

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
SEPTEMBER 18, 2023**

1. CALL TO ORDER

Mayor Tim Rud called a meeting of the Lonsdale City Council to order at 7:03 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, Public Works Director Joe Dornfeld, City Engineer Shibani Bisson and Community Development Planner Cory Hinz-Ibarra

4. APPROVAL OF AGENDA

Rud asked if there were any additions, deletions or corrections to the agenda. A motion was made by Kodada and seconded by Furrer to approve the agenda. 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 August 28, 2023 Special Meeting and the August 31, 2023 Regular Meeting

Mayor 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 as presented. Vote for: Kodada, Rud, Furrer, and Pelava. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

6. PUBLIC HEARINGS

None

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

None

8. APPROVAL OF THE CONSENT AGENDA

Mayor Rud reviewed the items of the Consent Agenda and asked if anyone wanted any 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

- a. Consider Approval of Ordinance 2023-318, an Ordinance Prohibiting Cannabis in Public and Private Places

Erickson reviewed proposed Ordinance 2023-318 pertaining to regulating cannabis use in public and if other products such as cigarettes, vapes, etc. should be prohibited in public places.

Erickson incorporated feedback from the August 31st Public Hearing and recommended the City's tobacco ordinance be revised and not be included in the new ordinance prohibiting cannabis in public and private places. Kodada supported the parks, trails and travel portion and liked that it is a stand-alone cannabis ordinance. Furrer said it was a good starting point. Rud said the ordinance has good points. A motion was made by Kodada and seconded by Pelava to approve Ordinance 2023-318. Vote for: Rud, Kodada, Furrer, and Pelava. Vote against: None. Vote: 4-0. Motion carried.

10. NEW BUSINESS

- a. Introduction of Community Development Planner Cory Hinz-Ibarra

Erickson presented background on the recent hiring process for the Community Development Planner position and then introduced Cory Hinz-Ibarra who was hired by the City of Lonsdale to fill the position. Mayor Rud and Councilmembers welcomed Cory Hinz-Ibarra to his new role with the City of Lonsdale.

- b. Consider Approval of Resolution 2023-27, a Resolution Appointing Election Judges for the City's 2023 Special Election

Erickson said with the upcoming November 7, 2023 special election to filling Councilmember vacancy and School District No. 721 referendum question on the ballot, the City Council is required to appoint Election Judges for the election. Erickson updated the City Council that he paid the \$750 Civic Center fee and has reserved the space for the scheduled election. Kodada asked if the Election Judges were City of Lonsdale Employees and background checked. Erickson responded that the appointed positions meet the State of Minnesota Election Judge requirements and paid by the City for their time during the election day. A motion was made by Kodada and seconded by Pelava to approve Resolution 2023-27. Vote for: Rud, Kodada, Furrer, and Pelava. Vote against: None. Vote: 4-0. Motion carried.

- c. Consider Approval of Resolution 2023-28, a Resolution Establishing an Absentee Ballot Board

Erickson said with the City conducting a Special City Election on November 7, 2023 and being responsible for processing absentee ballots, an Absentee Ballot Board has to be established per Minnesota State Statute. A motion was made by Furrer and seconded by Pelava to approve Resolution 2023-28. Vote for: Rud, Kodada, Furrer, and Pelava. Vote against: None. Vote: 4-0. Motion carried.

d. Consider Approval of a Proposal Submitted by Abdo in Response to the City's RFP for Professional Auditing Services

Erickson said the City was notified by Schlenner Wenner in October of 2021 that they would not be conducting the 2022 audit for various reasons and that the City would need to find another auditor. The City then contracted with Abdo to conduct the 2022 audit. Abdo worked well with City Staff during the 2022 audit and completed their contractual agreement. Erickson said he sent an RFP to four firms and no audit proposals were received. City Staff then met with Abdo in August and Abdo submitted proposal for auditing services for 2023, 2024, and 2025. He said staff is recommending the City Council approve the proposal submitted by Abdo to conduct the City's 2023/24/25 year end audits and OSA Reporting. A motion was made by Pelava and seconded by Kodada to approve Professional Auditing Services from Abdo. Vote for: Rud, Kodada, Furrer, and Pelava, Vote against: None. Vote: 4-0. Motion carried.

e. Consider Approval of Resolution 2023-29, a Resolution Setting the Fiscal Year 2024 Preliminary City Budget and Preliminary Property Tax Levy

Erickson presented the preliminary 2024 budget, property tax levy, facility needs, and short/long term goals. Palava asked for clarification for the overall 2024 preliminary budget amount. Erickson responded that the proposed preliminary 2024 City Budget consists of a \$2.9 million tax levy and \$10,361,000 annual budget which reflects a proposed 3.6% decreased tax rate. Mayor Rud and Councilmembers thanked City staff for their hard work and commitment in developing the City of Lonsdale 2024 Preliminary City Budget and tax levy. A motion was made by Kodada and seconded by Furrer to approve Resolution 2023-29. Vote for: Rud, Kodada, Furrer, and Pelava. Vote against: None. Vote: 4-0. Motion carried.

f. Review of the Round-a-Bout Design Proposed for the Highway 19 and CSAH 2/70th St. Intersection

Erickson said the Minnesota Department of Transportation (MnDOT) was awarded a safety grant to construct a round-a-about at the intersection of Highway 19 and CSAH 2/70th St. Several meetings have occurred with the City, MnDOT, and Rice County and the initial designs were not acceptable to the City due to the accessibility for semi-truck traffic. As a result of the meetings, MnDOT is proposing a new elliptical round-a-about that addresses concerns from the June 8, 2023 City Council Meeting. City Staff are addressing the median length on Highway 19 south of the round-a-about which extends and makes the residential driveway a right in/right out. City Staff will continue to advocate for shortening the median. Rud asked for clarification of when the construction would begin, Erickson confirmed that the work will start in 2025. A motion was made by Furrer and seconded by Kodada to approve the round-about design proposed for the intersection of Highway 19 and CSAH 2/70th St. Vote for: Rud, Kodada, Furrer, and Pelava. Vote against: Non. Motion carried.

g. Consider Approval of Resolution 2023-30, a Resolution Ordering the Improvement of the 2024 Street and Utility Improvement Project

City Engineer Shibani Bisson presented an overview of the 2024 Street Utility Improvement Project Feasibility Study which included estimated costs and methodology to calculate individual assessments for affected parcels. The report detailed the current condition of the infrastructure and indicated that the proposed project is necessary. Assessments were proposed at the rate consistent with the 2022 street project at \$14,000 for single family homes and \$244.80 per linear foot for medium density/commercial properties. The total amount proposed was \$747,555.00 or 24.79% of the \$3.5 million project cost. Kodada commented that the report numbers were higher than anticipated and Rud requested that the project be reanalyzed and address critical needs and brought back to the upcoming City Council Meeting that addresses mill and overlay street options

and a water main connection loop at 4th Ave and Mill St. that Dornfeld recommended. The City Council agreed to postpone Improvement Hearing until other avenues can be explored. Rud, Kodada, Furrer, and Pelava tabled the 2024 Street and Utility Improvement Project and requested City Staff to analyze the feasibility report and to return to a future City Council Meeting with alternate project options.

h. Consider Approval of Resolution 2023-31, a Resolution Accepting a Bid for the Concrete Floor and Apron for the Public Works Storage Building

Dornfeld said staff received City Council approval at the August 10, 2023 to obtain concrete floor and apron for the new storage building that is currently being constructed. Four bids were received and Dornfeld recommended awarding the lowest bid to Maga Concrete, LLC for the floor and apron work. A motion was made by Palava and seconded by Furrer to approve Resolution 2023-31. Vote for: Rud, Kodada, Furrer, and Pelava. Vote against: Non. Motion carried.

i. Consider Approval of an Advertisement for Bids for Electric and Gas Service Installation for the Public Works Storage Building

Dornfeld said staff is requesting City Council approval to advertise for bids for electric and gas service installation for the new Public Works storage building. Furrer recommended Dornfeld to incorporate a generator plug into his bid specifications. Dornfeld confirmed that the new storage building will have 100-amp service and that the generator plug in would be more beneficial at the main Public Works Building. Kodada recommended Dornfeld to add the generator plug into his bid specifications. A motion was made by Kodada and seconded by Furrer to approve Advertisement for Bids for Electric and Gas Service for the Installation for the Public Works Storage Building. Vote for: Rud, Kodada, Furrer, and Pelava. Vote against: Non. Motion carried.

11. OTHER BUSINESS

a. Department & Council Reports

Public Works:

Dornfeld said staff met to discuss parks, trails, and street projects and wrapping up punch list items. Dornfeld was also working on pricing for upcoming projects. The Public Works crew has been spraying weeds, demoing skid steer front end attachment equipment, DOT truck preparation, and will be removing clay piles from the dog park. The boulevard tree trimming notice has been posted on the City of Lonsdale website. Dornfeld said he will be attending water and sewer training for the rest of the week. Dornfeld said he will be requesting City Council approval to sell miscellaneous items stored at the Dog Park.

Engineering:

Bisson will be working with contractors to address project punch list items. Bisson is also reviewing car wash plans, MPCA variance, and assisting with budget items.

Administration:

Erickson said he has been working on the 2024 budget, marketing video, onboarding the new Community Development Planner, and attended a Chamber networking meeting. Erickson updated the City Council that City Hall staff have been participating in a two-day Civic System training. Erickson is also working on the 2024 election, county road project, and exploring other options for health insurance for annual renewal. Erickson said staff is preparing for absentee voting starting Friday, September 22nd.

Community Development Planner:

Hinz-Ibarra said he was getting high quality training from City Staff, learn internal processes with Erickson and the City Inspector, and getting caught up on city-wide projects. Hinz-Ibarra will continue his training, network with internal and external stakeholders.

Councilmember Kevin Kodada:

Kodada said the Park Board is working on the 2024 Park Budget and possible project extension of the future pickleball courts which is a priority, new disc course, addressing fence issue at Bastyr Park, proposing adjusting adopt-a-bench program fees, and discussing cornhole game addition to a city park.

Councilmember Furrer:

Furrer said the EDA meet on Thursday, September 21, 2023.

Councilmember Pelava:

Pelava said a Community Days Event wrap up meeting is later in the week. Pelava thanked everyone that helped with the event.

Mayor Rud:

Rud said there was some interest in some lots at the Business Park which was good going down the path. Mayor Rud commented that the city continues to grow with the tax rate going down. Rud thanked City Staff and City Council for their job performance.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Pelava to adjourn the meeting at 8:54 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