

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
JANUARY 25, 2023**

1. CALL TO ORDER

Mayor Rud called a meeting of the Lonsdale City Council to order at 6:00 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: David Webb, Kevin Kodada, Tim Rud, Cindy Furrer and Scott Pelava

Members Absent: None

City Staff Present: City Administrator Joel Erickson, WSB City Engineers Nick Guilliams and Shibani Bisson, WSB Vice President of Municipal Services Monica Heil, Public Works Director Joe Dornfeld, Community Development Planner Jamie Scheffer and Police Chief Jason Schmitz

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 Pelava to approve the agenda as presented. Vote for: Webb, Kodada, Rud, 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 December 29, 2022 Regular Meeting

Mayor Rud asked if there any additions, deletions or corrections to the minutes. A motion was made by Pelava and seconded by Webb to approve the minutes from the December 29, 2022 Regular Meeting. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

6. PUBLIC HEARINGS

7. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS

8. APPROVAL OF THE CONSENT AGENDA

- a. Monthly Bills
- b. Treasurers Report
- c. Board and Commission Minutes
- d. Consider Approval to Appoint the Friends of the Lonsdale Public Library as the Third Quarter of 2023 “Good Neighbor” Recycling Program Organization
- e. Consider Approval of Resolution 2023-01, a Resolution Designating Official Depositories for City Funds
- f. Consider Approval of Resolution 2023-02, a Resolution Designating the Official Newspaper for 2023

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

9. OLD BUSINESS

None

10. NEW BUSINESS

- a. Introduction of Community Development Planner Jamie Scheffer
Erickson introduced Jamie Scheffer as the new Community Development Planner for the City. Erickson explained that with the resignation of Ben Baker the end of July they advertised the position and received very little interest. They added duties to the job description and readvertised and received more interest. The HR committee reviewed applications and interviewed Miss Scheffer and another applicant. Based on experience, interviews, and discussions the HR committee made Scheffer a conditional job offer and she accepted. Erickson said she has been with the city for less than two weeks. Scheffer introduced herself and spoke to her background and experiences and thanked the Council for hiring her. The Council welcomed Miss Scheffer to her role and wished her success.
- b. Introduction of Shibani Bisson as City Engineer
City Engineer Nick Guilliams stated he has resigned from WSB and that this would be his last meeting with the City Council. He thanked the Council and expressed his enjoyment working with the community, Mr. Erickson and the Council who are very supportive of staff. Guilliams then introduced Shibani Bisson as his replacement for the City’s engineering staff from WSB. He stated that Bisson is very well respected and that the Council will be in good hands. Vice President of Municipal Operations for WSB Monica Heil then addressed the Council to formally introduce Bisson. She expressed that WSB will miss Guilliams but that Bisson has been an engineer for over 20 years with WSB serving multiple communities. She said they have begun the transition process to ensure no lapse in services. She asked if the Council had any questions for her and they did not. Bisson then addressed the Council and spoke to her background. She stated she has been a City Engineer for Champlain and Monticello most recently. She spoke to her experience with projects from delivery to management, public hearings, budgeting and

other common municipal city engineering processes. Mayor Rud asked if Bisson would be at Council meetings and she replied yes. Rud asked if there would be a smooth transition and Guilliams responded that they are already working on the transition. Rud expressed his thanks to Guilliams for his service to the community. Kodada thanked Guilliams for his service as well and Furrer congratulated Guilliams on his new role.

c. Presentation of a “Good Neighbor” Recycling Program Check to the Holy Cross Catholic School 5th – 7th Graders

Ray Sweetman of West Central Sanitation thanked the Council for allowing them to serve the community. He said they appreciate handing out checks to the community and this time they have \$482.25 to give to Holy Cross, who was not present. Erickson said he can mail the check to them. Mayor Rud asked about recycling numbers and Sweetman replied that the recycling amounts have been stable, but values have plummeted. He believes it is at an all time low, lower than their low two years ago and hopefully it will be stable by summertime. They have added multiple dumpsters at the drop site and they have run out of room which is good. Mayor Rud asked about any trouble and he replied that there is always a little trouble such as incorrect items in the dumpsters but the community is above average for recycling quality. Mayor Rud gave a big shout out to Mackenthun’s for such a great site, to which Sweetman responded that some communities do struggle to find a great drop site and concurred with the shout out and appreciation to Mackenthun’s.

d. Consider Approval of Resolution 2023-03, a Resolution Approving Entering into an Engineering and Construction Cooperative Project Agreement Between the City of Lonsdale and Rice County for the CSAH 4 Reconstruction Project

Erickson stated that for more than a year, staff has been working with Rice County on the plans for this project including walking the route to request improvements on the City’s behalf which now include some overhead lighting by the school, trail improvements by Jaycee Park to include a boulevard between the trail and road, sidewalk connection from that trail to the parking lot at Jaycee Park, watermain connection at 10th Ave NW, sanitary sewer main repairs near Jaycee Park, and storm sewer repairs/drainage affecting residents on the south side of Railway Street. Erickson stated that Dennis Luebbe, Rice County Engineer is present to answer questions. Erickson stated the alignment of CR 4 discussed previously will remain the same as it is now. Erickson stated that there is a proposed Engineering and Construction Cooperative Project Agreement proposed with a resolution drafted that would approve the agreement and that the resolution has been reviewed and is acceptable to him and the city attorney. The cost share was revised as of today, with the city share down to \$320,000 from \$400,000 based on reduction of storm sewer calcs and how they were prorated. Erickson noted that the County has been a great partner for cost sharing including during the budgeting process a 50% cost share agreement was reached for a rapid rectangular flashing beacon at 8th Ave and CR 4. Once the project is bid a recommendation will be brought to the Council on how to finance the project with final costs but as of now the estimate is around \$320,000 for the City’s share. Luebbe addressed the Council and reassured the Council that WSB as a business is great to work with and he has over a 20 year relationship with them and already had discussions with Shibani about the project. He stated that the County reached out to the

school district regarding project timing and they won't start until school is out. The project will be 90% done this year with the remaining to be completed in 2024. 8th Avenue will remain open. They have spoken with EMS about 24-hour access. There is a dynamic speed sign included in the project, and an overhead light. The County has a cost sharing policy in place for communities under and over 5,000 population and that policy does not allow for cost sharing of overhead lights, but he reassured the Council that they are picking up more than average in this agreement. Mayor Rud asked about EMS routing and hopes that is planned prior to the project beginning regarding routing by the school. He stated that the project is around 3 million dollars, so the City's share is around 10% of the total project cost. He recommends passing the resolution.

A motion was made by Kodada and seconded by Webb to approve Resolution 2023-03. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

e. Consider Approval of Resolution 2023-04, a Resolution Supporting the Lonsdale SnoWizard's Federal Recreational Trail Program Grant Application to Upgrade the Trail Groomer

Joe Bastyr of the SnoWizards made Erickson aware of their grant application a week ago and Erickson explained the grant process with the state of Minnesota. It is a federal recreational trail program grant and the SnoWizards are looking at upgrading their groomer and they had most of the application complete and Erickson filled in information about the City. Erickson included a letter of support which includes language about the added benefit the new groomer will have on the community for recreation as they would also groom cross country ski trails. The grant would be between the City and the DNR and the City would own the groomer and then put an agreement in place for storage, maintenance and operations. Erickson said the SnoWizards have been good to work with over the years and there are no issues that he is aware of. The grant requires a 25% match which the City would work with the SnoWizards on to obtain, ensure the groomer is maintained for 20 years, accept the grant agreement, comply with the terms of the grant including federal and environmental regulations and ensure maintenance for 20 years. The City Administrator would be the fiscal agent for the grant. The fiscal impacts would be staff time and legal fees for drafting and/or review of agreements. The presented resolution would approve submission of the grant application as attached. Mayor Rud asked if Bastyr had anything to add and Bastyr said that their groomer is getting worn out and they are looking to upgrade. Kodada asked for clarification that the agreement would spell out which organization is responsible for what and Erickson confirmed yes. Furrer inquired if this would be the City's groomer only in name and that the SnoWizards would operate it and Erickson confirmed yes. Furrer stated she just wants things to be clear and that Public Works should not be tasked with trail grooming. Erickson stated that application review would be next week and they would let them know if any changes are needed, etc. and Bastyr and Erickson discussed responsibilities this week. Kodada said that the City is already a pass-thru agent for the SnoWizards in other capacities. Furrer asked what they would do with the old groomer and Bastyr said they would trade it in. Furrer asked what a new groomer runs these days cost wise and Bastyr replied that a new

machine is around \$300,000 and that they wouldn't be getting a new one so they are anticipating \$150,000 - \$200,000.

A motion was made by Kodada and seconded by Furrer to approve Resolution 2023-04. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

f. Discuss and Consider Implementing an Ordinance to Regulate the Sale of Cannabinoid Products

Chief Schmitz addressed the Council and started by stating that in July 2022, the State of Minnesota made edible cannabinoids derived from hemp legal for sale and consumption by a human. Schmitz explained some of the main restrictions and stated that he attended a seminar and learned that other communities largest violations were related to labeling or content of THC over the limit. He explained common regulations within ordinances passed by some cities put into place including age, distance to schools, storage requirements, and license and fee requirements. Lonsdale Food & Fuel is the only store that is selling the product and it is behind a counter. Pelava asked if there are any provisions related to mail order sale and Schmitz stated that is not allowed. Pelava stressed that it would just need to be another item to consider if we move forward with an ordinance. Erickson said that legalization of marijuana is one of the top three priorities of the State currently so inquired if the Council wants to wait. Mayor Rud asked what the staff recommends. Erickson said some communities have done a moratorium, some have done nothing and some have passed an ordinance. Erickson said he was hesitant to move forward with an ordinance and recommended waiting to see what the State does with legalization of marijuana. Schmitz concurred with Erickson. Through discussion, the City Council reached a consensus that they would not have an ordinance drafted at this time and that staff should bring it back if there is any urgency.

g. Consider Approval of Resolution 2023-05, a Resolution Approving the Skate Park Project Plans and Specifications and Authorize Staff to Advertise for Bids

Erickson gave background on the desire for a skate park in the community. He said last June, the City bought some used skate obstacles for less than 1,000 dollars and the plan is to make repairs to the obstacles over the winter. The Park Board, staff and engineering worked on the location/plans and recommended on Sticha Park. The size is 100 x 130 feet. The Park Board has recommended approval of the plans/specifications and authorization of staff to advertise for bids. The cost estimate is over two hundred thousand dollars. With that said, they recommend using one hundred thousand dollars of covid money. An option is to reduce size, etc. to save money but the Park Board wants to bid the ideal size. Mayor Rud asked about the nature of the slab and soils. Kodada replied that it is a slab. Mayor Rud asked for confirmation that the site would be near the road and Erickson replied yes at the exact location of the old compost site. Mayor Rud stated that the further south you go the worse the soils get and everyone agreed. Furrer asked if all obstacles are in working condition and Dornfeld responded that it is in great condition but green treated lumbar has been purchased to make any needed repairs. Furrer asked if grants will be looked into to which Erickson replied yes. Kodada added that there was

discussion at park board about possibly utilizing public works staff to bring costs down if necessary. Mayor Rud called for a motion.

A motion was made by Kodada and seconded by Pelava to approve Resolution 2023-04. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

11. OTHER BUSINESS

a. Department Reports

Public Works

Dornfeld said Public Works has been busy with plowing and clearing snow and that everything is working great. Other items include initial planning done for a cold storage building to get a proposal ready to go. There was a water main break on Main Street North which was a smooth repair job. He said he is working on end of the year reporting and contacting well drill companies to seal well three before the grant expires. The Sewer Department has some insurance claims out there. Yesterday one of the VFD drives was installed so that is back up and running and waiting on pumps for a lift station which only has one of two pumps going currently. To make the council aware, Dornfeld said they have had three VFDs go down in the last year. It is all around twenty years old which is the life expectancy but they also exceeded expected hours. The main lift station needs some repairs that will be brought to the next council meeting. Trendera Park upgrades are being worked on. Rice County approached him about a Pollinator Grant and it was reviewed by the Park Board. Staff has been working on ice rinks as well. Rud asked about ice rink usage and Dornfeld said that the weather has affected them but the ice sheets are still working good. Rud thanked the staff for all of their work.

Engineering

None

City Administration

Erickson said he is meeting with the Fire Chief to go over proposed 2024 budget. He said the Fire Board meeting Feb 26th. End of year and beginning of year reporting this next week should be wrapped up. Closing for the City's lot with ALG 2.2 acres south of Dollar General coming soon. Updated EDA Lunch and Learn time will be sent out. Bid opening for mill and overlay and trails set for Feb 8th and skate park for Feb 13th. Project management team for Hwy 19 upcoming probably for the roundabout. Audit field work scheduled for last week of February.

Community Development

Scheffer said she is working on updating website, working towards the iWorq online permit system being the only way to accept permits (online) soon. Scheffer said she is working on Election training as well. Rud expressed welcome again.

Council Reports

Council Member Webb

Webb said the Library met with the Rice County Commissioners, which was successful and they were impressed with the operation for our size of town. Moran is working on programs for the summer. He said the Liquor Store is recruiting a part time clerk with an interview scheduled for the 7th.

Council Member Kodada

Kodada said the Park Board re-elected the same positions and discussed goals and objectives including temporary pickleball courts this summer. He said Planning and Zoning re-elected same positions as well but added Scheffer as secretary.

Council Member Furrer

EDA met last week and updated Small Cities Development Grant. Rescheduling lunch and learned. Welcomed a new member. Did not elect officers due to absences. Goal planning at the next meeting.

Council Member Pelava

Full staff for City staff now which has been a long time coming. Thanks to Joel for all his work with HR, along with department heads. Being on the HR committee you get to meet a lot of amazing people. Chamber Dinner is next Tuesday at Horse and Hunt Club.

Mayor Rud

Mayor Rud asked Erickson to explain to everyone what the buildings are in the Business Park. Erickson said it is nice to see construction activity out there now. Site work is done on Pondview and on Commerce they are pouring footings for Scan Air Filter. Steel will be going up soon. The first of three buildings is being worked on for storage/incubator facility. Rud said Erickson has received three or four phone calls inquiring about purchasing land in the Business Park. Rud mentioned that the remaining vacant lots are not for a lack of trying- the city has done a lot of marketing but it usually comes down to someone being tied to the community.

Montgomery, on Feb 19th from noon to four, there is a Czech Mardi Gras event.

b. Upcoming Meetings

- a. Thursday, February 23, 2023, at 7:00 pm
- b. Thursday, March 30, 2023, at 7:00 pm
- c. Thursday, April 13, 2023, at 7:00 pm

12. ADJOURNMENT

A motion was made by Pelava and seconded by Furrer to adjourn the meeting. Vote for: Webb, Kodada, Rud, Furrer and Pelava. Vote against: None. Abstained: None. Vote: 5-0. Motion carried. The meeting ended at 8:07 pm.

Respectfully Submitted:

Jamie Scheffer

Jamie Scheffer, Community Development Planner