

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
DECEMBER 14, 2023**

1. CALL TO ORDER

Mayor Tim Rud called a meeting of the Lonsdale City Council to order at 7:02 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: Brian Wermerskirchen, 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. Erickson requested adding agenda Consider Approval to Make a Conditional Job Offer to Carrie Sheffler as Part Time Liquor Store Clerk at Grade 1 / Step 1 (\$16.06 / hr.) to New Business. A motion was made by Kodada and seconded by Furrer to approve the agenda with the requested addition. Vote for: Wermerskirchen, Kodada, Rud, Pelava, and Furrer. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

5. APPROVAL OF MINUTES

a. Consider Approval of the Minutes from the November 22, 2023 Special Meeting and the November 27, 2023 Regular Meeting

Mayor Rud asked if there were any additions, deletions, or corrections to the November 22, 2023 Special Meeting and the November 27, 2023 Regular Meeting minutes. A motion was made by Pelava and seconded by Furrer to approve the minutes as presented. Vote for: Wermerskirchen, Kodada, Pelava, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 5-0. 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 on the Consent Agenda and asked if anyone wanted any items pulled for discussion. A motion was made by Pelava and seconded by Kodada to approve the Consent Agenda. Vote for: Wermerskirchen, Kodada, Pelava, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 5-0. Motion carried.

9. OLD BUSINESS

None

10. NEW BUSINESS

a. Discussion and Input on the City's Proposed 2024 Budget and Property Tax Levy

Erickson presented an overview summary of the City of Lonsdale's proposed final 2024 Budget and Property Tax Levy. Erickson covered the 2024 wages/benefits, City Council, Administration, Audit, Planning & Zoning, Police, Economic Development Authority, Library, and Park expenses. Erickson also presented the proposed increased water rates and impact scenarios (revenues / expenditures), Sewer, Debt Services, Liquor, Road & Bridges, and Capital Improvement Plan. Rud opened the floor for public discussion. No public discussion occurred.

b. Consider Approval of Resolution 2023-43, a Resolution Setting the Fiscal Year 2024 Final City Budget and Final Property Tax Levy

Erickson said with no public discussion occurring or any further City Council questions, Erickson recommended that the City Council approve Resolution 2023-43. A motion was made by Kodada and seconded by Pelava to approve Resolution 2023-43. Vote for: Rud, Pelava, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 5-0. Motion carried.

c. Consider Approval of Resolution 2023-44, a Resolution Approving the Salary and Wage Plan for 2024

Erickson said that during the 2024 budget process, the City Council budgeted to provide funding for the Pay Scale as proposed in Resolution 2023-44. A motion was made by Kodada and seconded by Furrer to approve Resolution 2023-44. Vote for: Rud, Pelava, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 5-0. Motion carried.

d. Consider Approval to Cancel the January 11, 2024, the February 8, 2024, and the March 14, 2024 City Council Meetings

Erickson said over the last several years, the first meetings in January, February, and March have been cancelled due to a lack of actionable items. Erickson said if there is an item that needs to be considered by the City Council and it is time sensitive, a special meeting could be held. A motion was made by Pelava and seconded by Furrer to approve the cancellation of the January 11, 2024, the February 8, 2024, and March 14, 2024 City Council Meetings. Vote for: Rud, Pelava, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 5-0. Motion carried.

- e. Consider Approval of a Quote Submitted by Catalis in the Amount of \$37,141.00 for Website Management and Mass Notification Subscriptions for 2024-2027
Erickson said Staff was informed by the City's current website provider that they will no longer provide support to the City's current website format as of 12/31/23. Erickson said because of this, Staff met with and received proposals from several companies that provide this service. Erickson said to increase communication with residents, Staff requested pricing for a Mass Notification system to be included in each of the website proposals. Erickson said based on price, Staff already trained and knowledgeable in how to update the website, Erickson was seeking City Council approval to continue and enter a four-year website and Mass Notification contract with Catalis in the amount of \$37,141.00. A motion was made by Kodada and seconded by Furrer to approve the Catalis Quote in the amount of \$37,141.00 for Website Management and Mass Notification Subscriptions for 2024 -2027. Vote for: Rud, Pelava, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 5-0. Motion carried.
- f. Consider Approval of the Proposed Chloride Variance Action Tree Required by the MPCA Associated with the City's Wastewater Treatment Plant
Dornfeld provided an update on the City of Lonsdale's Chloride Variance with the Minnesota Pollution Control Agency (MPCA) requesting an Action Tree to comply with the MPCA's chloride rules. Dornfeld said that Staff developed and reviewed the proposed Action Tree in coordination with WSB and is now recommending to submit the Action Tree to the MPCA and to continue the process in obtaining the City of Lonsdale's permit and variance. A motion was made by Furrer and seconded by Pelava to approve the Chloride Variance Action Tree required by the MPCA associated with the City's Wastewater Treatment Plant. Vote for: Rud, Pelava, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 5-0. Motion carried.
- g. Consider Approval to Make a Conditional Job Offer to Carrie Sheffler as Part Time Liquor Store Clerk at Grade 1 / Step 1 (\$16.06 /hr.)
Erickson said the City of Lonsdale received three applications for the advertised part time Liquor Store Clerk position with two out of the three applications met all the required information. Erickson said the two eligible applicants were interviewed by the Liquor Committee on December 12, 2023 and the Liquor Committee is recommending a conditional job offer to Carrie Sheffler based upon her work experience. A motion was made by Kodada and seconded by Wermerskirchen to approve making a conditional job offer for the part time Liquor Store Clerk at grade 1 / step 1 (\$16.06 / phr.) to Carrie Sheffler. Vote for: Rud, Pelava, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 5-0. Motion carried.

11. OTHER BUSINESS

- a. Department & Council Reports

Public Works:

Dornfeld said that the Public Works Department addressed the Dog Park items discussed at the November 27, 2023 City Council Meeting, addressing Emerald Ash Borer management at Rezac Nature Preserve, collected pickleball court quotes for Jaycee Park,

and will be officially moving equipment into the new Public Works storage building on Friday, December 15th.

City Engineer:

Bisson said she was working with Staff in closing 2023 projects and discussing Capital Improvement Plan updates.

City Administrator:

Erickson said the EDA hosted a Networking & Social Media Training Event on December 5th at City Hall, working with the SnoWizards Snowmobile Club's Minnesota Department of Natural Resources grant reimbursement, and invited the City Council to the employee holiday gathering on December 19th.

Community Development Planner:

Hinz-Ibarra said he was updating the City of Lonsdale Business Directory and will be reviewing permit fees with Staff in December.

Councilmember Wermerskirchen:

Wermerskirchen said he introduced himself to City Hall Staff today and would like to have a tour of the City of Lonsdale to look at projects with Dornfeld.

Councilmember Kevin Kodada:

Kodada said the Parks & Recreation Commission and Planning & Zoning Commission will be meeting this coming Monday, December 18th starting at 6:00 pm.

Councilmember Furrer:

Furrer said there is a new potential hire for the Liquor Store and Liquor Store had a successful tasting event last weekend.

Councilmember Pelava:

Pelava said he had no updates.

Mayor Rud:

Rud said the town looks beautiful and recognized City Administrator Erickson and City Treasurer Brokl for their 19 years of service with the City of Lonsdale.

12. ADJOURNMENT

A motion was made by Pelava and seconded by Furrer to adjourn the meeting at 7:54 pm.

Vote for: Kodada, Pelava, Rud, Wermerskirchen, and Furrer. Vote against: None.

Abstained: None. Vote: 5-0. Motion carried.

Respectfully Submitted:

Joel A. Erickson, City Administrator