

**MINUTES  
CITY OF LONSDALE  
CITY COUNCIL MEETING  
JUNE 29, 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: Kevin Kodada, Tim Rud, Cindy Furrer and Scott Pelava

Members Absent: None

City Staff Present: City Administrator Joel Erickson, City Treasurer Tami Brokl and City Engineer Shibani Bisson

**4. APPROVAL OF AGENDA**

Mayor Rud asked if there were any additions, deletions or corrections to the agenda. Erickson requested that Resolution 2023-24 and a quote in the amount of \$22,589.00 submitted by IMS Contracting for a 48” manhole and 8” check valve be added to the agenda. A motion was made by Kodada and seconded by Pelava to approve the agenda with the two additions. Vote for: Kodada, Rud, 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 May 25, 2023 Meeting and the June 5, 2023 Special Meeting

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

## 6. PUBLIC HEARINGS

### a. Ordinance 2023-316, an Ordinance Amending City Code Chapter §30.02 – Fire Department

Mayor Rud called the Public Hearing to order at 7:03 pm. Erickson said the changes are proposed because the Fire Department is hiring for new fire fighters and the Fire Chief is requesting the roster be increased to 30 total fire fighters. He said in addition to the roster, staff reviewed the code and is recommending several additional changes to get it up to date with current practices. Erickson said he had not received any written or verbal comments pertaining to the proposed Ordinance. Mayor Rud asked if anyone wanted to speak on the proposed Ordinance. No residents provided comments on the proposed Ordinance. A motion was made by Furrer and seconded by Pelava to close the Public Hearing. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

### b. Ordinance 2023-317, an Ordinance Providing for a Special Election to Fill a Vacancy Due to Councilmember David Webb’s Resignation at a Time Other Than a Regular City General Election

Mayor Rud called the Public Hearing to order at 7:15 pm. Erickson said per state statute, the City needs to have an ordinance stating why and when special elections will be held. He said with the resignation of Councilmember Webb, the City needs to conduct a special election to fill the vacancy because there was more than half his term remaining. Erickson said the City has the option to draft the ordinance either for this specific vacancy and special election or for all special elections, regardless of the situation. Erickson said the proposed ordinance is written specific to this special election. Mayor Rud asked if anyone wanted to speak on the proposed ordinance. There were no comments provided. A motion was made by Kodada and seconded by Furrer to close the public hearing. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

## 7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

None

## 8. APPROVAL OF THE CONSENT AGENDA

- a. Monthly Bills
- b. Treasurers Report
- c. Board and Commission Minutes
- d. Consider Approval of the Following Liquor License: Smoke, LLC – On-Sale and Sunday Liquor
- e. Consider Approval to Cancel the July 10, 2023 Special Meeting

Mayor Rud said there were five 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. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

## 9. OLD BUSINESS

None

## 10. NEW BUSINESS

a. Consider Approval of Ordinance 2023-316, an Ordinance Amending City Code Chapter §30.02

Erickson said the public hearing was held earlier in the meeting. He said the proposed changes started with the recommendation of increasing the roster to 30. Erickson reviewed the other proposed changes. He said the proposed changes bring city code into line with current operations. He said the cost to get a new fire fighter ready for service is between \$5,000 and \$7,000. Erickson said the department is applying for grants for turnout gear and additional training. Pelava asked if an applicant is trained by another department do they need to go through training. Erickson said no as long as the training is current and we had a similar situation several years ago. Mayor Rud asked if the Townships had any input on the proposed changes. Erickson said he did not contact the Townships because the City employs the fire fighters. Furrer asked if this is brought to the Fire Board for discussion. Erickson said no because the City employs the firefighters. A motion was made by Pelava and seconded by Kodada to approve Ordinance 2023-316. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

b. Consider Approval of Ordinance 2023-317, an Ordinance Providing for a Special Election to Fill a Vacancy Due to Councilmember David Webb's Resignation at a Time Other Than a Regular City General Election

Erickson said the public hearing was held earlier in the meeting. He said the City is required per state statute to have an ordinance in place stating why and when special elections will be held. Erickson said the proposed ordinance was drafted to account for this special election only. He reviewed the expenses associated with the special election. Mayor Rud asked when the filing period will be. Erickson said August 1<sup>st</sup> – 15<sup>th</sup>. Mayor Rud asked about advertising the election. Erickson said it will be on the City's website and in the local newspaper. A motion was made by Kodada and seconded by Furrer to approve Resolution 2023-317. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

c. Presentation of a West Central Sanitation "Good Neighbor" Recycling Team Check in the Amount of \$527.25 to the Lonsdale Lions for Recycling 35.15 Tons of Cardboard/Mixed Paper

Mayor Rud introduced Mike Rhodes of West Central Sanitation and Lonsdale Lions President Alan Fitterer. Rhodes thanked the Council and said for them to contact him if there are any concerns. Mayor Rud said West Central Sanitation has done a good job with the recycling program and garbage pick up in general. Fitterer summarized the work done at the dumpsters to keep the area clean. Rhodes presented a check to Fitterer in the amount of \$527.25. Mayor Rud thanked Mackenthun's for allowing the dumpsters to be located in their parking lot. Erickson said since 2020, 427.10 tons of materials have been recycled resulting in over \$6,400.00 in donations being made to local non-profit organizations.

d. Consider Approval of the City's 2022 Year-End Audit/Financial Statements

Olinger said this is the first year Abdo completed the City's audit. He said the presentation will summarize the audit results, key findings, general fund balances, budget to actual, revenues by type, capital project funds, special revenue funds, debt service, enterprise fund balances and a comparison the City's tax rate and current expenses to other cities. Mayor Rud asked if the City had a healthy fund balance. Olinger replied yes. Mayor Rud asked if staff was helpful. Olinger said staff was good to work with during the process. Pelava asked about separation of duties. Olinger said staff does work to mitigate this issue but it is common in cities the size of Lonsdale. A motion was made by Kodada and seconded by Pelava to approve the City's 2022 year end audit and financial statements. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

e. Consider Approval of a Request for Proposals for Professional Auditing Services

Erickson said with Schlenner Wenner not conducting the City's 2022 audit, staff solicited proposals from firms and the only firm to respond was Abdo. He said 2022 was the final year of the agreement with Schlenner Wenner and the City needs to either negotiate with Abdo or solicit proposals from additional firms. A motion was made by Pelava and seconded by Kodada to approve the Request for Proposals for Professional Auditing Services. Kodada said the City should go out for RFP's. Furrer asked if there many differences between past auditors and Abdo. Brokl said every auditor has some differences from prior ones. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

f. Consider Approval of Land Use Permit No. 2023-02 – City of Lonsdale Public Works Storage Facility Site Plan

Erickson said the Planning Commission reviewed and recommended approval of the proposed site plan at their last meeting. He provided information on the applicant, location, property size, stated that the request is for a 4,000 square foot storage facility in the southeast corner of the public works shop property, timeline and current zoning/setbacks. Erickson said at the Planning Commission meeting, the only comments were to include a water service line stubbed into the building so in the future, water service can be provided without having to remove the floor and for if fire suppression is needed. Pelava asked if much grading will be done to the hill south of the proposed building. Erickson said the grading will be minimal to the hill and will drain to the west, similar to how it does now. Erickson said due to additions to the project, there is an expected deficit of \$87,000. He said the options are to either transfer the funds from the Liquor Fund or a "Due To" similar to when Lonsdale Liquor was constructed or a combination of the two. A motion was made by Kodada and seconded by Furrer to approve Land Use Permit No. 2023-02. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

g. Consider Approval of an Ad for Bid for the Public Works Storage Facility Site Work and Authorize Staff to Advertise for Bids

Erickson said with the Land Use Permit just approved, the next step is to solicit quotes for the site work that needs to be done prior to RaM beginning construction on the building. He summarized the proposed site work to be completed. Mayor Rud asked if there is a cost estimate. Erickson said he has heard numbers between \$10,000 and \$15,000. Mayor Rud asked when RaM was scheduled to begin. Erickson said around August 16<sup>th</sup>. A motion was made by Pelava and seconded by Furrer to approve the ad for bid for the public works storage building site work and authorize staff to solicit bids. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

h. Consider Approval of Resolution 2023-24, a Resolution Accepting a Donation From the Lonsdale Firemen's Relief Association

Erickson said yesterday, the Relief Association made a donation to the City to be used to purchase Fire Department equipment. He said to accept the donation, the City needs to adopt a resolution accepting the donation and stating the purpose of the donation. Erickson reviewed the fund balance of the Fire Department and said the City pays approximately 35% of the budget. A motion was made by Furrer and seconded by Pelava to approve Resolution 2023-24. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

i. Consider Approval of a Quote in the Amount of \$22,589.00 Submitted by IMS Contracting for a 48" Manhole and 8" Check Valve

Erickson said the proposed manhole and check valve are associated with the watermain work for the CSAH 4 reconstruction project. He said there is watermain stubbed to the north from Heritage Estates to 10<sup>th</sup> Ave NW. Erickson said the upper northwest section of town is under pressure and if the manhole and check valve are not installed, residents will not have water pressure. Pelava asked if staff is aware of any other items that need to be added to the project. Erickson said he is not aware of any. A motion was made by Kodada and seconded by Pelava to approve the quote submitted by IMS Contracting in the amount of \$22,589.00. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

## 11. OTHER BUSINESS

a. Department and City Council Reports

Public Works:

None

Engineering:

Bisson said BCM will be town tomorrow to finish the punchlist for the 2022 street project. She said the trail projects are going well with Trendera done, the Willow Creek trail was paved today and the 8<sup>th</sup> Ave NE trail will be paved tomorrow. Bisson said the stake park project is complete and restored. Mayor Rud asked if staff will be placing the obstacles. Erickson replied yes, after the concrete has cured. Bisson said the sanitary sewer associated with the CSAH 4 project will be installed next week.

Administration:

Erickson said he has received several applications for the Community Development Planner position. He said staff is scheduled for election training and there are many other things going on.

Brokl said staff is working on coordinating implementation of the new accounting/payroll software and training.

Councilmember Kodada:

Kodada said the Park Board's next meeting will be a joint meeting with the City Council to discuss the Parks 2024 budget. He said at the last Planning Commission meeting, the Commission reviewed the City's Land Use Application for the storage building.

Councilmember Furrer:

Furrer said the EDA met two weeks ago and reviewed marketing practices and website information with Jason Kocina.

Councilmember Pelava:

Pelava said the EDA hosted a Lunch & Learn on June 20<sup>th</sup> with Lonnie Kocina on marketing.

Mayor Rud:

Mayor Rud thanked the City Council and Advisory Boards for their dedication to the City. He said Scan Air Filter's building floor is poured and there are several other businesses interested in Lonsdale, which is exciting.

b. Upcoming Meetings

- a. Monday, July 10, 2023 at 6:00 pm
- b. Thursday, July 13, 2023 at 7:00 pm
- c. Monday, July 24, 2023 at 6:00 pm
- d. Thursday, July 27, 2023 at 7:00 pm

**12. ADJOURNMENT**

A motion was made by Kodada and seconded by Furrer to adjourn the meeting at 8:15 pm. Vote for: Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

Respectfully Submitted:

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Joel A. Erickson, City Administrator