

**MINUTES
CITY OF LONSDALE
CITY COUNCIL MEETING
FEBRUARY 29, 2024**

1. CALL TO ORDER

Mayor Tim Rud called a meeting of the Lonsdale City Council to order at 7:01 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, and Cindy Furrer

Members Absent: Scott Pelava

City Staff Present: City Administrator Joel Erickson, Public Works Director Joe Dornfeld, Police Chief Jason Schmitz, City Engineer Shibani Bisson, EDA President Laura Prigge, Assistant Fire Chief Harry Danielson, 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 with the requested addition. Vote for: Wermerskirchen, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

5. APPROVAL OF MINUTES

- a. Consider Approval of the Minutes from the January 29, 2024 Regular Meeting
Mayor Rud asked if there were any additions, deletions, or corrections to the January 29, 2024 Regular Meeting Minutes. A motion was made by Furrer and seconded by Wermerskirchen to approve the minutes as presented. Vote for: Wermerskirchen, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

6. PUBLIC HEARINGS

- a. Minnesota Millwork & Fixture's Minnesota Investment Fund (MIF) Program Application
Rud called to order the Public Hearing for the Minnesota Millwork & Fixture's (MM&F) Minnesota Investment Fund (MIF) Program Application. Erickson said Staff have been working with Randell Rivers, Owner and President of Minnesota Millwork & Fixture's on an application to MN DEED for a Minnesota Investment Fund (MIF) loan. Erickson said part of the application process is that the City conducts a Public Hearing to provide an opportunity for citizen notification that the City is working on the submitting an application and involvement in the process. Erickson then summarized the MIF loan application criteria. Randall Rivers to give a presentation of the future vision and

expansion of Minnesota Millwork & Fixtures. Erickson said in addition, the City receives the MIF funds from MN DEED and MM&F then repays the MIF Funds to the City and MN DEED based upon the agreed loan terms. Erickson said the MIF application and supporting documentation are not ready to be submitted to MN DEED and is recommending a motion to continue the Public Hearing to the March 28, 2024 City Council meeting at 7:0 pm or shortly thereafter. No public comments were received and Rud requested to continue the Public Hearing for the Minnesota Millwork & Fixture's Minnesota Investment Fund (MIF) Program Application to the March 28, 2024 City Council meeting at 7:00 pm or shortly thereafter. A motion was made by Kodada and seconded by Furrer to continue the Public Hearing for the Minnesota Millwork & Fixture's Minnesota Investment Fund (MIF) Program Application to the Marach 28, 2024 City Council Meeting at 7:00 pm or shortly thereafter. Vote for: Rud, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 4-0. Motion carried.

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 Kodada and seconded by Wermerskirchen to approve the Consent Agenda. Vote for: Wermerskirchen, Kodada, Rud, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

9. OLD BUSINESS

None

10. NEW BUSINESS

- a. Presentation of a West Central Sanitation "Good Neighbor" Recycling Program Check in the Amount of \$555.15 to the Golden Agers for Recycling 37.01 Tons of Material
No representatives from West Central Sanitation or the Golder Agers were present.

b. Presentation of the TH 19 Corridor Study

Erickson said for the past couple of years Staff have been working with WSB and the Minnesota Department of Transportation on the Trunk Highway 19 Corridor Study from Hwy 13 east to Hwy 3. Erickson said Jack Corkle, Principle from WSB and Mark Trogstad-Isaacson, District 6 Principal Project Manager from the Minnesota Department of Transportation were here to give the presentation. Trogstad-Isaacson introduced himself as the Project Manager of the Study and summarized the history and changing conditions of the corridor. Corkle then summarized the findings of the Study and 2030 schedule. Corkle asked the Council if there is anything additional to add to the to the implementation plan. The City Council recommended adding a trail connection from 8th Ave to 15th Ave SE to the new Lonsdale City Hall. Corkle recommended the City Council to add the connection to the City plan now and to move forward with additional grant opportunities and funding prior to the 2030 project. The City Council also recommended taking into consideration the flow of traffic and pedestrian crossing at the proposed 8th Ave NE project area. Corkle said the next steps are to finalize the implementation plan, report, and work with Staff in potentially scheduling another Open House Meeting.

c. Presentation of the EDA's 2023 Annual Report

Prigge summarized the Lonsdale Economic Development Authority's 2023 Annual Report which included accomplishments, future marketing initiatives, and current EDA fund balance. The City Council thanked her and the EDA Members for their work and commitment.

d. Presentation of the Fire Department's 2023 Annual Report and Consider Approval of the Fire Department's 2025 Budget

Danielson presented the 2023 Lonsdale Fire Department Annual Report which included call statistics, training hours, and current equipment status. Danielson said the Lonsdale Fire Department experienced a growth in calls in 2023. Danielson summarized the proposed budget and due to increasing costs in day-today operations, repairs/maintenance, capital outlay, the budget amount in 2025 increased \$76,544.24 (17.65%). Danielson requested the City Council approval of the 2025 Lonsdale Fire Department Budget. A motion was made by Kodada and seconded by Furrer to approve the 2025 Lonsdale Fire Department annual budget. Vote for: Rud, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 4-0. Motion carried.

- e. Consider Approval of Resolution 2024-06, a Resolution Approving Transfers to the 425 Fund for the Purchase of the Property Located at 103 15th Ave SE (Lonsdale Clinic)
Erickson requested City Council approval of Resolution 2024-06, a resolution approving transferring a total of \$2,000,000 from the General Fund (101), the American Rescue Plan Fund (205), the Water Fund (601), the Sewer Fund (425) to purchase the property located at 103 15th Ave SE. Erickson said the City has sufficient funds to finance this project with reserves and the transfer of funds will pay for the property purchase and architectural services. Wermerskirchen said he was glad to see reserves being used and not an increase in taxes to pay for the property. A motion was made by Kodada and seconded by Furrer to approve Resolution 2024-06. Vote for: Rud, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 4-0. Motion carried.
- f. Consider Approval of a Request for Proposals for City Hall/Library Design, Bidding and Construction Management Services
Erickson said with the purchase of the clinic on March 1, 2024, the next step in the process is to select an architect to assist with design, bidding, and construction management services. Erickson summarized the Lonsdale City Hall/Library Design, Bidding and Construction Management Services Request for Proposal (RFP). Erickson said Staff will advertise the RFP on the City's and the League of Minnesota Cities websites and send the proposal to firms the City has used in the past and/or has sent previous RFP's to for various projects. The Council discussed future options for the new City Hall and a possible open house to collect resident feedback for City Hall amenities. A motion was made by Furrer and seconded by Wermerskirchen to approve the Request for Proposals for City Hall/Library Design, Bidding and Construction Management Services. Vote for: Rud, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 4-0. Motion carried.
- g. Consider Approval of an Engineering Proposal for the 2024 Pickleball Court Project Design and Bidding
Erickson summarized the pickleball court project background and Park Board recommendation for a permanent pickleball court facility at Jaycee Park. Erickson said the Council recommended soliciting engineering services for the pickleball court project at a previous meeting. Erickson said the City received two engineering proposals and informed the Council that Stantec was less expensive than the WSB proposal. The Council discussed the proposals, moving forward with the project in a multi-year approach, and concerns about the project costs and priorities. The Council discussed the Stantec proposal in the amount of \$31,369.49, starting engineering services and bid the project to determine an overall pickleball court project budget. A motion was made by Kodada and seconded by Furrer to approve the proposal submitted by Stantec in the hourly not-to-exceed the amount of \$31,369.49 for the 2024 Pickleball Courts Project Design and Bidding. Vote for: Rud, Pelava, Kodada, and Furrer. Vote against: Wermerskirchen. Vote: 3-1. Motion carried.

- h. Consider Approval of Ordinance 2024-325, an Ordinance Enacting and Adopting Supplement S-12 to the Code of Ordinances for the City of Lonsdale, Minnesota and Declaring an Emergency

Hinz-Ibarra said the Planning & Zoning Commission recommends the approval of Ordinance 2024-325, an Ordinance Enacting and Adopting a Supplement (S-12) to the Code of Ordinances for the City of Lonsdale, Minnesota and Declaring an Emergency. Hinz-Ibarra said there are no new regulations being approved and this “codifies” or incorporates the nine separate ordinances approved since 2022 into the City Code. Hinz-Ibarra said the Public Hearing was held at the February 26, 2024 meeting and no comments were received during the Public Hearing process. A motion was made by Wermerskirchen and seconded by Kodada to approve Ordinance 2024-325. Vote for: Rud, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 4-0. Motion carried.

- i. Consider Approval of a Quote Submitted by Emergency Automotive Technologies in the Amount of \$15,694.42 for New Squad Equipment and Installation

Schmitz said he received two quotes to outfit the new squad car that was recently purchased by the City of Lonsdale. Schmitz said this is a budgeted item in 2024 and was recommending the quote from Emergency Automotive Technologies (EATI) for \$15,694.42 for equipment and installation for new squad. Schmitz said EATI could schedule the installation in May of 2024. A motion was made by Furrer and seconded by Wermerskirchen to approve the quote submitted by Emergency Automotive Technologies in the amount of \$15,694.42 for the new squad installation. Vote for: Rud, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 4-0. Motion carried.

- j. Consider Approval of Application for Payment No. 2 (Final) in the Amount of \$7,918.54 to McNamara Contracting, Inc. for the 2023 Mill & Overlay and City Hall Parking Lot Improvement Projects

Bisson said the contract for the 2023 Mill & Overlay and City Hall Parking Lot Improvements was awarded to McNamara Contracting on February 23, 2023. Bisson said McNamara Contracting has completed all work on the project to the City’s satisfaction and has submitted the required documents for final payment. Bisson said she is recommending approval of the final payment of \$7,918.54 to McNamara Contracting in accordance with the project contract. A motion was made by Wermerskirchen and seconded by Kodada to approve Application of Payment No. 2 (Final) in the amount of \$7,918.54 to McNamara Contracting, Inc. for the 2023 Mill & Overlay and City Hall Parking Lot Improvement Projects. Vote for: Rud, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 4-0. Motion carried.

- k. Consider Approval of the Kalina Park Disc Golf Course Budget, Quotes Totaling \$22,112.47 and Layout
Hinz-Ibarra said the Parks & Recreation Commission recommends the City Council approve the Kalina Park Disc Golf Course budget, quotes, and layout. Hinz-Ibarra summarized the Kalina Park Disc Golf Course reconfigured layout, budget, and quotes to move forward with the identified 2024 park project. Hinz-Ibarra said the new course layout improves playability, the ninth fairway is setback further away from neighbors of Kalina Park, and the project will be completed by the City of Lonsdale Public Works Department. Hinz-Ibarra said that screening was incorporated into the updated project budget and the screening needs will be evaluated after the course is completed. A motion was by made Kodada and seconded by Furrer to approve the Kalina Park Disc Golf Course budget, quotes totaling \$22,112.47 and layout. Vote for: Rud, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 4-0. Motion carried.
- l. Consider Approval of a Quote Submitted by Fahrner in the Amount of \$42,979.00 for Labor and GSB-88 Sealant for Streets in Area No. 5 and 8th Ave NE
Dornfeld said Staff explored alternate options of traditional chip/seal coating and is recommending a pavement rejuvenator for the next step in the service life for streets in Area No. 5, and 8th Ave NE from Fig St NE to Hwy 19. Dornfeld said based upon the two quotes received, Staff recommends approval of the quote submitted by Fahrner in the amount of \$42,979.00 for labor and GSB-88 for streets in Area No. 5 and 8th Ave NE. A motion was made by Wermerskirchen and seconded by Furrer to approve the quote submitted by Fahner in the amount of \$42,979.00 for labor and GSB-88 Sealant for streets in No. 5 and 8th Ave NE. Vote for: Rud, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 4-0. Motion carried.
- m. Consider Approval of a Quote Submitted by SMSC Recycling Facility in the Amount of \$8,500.00 for Grinding and Removal of the Brush Pile at the Compost Site
Dornfeld said Staff received a quote from SMSC Organics Recycling Facility to remove the brush pile at the Compost Site. Dornfeld said the quote includes mobilization, grinding, and hauling of the brush pile and does not include hauling the yard waste piles. Dornfeld said this is a budgeted item and recommends the quote submitted by SMSC Recycling Facility in the amount of \$8,500.00 for grinding and removal of the brush pile at the compost site. A motion was made by Furrer and seconded by Kodada to approve the quote submitted by SMSC Recycling Facility in the Amount of \$8,500.00 for Grinding and Removal of the Brush Pile at the Compost Site. Vote for: Rud, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 4-0. Motion carried.

n. Consider Approval of a Quote Submitted by Hydro-Vac for Sanitary Sewer Televising in the Amount of \$19,230.57

Dornfeld said the City started jetting and televising sanitary sewers in 2021. Dornfeld said the entire City has been televised and jetted and to continue to comply with the sewer maintenance policy, televising and jetting is necessary in proposed areas of the City of Lonsdale. Dornfeld said eight bid packets were sent out and he is recommending approval of the quote submitted by Hydro-Vac in the amount of \$19,230.57 for televising sanitary sewers in 2024. Dornfeld said Staff have worked with Hydro-Vac in the past and is pleased with their work and reports. A motion was made by Kodada and seconded by Wermerskirchen to approve the quote submitted by Hydro-Vac for Sanitary Sewer Televising in the Amount of \$19,230.57. Vote for: Rud, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 4-0. Motion carried.

o. Consider Approval of a Quote Submitted by Team Lab in the Amount of \$19,850.00 to Establish a Bioaugmentation Program at the Wastewater Treatment Plant

Dornfeld said Staff is recommending starting a bioaugmentation program at the Lonsdale Wast Water Treatment Plant (WWTP) which will consist of adding bugs to the aerated pond to eliminate filamentous bacteria, increase settling, and improve the overall biology and treatment plant. Dornfeld said Staff received two quotes for the specialized bioaugmentation program and is recommending approval of the quote submitted by Team Lab in the amount of \$19,850.00. Dornfeld said entering the program could result in bio-solids hauling annual savings up to \$12,757.42. A motion was made by Wermerskirchen and seconded by Kodada to approve the quote submitted by Team Lab in the amount of \$19,850.00 to establish a bioaugmentation program at the wastewater treatment plant. Vote for: Rud, Kodada, Wermerskirchen, and Furrer. Vote against: None. Vote: 4-0. Motion carried.

11. OTHER BUSINESS

a. Department & Council Reports

Public Works:

Dornfeld said the Chloride Variance and Action Tree was approved by the Minnesota Pollution Agency and education material will be mailed to residents and businesses to reduce chlorides. Dornfeld said he was working on the Well Head Protection Plan with the Minnesota Department of Health. Dornfeld attended the Tri-City United Public Schools career fair with the City Administrator and the Police Chief. Dornfeld said the Mayor's sand box has been topped off and the Bastyr Park fence has been replaced. Dornfeld said Councilmember Furrer forwarded him an e-mail notification that the Riverland Community College in Faribault will be offering a Wastewater Management associate degree which will provide training opportunities closer to Lonsdale.

City Engineer:

Bisson said she was working with Staff in updating as-builts on previous projects and linking them to the City's GIS and detail plates. Bisson said she is working on the final payment for the 2022 Street and Utility Project. Bisson said she with working with Staff on the RFP for the 2024 Mill & Overlay Project and final plans for the booster station project.

City Administrator:

Erickson said he attended the Fire Board Meeting this month to go over the 2023 activities and 2025 budget proposal, attended the Tri-City United Career Expo, attended a roundabout meeting, attended the Rice County Public Accuracy Test and trained in Health Care Facility Voting, is working on the application and marketing for the Small Cities Grant, and close on the Northfield Clinic on March 1st. Erickson said the PNP Election is on March 5th at the IC Church Civic Center from 7:00 am – 8:00 pm. Erickson said there is a PD labor negotiations contract meeting is next week.

Community Development Planner:

Hinz-Ibarra said the Presidential Nomination Primary is next week and the Election Judges are scheduled for the day. Hinz-Ibarra said he was working with the City Administrator and the Police Chief on the City Code Chapter: 112 Tobacco Regulations and brought the recommended changes to the Planning & Zoning Committee on Monday and have scheduled public hearing for the March 18th meeting. Hinz-Ibarra said he was working on the new Cannabinoids / Tetrahydrocannabinol (THC) Sales City Code with Staff.

Councilmember Wermerskirchen:

Wermerskirchen said he attended the monthly Liquor Board Meeting and discussed THC beverages, installation of the new Liquor Store security system, and January sales. Wermerskirchen said the Library Board is doing a great job recovering from the flood and moving forward with check out and an upcoming design presentation meeting on March 6th. Wermerskirchen said the biggest hold up is the Villages with the building repairs and will follow up with them next week. Wermerskirchen said there is an upcoming fundraiser coordinated by the Lonsdale Friends of the Library to raise additional funds for the reconfiguration of the space and picture book shelving for kids. Wermerskirchen said Laura Prigge had a good recap of the EDA from last year, the new marketing videos look great, and created a specific fund for the revolving loan and dollar amount.

Councilmember Kevin Kodada:

Kodada said the Parks & Recreation Commission and Planning & Zoning Commission met on Monday, February 26th. Kodada said the disc golf project and the Hwy 19 Corridor Study were discussed with the addition of a future trail connection to the new City Hall. Kodada said the Planning & Zoning discussed City Code Chapter: 112 Tobacco Regulations and scheduled the public hearing for March 18th.

Councilmember Furrer:

Furrer said she would like to recognize the City of Lonsdale Police and Fire Department with supporting the City of Burnsville last week.

Councilmember Pelava:

None

Mayor Rud:

Rud said in closing he wanted to thank the City of Lonsdale Police and Fire Department for their service. Rud said the State of the City Address was held earlier today and thanked the Lonsdale Chambers of Commerce for hosting events and recognized the local schools. Rud thanked the Advisory Boards and said we are blessed to be in the City of Lonsdale.

12. ADJOURNMENT

A motion was made by Kodada and seconded by Wermerskirchen to adjourn the meeting at 9:39 pm. Vote for: Kodada, Rud, Wermerskirchen, and Furrer. Vote against: None. Abstained: None. Vote: 4-0. Motion carried.

Respectfully Submitted:

Joel A. Erickson, City Administrator