forward, they should be held.

11. OTHER BUSINESS

None

12. ADJOURNMENT

A motion was made by Kodada and seconded by Pelava to adjourn the meeting. Vote for: Kodada, Rud, Furrer and Pelava. Roll Call Vote against: None. Abstained: None. Vote: 4-0. Motion carried. The meeting ended at 8:00 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator