

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
APRIL 13, 2023**

1. CALL TO ORDER

Mayor Tim 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: Tim Rud, David Webb, Kevin Kodada, Cindy Furrer and Scott Pelava

Members Absent: None

City Staff Present: City Administrator Joel Erickson, Chief of Police Jason Schmitz, Public Works Director Joe Dornfeld, Community Development Planner Jamie Scheffer, and City Engineer Shibani Bisson

4. APPROVAL OF AGENDA

Rud asked if there were any additions, deletions, or corrections to the agenda. A motion was made by Pelava and seconded by Webb to approve the agenda as presented. Vote for: Rud, Webb, Kodada, 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 March 30, 2023, Regular Meeting

Rud asked if there were any additions, deletions, or corrections to the minutes. A motion was made by Kodada and seconded by Furrer to approve the minutes from the March 30, 2023, Regular Meeting. Vote for: Rud, Webb, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

6. PUBLIC HEARINGS

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

Lonsdale resident Jared Musta, who lives at 509 1st Ave NE, addressed the Council about high-speed traffic in his neighborhood. He stated that it seems to be a cut through street for people and that the neighborhood has a lot of young children. He stated he would like to see this fixed before an accident happens. Mayor Rud directed Musta to speak further with Chief Schmitz about extra patrols to start.

8. APPROVAL OF THE CONSENT AGENDA

- a. Consider Approval of Resolution 2023-12, a Resolution Approving Sponsorship of the Lonsdale Sno-Wizards
- b. Consider Approval of an Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License Requested by the Church of the Immaculate Conception
- c. Consider Acknowledging a Minnesota Lawful Gambling LG220 Application for Exempt Permit Requested by the Church of the Immaculate Conception

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 Kodada and seconded by Furrer to approve the consent agenda as presented. Vote for: Rud, Webb, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

9. OLD BUSINESS

a. Consider Approval of Resolution 2023-13, a Resolution Accepting a Bid for a 40' x 100' Public Works Storage Facility and Authorizing a Down Payment

Dornfeld gave a brief project background and reviewed new quotes that now include finishing the walls and ceiling (materials and labor). Dornfeld said new quotes were only submitted from Worldwide Steel Builders, Lester Buildings and Ram Buildings. He stated material costs had increased since the last Council meeting and labor costs increased for finishing the building. He also stated the new quotes did not include a ventilation system which is not needed for the building based on conversations with HVAC companies. He stated that the low bidder is Ram Buildings at \$177,125.00 which includes fully a constructed building, garage doors, service doors, windows, entire building wainscot, wall insulation, wall liner, ceiling liner, moisture barrier, gutters, door closures, and dead bolts on service doors. He explained that Ram requires a downpayment of \$58,451.25. Dornfeld recommended approval resolution 2023-13 due to the low bid and the energy efficiency from the type of building. Dornfeld reviewed the fiscal impact and where funds would be drawn from to complete the project. He stated funds would come from \$30,000 that was budgeted for debt service for this project, leftover funds from other 2023 projects, a transfer from the liquor store fund, and/or by an internally funded "due to" the water/sewer funds(s) similar to how Lonsdale Liquor was constructed. The Council asked clarifying questions about the ventilation and heating. Dornfeld stated he did not think that an exhaust fan was needed immediately, and the Council agreed. Pelava asked about life expectancy and Dornfeld replied that the warranty is for 50 years, and that his contacts recommended a pole building based on the insulation value.

A motion was made by Kodada and seconded by Webb to approve Resolution 2023-13 accepting a bid for a 40' x 100' storage facility and authorizing a downpayment. Vote for: Rud, Webb, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

10. NEW BUSINESS

a. Presentation of the 2022 Economic Development Authority Annual Report

EDA President Laura Prigge was not present. The report will be given at the April 27th meeting.

b. Presentation of the 2022 Community Development Report

Scheffer presented the 2022 year-end community development report via PowerPoint which included the topics of population, building permits, land use permits, real estate and home sales and land development. Scheffer concluded the presentation by stating that the Council would receive quarterly reports moving forward since reports are easy to create with the new permitting software.

c. Consider Approval of Resolution 2023-14, a Resolution Proclaiming April 28, 2023, as Arbor Day in the City of Lonsdale

Scheffer explained that the City was awarded Tree City USA status for the 15th year in a row and that the requirements to keep the status are to have a tree board (Lonsdale Parks & Recreation Commission), having a tree-care ordinance, allocating at least \$2 per capita in an annual community forestry budget, and proclaiming/observing Arbor Day including a social media campaign. Scheffer recommended approval of the attached Resolution 2023-14 and said the attachments included the award press release, the draft proclamation resolution, and the Tree City

USA Standards. Rud asked if there will be an event at the school and Scheffer replied that the Park Board is not pursuing those events anymore due to lack of volunteers.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2023-14 Proclaiming April 28, 2023, as Arbor Day in Lonsdale. Vote for: Rud, Webb, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

d. Consider Approval of a Proposal for Professional Services in the Hourly Not-To-Exceed Amount of \$27,957.00 Submitted by WSB for the Public Works Storage Building

Erickson said with the Public Works Storage Building project moving ahead, the City needs to comply with City Code Section 153.066 relating to site plan, the same standards any other commercial project would need to follow in Lonsdale. WSB submitted a proposal to prepare the necessary plans. Erickson provided a summary of the proposal which included quotes for preparing a topographic survey, certificate of survey, owners and encumbrance report/title commitment, and construction level plans related to the site plan, concrete pad section, grading, drainage, erosion/sediment control, and structural slab design, plan notes and details for the pad/apron. Erickson explained the purpose of the plans are also to obtain accurate quotes for the groundwork and concrete, and that the proposal is consistent with the WSB contract that is currently in place. Erickson also mentioned that staff are planning to forgo soil borings due to their tacit knowledge of the site and their ability to drill several holes to confirm their assumptions of the subgrade composition. Erickson said the anticipated timeline is to have the site plan submitted in time for Planning Commission review at their June meeting. Erickson said the proposal is not to exceed \$27,957.

A motion was made by Pelava and seconded by Webb to approve the hourly not-to-exceed \$27,957 proposal for professional services submitted by WSB. Vote for: Rud, Webb, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

e. Discuss and Provide Direction Regarding a 2024 Street and Utility Reconstruction Project

Bisson presented options for a potential 2024 street and utility improvement project. She stated staff have been discussing different options for next year based on pavement and other conditions. The first option she outlined was a street and utility reconstruction in the NW section of town where streets were constructed in 1971. She explained a consideration for that option would be to also pave Mill St which is a gravel road adjacent to the project area. The second option she outlined included street and utility reconstruction in the NE section of town where streets were also constructed in 1971 but had a mill and overlay in 2015 in most of the project area, however the streets have continued to deteriorate. The third option she outlined included street and utility reconstruction on Main Street between Railway St NW to 70th St which would require cooperation with Rice County. Bisson explained the schedule for pursuing a 2024 project which would include a feasibility report being ordering in May of this year, neighborhood meeting, public hearing, bidding, assessment hearing, and construction ending in 2024 with final wear course in 2025. The council discussed different options including factors such as trails in town that may need reconstruction, amount of water breaks, special assessments, future development, and discussions with the county. The council reached a consensus to hold a neighborhood meeting during a regular Council meeting for option 1 and start discussions with Rice County about Main Street.

f. Presentation of the Comprehensive Water System Plan

Bisson explained that in July of 2022 the City authorized an update to the City's Comprehensive Water System Plan with the purpose of updating planning efforts around future needs of the community based on growth up to 2040 including short-term and long-term analysis of needs around water system facilities, demand, improvements, supply, storage, treatment, and distribution infrastructure. Bisson gave a high-level overview of the recommendations including booster station rehab, water tower siting and storage study, utility rate study, water tower 2 construction, water tower 1 rehabilitation, treatment capacity expansion, drill well 6 and watermain, and issues with well #3 all for within the next 15 years. Bisson explained the trigger chart, probably costs, and funding that will be pursued through MN PFA and other sources. Monica Heil from WSB was also present to answer questions. Bisson explained one of the first steps is to submit a short application to be placed on the MN PFA Project Priority List (PPL) to qualify for potential funding.

A motion was made by Pelava and seconded by Furrer to approve the Comprehensive Water System Plan. Vote for: Rud, Webb, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

g. Consider Approval of Resolution 2023-15, a Resolution Accepting a Bid for the Fire Hall Concrete Driveway Removal and Replacement Project

Erickson gave background on the project and explained that bids were due at 10:00 am on March 31st. Erickson stated that one bid was received from LA Kodada & Sons for \$76,935 which staff deemed competitive. Erickson explained that the project includes extending the parking lot 8 feet to the west, removing, and replacing 14 inches of floor underneath the garage adjacent to the driveway so the metal thresholds that have rusted through can be removed, and 8" diameter bollards. Erickson explained that the Fire Department has \$78,000 saved up for building repairs which can be used for this project.

A motion was made by Webb and seconded by Furrer to approve Resolution 2023-15 accepting a bid for the fire department concrete driveway removal and replacement project. Vote for: Rud, Webb, Furrer and Pelava. Vote against: None. Abstained: Kodada. Vote: 4-0-1. Motion carried.

h. Consider Approval of Resolution 2023-16, a Resolution Approving a Transfer Not-to-Exceed \$2,000.00 From the Liquor Fund to the Park Fund for the July 19, 2023, Fox 9 Town Ball Tour Event

Erickson explained that the Parks and Recreation Commission has been discussing providing additional activities at the Fox 9 Town Ball Tour event in Lonsdale on July 19th including Face Painting, bounce houses, and inflatable baseball games. Erickson explained the request is for a transfer from the Liquor Store fund not to exceed \$2,000 and will go towards those activities, related setup and delivery costs, and the purchase of a generator for Public Works to use at the event and for other work. Erickson explained that the City was not aware of the event during the 2023 budget process and that everyone at the previous Liquor Store meeting was in favor of the transfer.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2023-16 approving a transfer not to exceed \$2,000 from the Liquor Fund to the Park Fund for the July 19, 2023, Fox 9 Town Ball Tour Event. Vote for: Rud, Webb, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- i. Consider Approval to Make a Conditional Job Offer to Richard Bell at Grade 1 / Step 5 (\$18.43/hr.) for a Seasonal Public Works Position
Erickson recommended making a conditional job offer to Richard Bell at Grade 1 Step 5 for a Seasonal Public Works Position.

A motion was made by Furrer and seconded by Pelava to make a conditional job offer to Richard Bell as Seasonal Public Works Employee at Grade 1 / Step 5. Vote for: Rud, Webb, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- j. Consider Approval to Make a Conditional Job Offer to Reid Peterson at Grade 1 / Step 1 (\$16.06/hr.) for a Seasonal Public Works Position
Erickson recommended making a conditional job to Reid Peterson at Grade 1 Step 1 for a Seasonal Public Works Position.

A motion was made by Kodada and seconded by Webb to make a conditional job offer to Reid Peterson as Seasonal Public Works Employee at Grade 1 / Step 1. Vote for: Rud, Webb, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- k. Consider Approval to Make a Conditional Job Offer to Tait Lawson at Grade 1 / Step 1 (\$16.06/hr.) for a Seasonal Public Works Position
Erickson recommended making a conditional job offer to Tait Lawson at Grade 1 Step 1 for a Seasonal Public Works Position.

A motion was made by Pelava and seconded by Webb to make a conditional job offer to Tait Lawson as Seasonal Public Works Employee at Grade 1 / Step 1. Vote for: Rud, Webb, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

- l. Consider Approval to Make a Conditional Job Offer to Kenyon Hustad at Grade 1 / Step 1 (\$16.06) for a Seasonal Public Works Position
Erickson recommended making a conditional job offer to Kenyon Hustad at Grade 1 Step 1 for a Seasonal Public Works Position.

A motion was made by Kodada and seconded by Furrer to make a conditional job offer to Kenyon Hustad as Seasonal Public Works Employee at Grade 1 / Step 1. Vote for: Rud, Webb, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

11. OTHER BUSINESS

- a. Department Head & Council Reports

Public Works

- Streets- Charlie has been busy
- Water- hydrant flushing April 24-28
- Parks- busy cleaning things up, skate park equipment repairs will be done tomorrow, soccer fields will be set up tomorrow, working on DRS improvements most trees are down
- Sewer- ready to haul biosolids, insurance claims are settled and equipment is fixed and running
- Applicants- pleased with the number and pleasure interviewing them, looking forward to the summer

Engineering

- Mill and overlay precon next week- starting in May for a couple of weeks, letters being sent to residents once schedule is firm
- Trail project contracts getting signed, contractor starting in June letters ready to go to residents along with Trendera Park Trail drain tile installation
- Skate park precon week of April 24 to begin in May as well
- CSAH 4 with County precon meeting next week
- April 20 open house for Hwy 19 project
- Next Council bringing the variance docs for chloride reduction

City Administration

- Hwy 19 open house 6-8 at the civic center on 20th – focus on 35 west to Hwy 13, review and provide feedback.
- Hwy 19 roundabout project management meeting was held on Monday and they are narrowing down the options
- Attended loss control meeting in Mankato
- Met with companies for EDA video quotes with Jamie
- Roofs to be replaced from hail storm damage

Community Development

- Website quotes pushed to next meeting
- Monday Park Board/Planning – hosting EDA for joint housing discussion
- Jake Wetzel is moving forward with Car Wash at new location and will submit Friday, for May PC and 2nd May City Council final approval
- Next Weds hosting Rice County economic development professionals.
- With snow gone going on tours around town, going on Parks tour with Joe
- Getting a lot of fence and shed permits, getting to know contractors better
- No news on Skatepark Grant but we were awarded the SHIP grant for Industrial Drive Demonstration Project

Council Member Webb

- Liquor store- met recently.
- Library- meets next week, gearing up for spring and summer items.

Council Member Kodada

- Parks and Planning meeting on Monday

Council Member Furrer

- EDA meeting next week
- Liquor having Tasting Event first Saturday of May
- Happy Birthday to Liquor Store Manager Lynette

Council Member Pelava

- Nothing

Mayor Rud

- Noticed some settlements in town and discussed with Joe, no water leaks found by Public Works
- Thanked staff for good reports and work

- b. Upcoming Meetings
 - a. Thursday, April 27, 2023, at 7:00 pm
 - b. Thursday, May 11, 2023, at 7:00 pm
 - c. Thursday, May 25, 2023, at 7:00 pm

12. ADJOURNMENT

A motion was made by Kodada and seconded by Furrer to adjourn the meeting at 8:51 pm. Vote for: Rud, Webb, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

Respectfully Submitted:

Jamie Scheffer

Community Development Planner