

**MINUTES
CITY OF LONSDALE
SPECIAL CITY COUNCIL MEETING
JUNE 16, 2023**

1. CALL TO ORDER

Mayor Tim Rud called a special meeting of the Lonsdale City Council to order at 12:04 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: Kevin Kodada, Tim Rud, Cindy Furrer and Scott Pelava

Members Absent: None

City Staff Present: City Administrator Joel Erickson

4. APPROVAL OF AGENDA

Rud asked if there were any additions, deletions or corrections to the agenda. Erickson requested review and approval of the Community Development Planner job description and job posting to be added to the agenda. A motion was made by Pelava and seconded by Furrer to approve the agenda as presented with the addition of review and approval of the Community Development Planner job description and job posting. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. 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. Consider Approval to Accept Jamie Scheffer's Letter of Resignation

Erickson said Scheffer started with the City in mid January and has submitted her letter of resignation. Kodada asked if Scheffer would be paid out any accrued time. Erickson said she will be paid out all unused vacation. Kodada asked how many hours would be paid out. Erickson said approximately 60 hours, which were front loaded when hired. A motion was made by Pelava and seconded by Kodada to accept Scheffer's letter of resignation. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

b. Consider Approval of Revisions to the Community Development Planner Job Description and Approval of the Job Posting

Erickson said he reviewed the job description and is proposing several minor revisions associated with attendance at Advisory Board and City Council meetings and that the position is expected to be in the office and not remote. Erickson reviewed the job posting and said the proposed revisions to job description are included in the job posting. A motion was made by Furrer and seconded by Pelava to approve revisions to the Community Development Planner job description, the job posting and authorize staff to advertise the opening. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

11. OTHER BUSINESS

a. Upcoming Meetings

- a. Monday, June 26, 2023 at 6:00 pm
- b. Thursday, June 29, 2023 at 7:00 pm

12. ADJOURNMENT

A motion was made by Kodada and seconded by Furrer to adjourn the meeting at 12:24 pm. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

Respectfully Submitted:

Joel A. Erickson, City Administrator