

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
JUNE 30, 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 Planner Benjamin Baker
City Engineer Nick Guilliams, Public Works Director Russ Vlasak

4. APPROVAL OF AGENDA

Mayor Rud asked if there were any corrections, additions, or deletions to the agenda.

A motion was made by Pelava and seconded by Furrer 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

Mayor Rud asked if there were any corrections, additions, or deletions to the Minutes.

A motion was made by Kodada and seconded by Webb to approve the Minutes from the June 6, 2022 Special Meeting, the June 9, 2022 Regular Meeting, and June 16, 2022 Special Meeting. Vote for: Webb, 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 Pelava and seconded by Furrer to approve the Consent Agenda:

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

Vote for: Webb, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. Mayor Rud thanked the Getting family for the donation.

9. OLD BUSINESS

- a. Consider Approval of Resolution 2022-34, a Resolution Accepting a Bid for the Purchase of a City Owned Parcel

Erickson stated that Lance Manty presented a townhome project idea to the City Council and Planning Commission on May 12th. He said that the Planning Commission reviewed the project again at their May 23rd meeting. Erickson said that the Council discussed the project idea at their May 26th meeting. Based on Council feedback, the subject property, owned by the City of Lonsdale, was advertised for sale. Erickson said that two bids were received from ALG Enterprise, LLC and Lance Manty. He said that ALG provided a purchase price of \$132,500 for business use compared to Manty's \$125,000 for medium-density residential. Erickson went through the main points of a purchase agreement from ALG, the high bidder. Erickson noted that the City acquired the parcel as part of 10 acres purchased for the new Police Department facility. He said that the net proceeds of the parcel will be deposited to the PD facility debt service to off-set a portion of the land purchase.

Rud stated that the property has always been zoned as business, and he said that he received a letter from an adjacent neighbor opposing the proposed rezone and housing project by Manty. Manty came to the front podium to address the Council. He stated that his bid was completed and in on time, and he questioned the Council and Staff about ALG's bid. Erickson said that ALG had used their original purchase agreement as a bid proposal, and he called ALG to follow up on proposed land use and timeline. Rud said that the City similarly denied a car wash proposal recently that also required a rezone. Rud said that the City's Comprehensive Plan should guide development. Rud said that Manty's idea was still welcome in town, and he encouraged Manty to check with other vacant landowners around town. Kodada agreed with Rud, stating that there would be push back from the residents, if the parcel was rezoned. He suggested staying with the business proposal, as the safer way to go. Furrer stated that she was frustrated with the lack of progress on other land sales with ALG. Rud noted that silt fence and rock entrances were now in place for two projects in the Lonsdale Business Park. She said that it would be nice to see a project rolling within 12 months, which is consistent with past agreements. The Council discussed supply chain delays and issues. Rud stated that ALG was working with a potential day care to be located on that subject parcel. Furrer said that was a good location for a day care.

A motion was made by Kodada and seconded by Furrer to approve 2022-34, a Resolution accepting a bid for the purchase of a City Owned Parcel. Vote for: Webb, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

Rud stated that he could help introduce Manty to the area land owners.

10. NEW BUSINESS

a. Consider Approval of Resolution 2022-35, a Resolution Appointing Elections Judges

Erickson explained that there will be a State Primary and General Election held on August 9th and November 8th. He provided the Council with a list of 11 election judges to consider. Rud asked about judges that may not show up. Erickson stated that there is clause in the Resolution, authorizing the City Administrator to find additional judges, if necessary.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2022-35, a Resolution appointing elections judges. Vote for: Webb, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

b. Consider Approval of a Job Description for the Position of Accounting Technician – Utility Billing, Building Permits, AP/AR and Payroll

Erickson said that with the resignation of Mary Jo Turek, Staff evaluated the position and job description. He said that based on current and anticipated staffing changes and tasks that need to be completed at City Hall, it was determined the position needed to have increased responsibilities making the position full-time. The Council reviewed a summary of the duties. Erickson noted that it would cost the City an additional \$25,000 annually compared to the previous position. Rud expressed his desire to make the salary competitive, in order to attract and keep good candidates. Erickson noted that back in the early-2000s, there were 6 people working at City Hall, then over the past 10 years, there's only been 3.75 employees. Kodada suggested that a public relations/communications/social media responder needs to be a new duty taken up by the Staff at City Hall. The other Council members agreed.

A motion was made by Pelava and seconded by Webb to approve a Job Description for the position of Accounting Technician – Utility Billing, Building Permits, AP/AR and Payroll. Vote for: Webb, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- c. Consider Approval of and Authorize Staff to Advertise the Job Posting for the Position of Accounting Technician – Utility Billing, Building Permits, AP/AR and Payroll
Erickson said with the updated job description being approved, that the next step in the hiring process is to advertise the position. He said that the State Job Match was used to comply with Pay Equity. He went through the point range, pay range, anticipated starting wage, and hiring timeline. Erickson said that it will be a quick turnaround to get someone onboard by mid-August.

A motion was made by Furrer and seconded by Pelava to authorize Staff to advertise the Job Posting for the position of Accounting Technician – Utility Billing, Building Permits, AP/AR and Payroll. Vote for: Webb, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- d. Consider Approval of Resolution 2022-36, a Resolution Requesting the Incorporation of Various Infrastructure Improvements into the Rice County CSAH 4 Improvements Project
Erickson went through a list of proposed improvements to be included in the 2023 CSAH 4 Project recommended by Staff. The Council reviewed the list, Rice County Cost Participation Policy, and a CSAH 4 map with proposed improvements. Rud said that some of the items are not a priority, but if they can be included in the project, it is worth asking for as much as possible. Erickson said that the improvements will be included in the bid plans. The Council agreed that now is the time to make these improvements. The Council and Vlasak also discussed painting the curb yellow for “no parking” near Jaycee Park and Trcka Park.

A motion was made by Kodada and seconded by Webb to approve Resolution 2022-36, a Resolution requesting the incorporation of various infrastructure improvements into the Rice County CSAH 4 Improvements Project. Vote for: Webb, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- e. Consider Approval to Authorize Staff to Advertise for a Part Time Liquor Store Clerk at Grade 1 / Step 4 (\$14.92/hr.)
Erickson explained recent employees scheduling changes at the liquor store which has led to Staff recommending hiring another person to fill shifts as necessary maintaining a sufficient staffing level. Rud suggested relooking at starting pay and wages during the next budget meeting.

A motion was made by Pelava and seconded by Furrer to authorize Staff to advertise for a Part Time Liquor Store Clerk at Grade 1 / Step 3 (\$14.92/hr.). Vote for: Webb, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

f. Consider Approval of a Certification of an On-Sale Liquor License Requested by the Lonsdale American Legion Post #586

Erickson explained that the American Legion clubs in the area all retain a “regular” on-sale liquor license and not a “club” license. He said that the Lonsdale American Legion submitted a regular on-sale application earlier in the week. Erickson said that club licenses are \$100 and regular licenses are \$2,000. Rud thanked Erickson for initiating the proper licensing. Rud explained that he met with the Assistant Commander to help and assist them in becoming legal. The Council discussed the unfortunate and misinformed comments made on local social media regarding the subject, and they all agreed that it was good that the Legion submitted the proper license application.

A motion was made by Kodada and seconded by Pelava to approve a Certification of an On-Sale Liquor License requested by the Lonsdale American Legion Post #586. 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

Vlasak stated that Public Works has been busy striping road lines and crosswalks around town. He said that they helped with the irrigation system at the new Police facility. Vlasak said that they have been maintaining ball fields and along with the 20-year equipment at the wastewater treatment plant.

City Engineer

Guilliams provided an update on the 2022 Street Project. He said that curb pouring on Phase I should be taking place next week. Guilliams noted that a change order will be coming to the Council for a 100 ft. section of bad storm sewer pipe.

City Administrator

Erickson thanked Brokl and Baker for their help at City Hall, being short-staffed. He said that he has been working on the 2023 Budget, which will next be discussed on July 7th. Erickson said that he has been working on liquor store and City Hall positions.

City Planner

Consider Authorizing City Staff to Bid on Used Skate Park Equipment from Gov Deals in the Not-to-Exceed Amount of \$5,000

Baker provided the Council with a Staff Report and pictures regarding an opportunity to bid on skate park equipment from the City of Shakopee. He said that a local resident, who works for the City of Shakopee recently notified City Hall about their old skate park equipment currently up for bid on Gov Deals. Baker noted that Shakopee will be replacing their old skate equipment with new concrete ramps. Vlasak went to look at the ramps and rails earlier in the day, and he provided a report on the condition of the equipment. Erickson explained that it is an opportunity to get a low-cost new amenity in town. Furrer said that it would be a starting point. Rud and Kodada agreed that it was a good opportunity for minimal money. They talked about storing and fixing the used equipment over the winter until a permanent location could be determined. Kodada noted that various skate park petitioners have come forward over the years, but nothing ever materialized. He said that \$5,000 was a fairly safe bid price. The Council agreed that Staff should bid on the equipment.

A motion was made by Kodada and seconded by Pelava to authorize City Staff to bid on used skate park equipment from Gov Deals in the not-to-exceed amount of \$5,000. Vote for: Webb, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

Baker said RR Revival will be erecting a new permanent sign. He also noted that Public Works just constructed the new temporary ped/bike lane along Birch Street NE thanks to a grant from Rice County SHIP.

b. Council Reports

Council Member Webb

Webb provided an update on the Lonsdale Library.

Council Member Kodada

Kodada thanked Laura Carpentier for volunteering to plant the welcome sign flowers again this year. He provided a recap of the Park Board meeting, including the 2023 Budget and a potential disc golf course.

Council Member Furrer

Furrer said that the EDA met last week and talked about the Small Cities Grant.

Council Member Pelava

Pelava said that the boiler pump is still in transit and the furniture for the new Police Department will be installed tomorrow.

Mayor Rud

Mayor Rud said that construction should start soon on the Park Place Business Development Center condo building on Pond View Drive SE. He said that the Chamber is looking for volunteers for Community Days. He wished everyone a happy 4th of July.

12. ADJOURNMENT

A motion was made by Pelava and seconded by Furrer 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 8:11 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator