

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
APRIL 27, 2023**

1. CALL TO ORDER

Mayor Tim Rud called a meeting of the Lonsdale City Council to order at 7:04 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, Kevin Kodada, Cindy Furrer and Scott Pelava

Members Absent: David Webb

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. Erickson asked to add presentation of the Lonsdale Police Department Dedication Plaque to the agenda.

A motion was made by Kodada and seconded by Furrer to approve the agenda with the requested addition. Vote for: Rud, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

5. APPROVAL OF MINUTES

a. Consider Approval of the Minutes from the April 13, 2023, Regular Meeting

Rud asked if there were any additions, deletions, or corrections to the minutes. A motion was made by Pelava and seconded by Furrer to approve the minutes from the April 13, 2023, Regular Meeting. Vote for: Rud, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

6. PUBLIC HEARINGS

a. 2023 Small Cities Development Program Grant Application

Mayor Rud called the public hearing to order at 7:04 pm. City Administrator Joel Erickson provided a brief summary of the pre-application and that this public hearing is required as part of the full/final Small Cities Development Program Grant application submission process. Ryan Zemek of Widseth gave a presentation that reviewed the following items: (1) Purpose, which is to obtain and respond to questions pertaining to the application; (2) an overview of the SCDP program; (3) that the intent is to apply for \$431,250.00 for rehabilitation of 15 owner-occupied homes in Lonsdale, the terms of the deferred loan/grant in the amount of \$25,000.00 and what the eligible expenses were; (4) Program Eligibility; (5) Income Guidelines; (6) Community Needs and Lonsdale's population, income, number of housing units, the fact that housing supply is not keeping up with demand and what improvements are needed to the homes; (7) Community Benefits such as preservation of affordable housing, health/safety improvements and overall improved housing quality; (8) Overall Cost, revenues and expenses and (9) the proposed project schedule.

Zemek asked if the City Council, staff or residents in attendance had any questions. Mayor Rud asked what the application process would consist of. Zemek said the process starts with verifying income eligibility, desired improvements, an inspection, creation of a scope of work, bidding the project and award. Mayor Rud asked if residents should contact City Hall. Zemek replied yes and the program will be marketed through various means. Mayor Rud asked Zemek if he was optimistic about receiving funding. Zemek said a big hurdle is getting past the preliminary application and feels the application is strong and yes, he is optimistic of being awarded funding. Mayor Rud asked if any residents wanted to speak or had any questions. No residents indicated they had questions pertaining to the grant application. Mayor Rud said the City's 2009 application resulted in visible improvements to several neighborhoods in town due to improvements made and the program works well. Zemek said the program is beneficial. A motion was made by Pelava and seconded by Furrer to close the public hearing. The public hearing ended at 7:24 pm.

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

8. APPROVAL OF THE CONSENT AGENDA

- a. Monthly Bills
- b. Treasurer's Report
- c. Board and Commission Minutes
- d. Consider Approval of a Sewer Rate Adjustment for the Property Located at 1030 Deer Ridge Ct. NW

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 Pelava and seconded by Furrer to approve the consent agenda as presented. Vote for: Rud, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

9. OLD BUSINESS

10. NEW BUSINESS

- a. Presentation of the 2022 Economic Development Authority Annual Report
Economic Development Authority (EDA) President Laura Prigge presented a brief overview of the 2022 activities and budget. She highlighted activities that included a new board member; the ongoing Business Retention & Expansion (BR&E) program and subgroups business assistance, business variety, and business succession; the purchase of banners for Main Street; discussion and creation of the Lonsdale Community Foundation; discussion about a Shark Tank event that did not move forward; the creation of a commercial building rehabilitation grant program that resulted in 4 projects; discussion about a mural painting; discussion on the EDA's role related to youth activities; digital marketing efforts; event sponsorships; hosted seminars; and budget process. Prigge stated that the EDA began 2022 with a balance of \$104,071.44 and ended with a balance of \$61,652.71. She said some of the expenses in 2022 included marketing, rehabilitation grants and the SCDP grant application consultant fee. Rud said the EDA's work is impressive and Prigge thanked him and stated they enjoy the work. Council members expressed their gratitude.

- b. Consider Approval of Resolution 2023-17, a Resolution Approving Submission of a 2023 Small Cities Development Program (SCDP) Application and Authorizing the Mayor and/or City Administrator to Execute Such Agreement and Amendments Thereto

Erickson explained that the proposed resolution is required to be approved to move ahead with the final SCDP application. Erickson stated that by approving the resolution the City is stating its legal authority related to the grant, that it will be the legal sponsor and authorize appropriate signatures, that there has been no violation of laws related to such, authorizing entering into a grant agreement, and authorizing execution of related items.

A motion was made by Pelava and seconded by Furrer to approve Resolution 2023-17. Vote for: Rud, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- c. Consider Approval of Resolution 2023-18, a Resolution Approving an Electronic Fund and Wire Transfer Policy and Delegating the Authority to Make Electronic Fund Transfers

Erickson explained that the City, who has already been making and/or receiving electronic fund transfers for items such as payroll and property tax settlements, needs to implement a policy complying with state statute 471.38, that also delegates authority to make the transfers. Erickson said another reason to adopt the policy stems from issues and concerns with payments to vendors. Erickson explained details related to eligibility, fraud prevention, and processes.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2023-18. Vote for: Rud, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- d. Consider Approval to Schedule Special Meetings to Discuss the City's 2024 Annual Budget

Erickson stated that staff would like to get a set schedule of special meetings to discuss the 2024 City budget and provide direction to staff. He explained that they would start off with the general priorities of the Council and eventually end with department head presentations of budget requests. He said that the last date that the City can adopt its preliminary budget and property tax levy is September 30th. He said that there is time between then and final adoption of the budget and certification of the tax levy towards the end of December to have any necessary meetings for changes or final review. He explained the fiscal impact of the special meetings depends on the number of staff that attend, up to \$750 per meeting. The City Council reviewed the meetings dates which are all on Mondays (June 5th and 26th, July 10th and 24th, August 14th and 28th, and September 11th) to begin at 6:00 pm. Erickson explained that meetings can be moved based on future conflicts if needed. Council members reached consensus that there are no conflicts for the proposed dates at this time.

A motion was made by Pelava and seconded by Furrer to approve scheduling Special City Council Meetings to discuss the City's 2024 budget and property tax levy. Vote for: Rud, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

- e. Consider Approval of a Proposal Submitted by Clarke in the Amount of \$36,050.00 for 2023 Mosquito Control Management Services

Erickson explained that the quote was for 22 weekly Biomist mosquito treatments in residential areas and parks, along with larvicide treatment of surface water. Erickson said he sent the RFP to two vendors and one bid was received by Clarke for \$36,050.00 or \$1,525 per treatment including Larvicide treatments of surface water. Erickson stated that the quote also included an all natural and organic treatment as an option totaling \$77,000.00 and the larvicide treatments for \$2,500.00 total. Erickson explained that the vast and overwhelming majority of residents are happy that the

City treats for mosquitoes, and that the City did budget \$37,100.00 for mosquito control for 2023. Rud asked if additional treatments are available and Furrer asked if we are charged if we need less services. Erickson replied no.

A motion was made by Furrer and seconded by Pelava to approve the quote submitted by Clarke in the amount of \$36,050.00 for synthetic pyrethroid and larvicide treatment of surface water. Vote for: Rud, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

f. Consider Approval of the Proposed Site Improvements and Authorize Staff to Advertise for Bids the Concrete Work at Trendera Memorial Field

Dornfeld presented a concept plan for park improvements at Trendera Memorial Field and said the Park Board, City Council, the Lonsdale Aces, and City staff have been working on for the past couple of months. Dornfeld recapped the project parameters which include removal of RR ties, fence replacement, painting, circuit breaker for lights, and concrete work including insignia for the Lonsdale Aces. He also updated the council on trees that have already been removed and the project timeline, which is to finish prior to Fox 9 Town Ball on July 19th. He explained that the budget is \$60,000 with the Lonsdale Aces paying \$10,000 of that amount and the City financing its share through the Liquor Store Fund. He said staff estimates concrete work to be \$35,000. Dornfeld also explained that after discussions with staff they are proposing that the stairs to the grandstand be a ramp instead. Rud inquired about the lighting system to which Dornfeld replied that the issue is when a bulb needs replacing, they need a plan on how to replace it due to the fire truck causing field damage. Rud asked if the entire system is in danger of failure or if it is repairable to which Dornfeld replied he believes it is repairable, but they should analyze costs of repair versus a new LED system. Rud asked the cost to replace and Kodada responded at least \$250,000. Furrer asked what other communities do when bulbs go out and Rud and Dornfeld responded that Lonsdale is unique in that we have wood poles instead of metal. The council suggested that the Aces should be planning long term for a solution and take leadership on that with the City to assist as needed. Dornfeld also explained that the benches shown are from the Lions who would like them fastened to the ground and that this is an ideal location due to the park being locked when not in use.

A motion was made by Kodada and seconded by Pelava to approve proposed site improvements and authorize staff to advertise for bids for the concrete work at Trendera Memorial Field. Vote for: Rud, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

g. Consider Approval of a Quote Submitted by Johnny on the Spot in the Amount of \$11,940.00 for ADA Compliant Portable Restrooms

Dornfeld stated that staff recommends Johnny on the Spot to provide 10 ADA compliant portable restrooms for city parks for the 2023 season which will all be brand new. He explained that this will require a 3-year contract like past contracts with Rent and Save. He said Rent and Save service has significantly declined and did not submit a bid. Dornfeld explained that the city is required to provide ADA compliant restrooms if any restrooms are made available to the public. He said the budget for 2023 is \$14,000 and reviewed the quotes submitted with Johnny on the Spot being the lowest quote at \$11,940. Kodada asked if cleaning was the same proposal in each quote to which Dornfeld replied yes. Pelava asked about tip over issues and Dornfeld said they have declined as the ADA compliant portable restrooms are much larger and harder to tip over. He also stated Johnny on the Spot is local and have a good reputation.

A motion was made by Kodada and seconded by Furrer to approve a quote submitted by Johnny on the Spot in the amount of \$11,940 for ADA compliant portable restrooms. Vote for: Rud, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

h. Consider Approval of the City's Minnesota Pollution Control Agency's Chloride Variance Request Form

Bisson explained that last fall, it was reported by the Minnesota Pollution Control Agency (MPCA) that the city would need to reduce amount of chloride discharge from the wastewater treatment plant (WWTP) but since that time the MPCA has indicated the City can apply for a variance. She explained if the council approves the form, the next steps would be to meet with the MPCA to make a plan to reduce chloride which would be sent to the EPA for approval, taking up to six months and then the variance would last for five years. Bisson explained that as part of the variance form staff identified action that could be taken as part of the plan to reduce chloride which includes a water softener replacement rebate program for residents and suggestions to change water softener settings. Bisson explained the fiscal impact is staff time and engineer consultant time along with future rebates.

A motion was made by Kodada and seconded by Pelava to approve the City's Minnesota Pollution Control Agency's Chloride Variance Request Form. Vote for: Rud, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

i. Consider Approval of Application for Payment No. 2 (Final) in the Amount of \$17,454.45 to BCM Construction for the 11th Ave NE Sanitary Sewer Service Repairs

Bisson explained that the project included some sanitary sewer service repairs, patching and other restoration items that occurred in 2022. She explained that the final pay request has been received and with the final payment, a 2 year maintenance bond begins and the final payment includes returning retainage for a total of \$17,454.45.

A motion was made by Pelava and seconded by Furrer to approve Application for Payment No. 2 (Final) in the amount of \$17,454.45 to BCM Construction for the 11th Ave NE Sanitary Sewer Service Repairs Project. Vote for: Rud, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

j. Introduction of Police Department Facility Dedication Plaque

Chief Schmitz explained that after the completion of the new Police Department facility it was requested a plaque be made to recognize community leaders involved in the project which resulted in a new facility that is practical, beautiful and meets the needs of the community now and into the future. Schmitz stated that more importantly, he views the plaque as a symbol to their dedication to public safety and thanked them on behalf of the Lonsdale Police Department. The council remarked on the plaque looking great and that the project turned out wonderful for the community. Furrer asked about placement and Schmitz commented it will be in the lobby area. Rud thanked Pelava, Erickson and Schmitz for all of their work on the project.

11. OTHER BUSINESS

a. Department & Council Reports

Public Works

- Zero turn has arrived
- Pothole patching occurred
- Hydrant flushing occurred
- Biosolids hauled out in time to avoid extra costs before May 1st
- Jetting and televising RFP getting prepared

- Did not receive the Pollinator grant as they ran out of funding, but more money will be available in the fall

Engineering

- Mill and overlay project- Milling to start 5/8 with paving on 5/10. Letters to residents were mailed last week.
- Sticha Skate Park- Preconstruction meeting occurred today. BKJ to start excavation and building up the pad, the week of June 5 with concrete pouring the week of June 12 and restoration after that.
- Trail project – Preconstruction meeting May 3. Construction to start the last week in May or first week in June. 3 week construction duration.
- CSAH 4 Reconstruction- Preconstruction meeting was held last week. Private utility relocations anticipated mid- May. Road to be closed 6/5 to early August. Final lift of pavement by 6/1/24. Fire dept, Smoke, dentist office and driveways to be accessible. 8th Ave intersection to be accessible.
- 2024 Street Project:
 - Letters were mailed to residents for the 5/11 informational meeting.
 - Discussion with Rice County on improvements to Main Street, north of Railway occurred. The project is not in their CIP and needs to be to consider an improvement.

City Administration

- Next week meeting on healthcare insurance
- CVN next Friday
- RFP's for windows at city hall
- Vendors on RFP for IT, all encompassing including backups
- Insurance company RFP for metal roofs from hail storm
- Auditors working last couple days again, wrapping up soon with presentation late May or early June to Council
- RFP for auditing

Community Development

- Working on vendors for website and communication system
- Updating city street and other maps as part of website update
- Last week hosted Rice County ED professionals' group
- Working with Wetzel on new car wash submittal with public hearing May 15th
- Mailed out vacant lot grass and weeds notice with schedule for inspections
- Sent EDA RLF info to a couple of businesses so we may have requests soon

Council Member Kodada

- No quorum for Park Board
- Joint housing meeting discussing rental housing market with EDA- lengthy and good meeting

Council Member Furrer

- Liquor store met last week
- Unable to attend EDA

Council Member Pelava

- EDA decided to stop doing streaming audio due to poor response and concentrating on pre-roll. Also discussed redoing marketing videos to upgrade quality to meet requirements and freshen them up. Probably looking at 2024 around same time as new website which will be nice to have a new upgrade rolling out all at once.

Mayor Rud

- 7-11 am May 13th Spring Cleanup - parking lot across from Jaycee Park
- Business Expo May 16th 5-8 on Ash Street
- Garage Sales May 6th
- Fireman's Steak Fry May 20th

b. Upcoming Meetings

- a. Thursday, May 11, 2023 at 7:00 pm
- b. Thursday, May 25, 2023 at 7:00 pm

12. ADJOURNMENT

A motion was made by Pelava and seconded by Furrer to adjourn the meeting at 8:40 pm. Vote for: Rud, Kodada, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

Respectfully Submitted:

Jamie Scheffer

Community Development Planner