

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
JULY 30, 2020**

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: 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 and City Engineer John Powell

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: 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 Kodada and seconded by Cherney to approve the Minutes from the July 9, 2020 Regular Meeting and the July 16, 2020 Special Meeting Minutes. 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
- d. Consider Approval to Authorize Staff to Advertise for Sale a Forfeited 2005 Ford Freestar
- e. Consider Approval of Resolution 2020-29, a Resolution Appointing an Election Judge

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 Resolution 2020-30, a Resolution Approving the City of Lonsdale CARES Act Policy and Application – Joel Erickson, City Administrator
Erickson explained that \$841 million in federal Coronavirus Aid, Relief, and Economic Security (CARES) funding was allocated to the State of Minnesota. He said that Governor Walz and the Legislative Advisory Committee established how the funds would be distributed. Based on \$78/resident, Erickson said that Lonsdale was allocated \$311,005.00. Erickson summarized eligibility requirements for businesses, non-profit organizations, and residents. He said that the City of Lonsdale will reimburse itself for related expenses as well. Erickson noted that any unused funds have to be sent to Rice County and if not spent by Rice County, sent to the State of Minnesota. The Council reviewed the, up to \$3,500, grant application form and related CARES Act information from the League of Minnesota Cities. Rud said that many of the non-profit organizations have been hit hard. Erickson explained how non-profit groups, such as the Lions, could provide proof of loss-of-revenue. Due to experience as a business owner, Cherney suggested that the City should slow down and think through it. He suggested leaving it up to a gap agency due to potential criteria and administration issues. Cherney suggested that more of a focus should be on residents and not businesses. Cherney wondered if people would lie on their applications, and he stated that he is more of a socialist when it comes to equitability. Kodada asked if Staff could keep up with the administration of the grant requests. Erickson said yes. He provided examples of businesses and non-profits in town that would benefit. Erickson said that per the State's webinar, the funds should be distributed as-soon-as-possible. He said that the first round of funding would allow for grants up to \$3,500. Pelava asked Cherney what changed his thinking since the May 28th Council discussion on grant funding. Pelava said that the federal funds fell into the City's lap to distribute. The Council members discussed if there would be any eligibility impact, if applicants were awarded another CARES related grant from other governmental entities. They also talked about staffing support to administer the grants and concern about public data.

A motion was made by Pelava and seconded by Cherney to approve Resolution 2020-30, a Resolution approving the City of Lonsdale CARES Act Policy and Application. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

b. Consider Approval of an Amendment to the City of Lonsdale’s COVID-19 Preparedness Plan – Joel Erickson, City Administrator

Erickson said that in response to Executive Order 20-40, the City of Lonsdale chose to adopt and implement a Preparedness Plan before it was required to have one. Erickson said that according to Executive Order 20-81, Section 13, all businesses must update their COVID-19 Preparedness Plan to include the face covering requirements. Erickson summarized the proposed revisions to the Plan, while the Council reviewed the red-lined proposed Revised Plan. Cherney suggested that Lonsdale Liquor track customers not wearing a mask. The Council reviewed the Stay Safe Minnesota guidance information.

A motion was made by Pelava and seconded by Kodada to approve an amendment to the City of Lonsdale’s COVID-19 Preparedness Plan. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

c. Consider Approval to Schedule a Public Hearing for Special Assessments for Delinquent Accounts on August 27, 2020 at 7:00 pm or Shortly Thereafter – Joel Erickson, City Administrator

Erickson explained that due to the COVID-19 Health Pandemic, the Council decided to not charge late fees on past due utility accounts until August 1, 2020 and also not shut off water for past due amounts. Erickson said that the League of Minnesota Cities recommends that cities avoid water shut-offs due to executive order language regarding evictions. Erickson said that in the past the City has held special assessment meetings twice a year for unpaid bills. He said that the City averages 15-30 door hangers, totaling around \$1,000 – \$2,000 and 0-4 shut-offs per month. He recommended scheduling a Public Hearing for delinquent accounts.

A motion was made by Kodada and seconded by Cherney to schedule a Public Hearing for Special Assessments for Delinquent Accounts on August 27, 2020 at 7:00 pm or Shortly Thereafter. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

d. Consider Approval of Resolution 2020-31, a Resolution Transferring \$3,500.00 From the Liquor Fund to the Park Fund for Sidewalk Installation and Site Restoration at Lion’s Park – Joel Erickson, City Administrator

Erickson asked the Council to consider transferring \$3,500 from the Liquor Fund to the Park Fund for construction of a sidewalk at Lions Park. He explained that during the 2018 Street Project, Lions Park was re-graded, trees were removed and replanted, and an ADA pedestrian ramp/park access was added on the northeast side of the Lions Park as requested by the Lions Club members. He said that new concrete was recently poured under the remodeled pavilion, and a sidewalk connection is now needed to link the ped ramp and pavilion. Cherney asked if the Liquor Store will still have money for the lift jack. Erickson said yes.

A motion was made by Kodada and seconded by Cherney to approve Resolution 2020-31, a Resolution transferring \$3,500.00 from the Liquor Fund to the Park Fund for Sidewalk Installation and Site Restoration at Lion’s Park. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

e. Discuss Whether or Not to Contract With a Construction Manager for the Lonsdale Police Facility Project – Joel Erickson, City Administrator

Erickson asked the Council for feedback on whether or not to involve a Construction Manager (CM) in the Police Facility project. He said that the RFP for Architectural Services was written to include Construction Administration, which means there is no Construction Manager and the Architect is responsible for delivering a satisfactory project. Erickson summarized what a CM's role would be. He identified reasons for both using and not using a CM. Erickson said that the cost for a CM is approximately 10% of the project cost, but that cost is mostly covered by the Prime Contractor's general conditions category for managing the project. Erickson said that Wold has experience working with a CM, but in this case, they are not recommending using a CM. Erickson said that City Staff should be able to handle the responsibility along with the Wold Architects and the Building Official. Cherney expressed his concern for piling more responsibility on City Staff. The Council discussed the pros and cons of a CM, and they agreed to not use a Construction Manager. Erickson said that work can be done by the Architect to breakdown the contracts to encourage local bidders to bid on the project.

A motion was made by Cherney and seconded by Kodada to not utilize a Construction Manager for the Police Department Project. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

f. Consider Approval of a Quote in the Amount of \$31,605.00 Submitted by American Environmental for Televising Associated with the 3rd and 4th Ave SW Area Projects – Russ Vlasak, Public Works Director

Vlasak said that five companies were solicited for quotes for televising associated with the 3rd and 4th Avenue SW Area Projects, and 2 bids were received from: American Environmental and Visu-Sewer Inc. He said that American Environmental conducted the previous televising work and were the low bid this time. Furrer asked about the high dollar amount listed for Traffic Control on the bid. Staff and Council members explained that contractors sometimes use early bid line items to receive guaranteed payment.

A motion was made by Pelava and seconded by Furrer to approve quote in the amount of \$31,605.00 submitted by American Environmental for Televising Associated with the 3rd and 4th Ave SW Area Projects. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- g. Consider Approval of Application for Payment No. 2 in the Amount of \$46,170.24 to James Bros. Construction, Inc. for the Industrial Drive Area Drainage Improvements – John Powell, City Engineer

Powell provided a project update on the Industrial Drive Area Improvements Project. He said that the contractor has requested payment for work completed, including bituminous patching, drain tile work, and aggregate base placement. He recommended approval of the payment, which includes 5% retainage.

A motion was made by Kodada and seconded by Pelava to approve Payment No. 2 in the amount of \$46,170.24 to James Bros. Construction, Inc. for the Industrial Drive Area Drainage Improvements. 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 repaired the Co Rd 33 trail section and fence that runs over Heath Creek. He said that he has been using the donated bulldozer to help grade the southern and western portion of the Trcka Park site.

City Engineer

Powell provided an update on the Trcka Park Project, Deer Ridge NW Project and 2nd Avenue SW Project. He said that 100 ft. of curb is being taken out due to a weekend rain washout.

City Administrator

Erickson said that he will be attending the August 10th Fire Board Meeting, working the State Primary Election on August 11th, and preparing for the August 6th Budget Meeting.

City Planner

Baker stated that over the last couple of weeks 9-10 new home permits have been submitted for review. He also noted that two Eagle Scout Project participants may be attending the next Park Board meeting.

b. City Council / Department Reports

Council Member Cherney

Cherney asked if anything had been done with the Fire Department bell yet. The Council and Staff discussed different methods for sandblasting/painting the bell.

Council Member Kodada

Kodada provided a recap of the last Planning Commission meeting, and he said that the Park Board is scheduled to meet again in August.

Council Member Furrer

Furrer said that the liquor store sales and revenue continue to be strong, with a profit of \$21,000 in June, which is up 27% from the previous year. Erickson provided an update on hours of operation.

Council Member Pelava

Pelava provided an update on the last EDA meeting, including the CARES Grant and TV advertising options.

Mayor Rud

Rud said that there has recently been 2 parties interested in the Business Park. He also promoted the KCHK Mayor's show. Rud thanked Staff for doing such a good job with all the construction going on around town.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Cherney to adjourn the meeting. Vote for: Cherney, Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The meeting ended at 8:20 pm.

Respectfully Submitted:

Joel A. Erickson, City Administrator