

LILYDALE CITY COUNCIL MEETING
February 14, 2022

Present – Mayor Warren Peterson and Councilmembers Lyle Hanzal and Bill Kleinman; Mary Schultz, City Clerk and Kathy Mutch, administrative assistant (Absent: Councilmembers John Diehl and Anita Pampusch)

Also Present – Bridget Nason, city attorney; Police Captain Wayne Wegener; Mike Andrejka, building official; Jennifer Koehler, Barr Engineering and Bob and Geri Bullard

The city council meeting was called to order at 4:30 p.m.

Agenda – Moved by Councilmember Hanzal and seconded by Councilmember Kleinman to approve the agenda, as presented. Motion carried 3-0.

Public Comments – No comments.

January 10, 2022 City Council Meeting Minutes – Moved by Councilmember Kleinman and seconded by Councilmember Hanzal to approve the minutes of the January 10, 2022 City Council Meeting, as presented. Motion carried 3-0.

Building Official Report – Mike Andrejka reported four permits were issued and ten closed in January 2022.

Police Report – Captain Wegener reported in January 49 calls were received and resulted in nine cases being opened. Two thefts and one burglary were forwarded to the city attorney’s office. Wegener noted a bit of a spike in cases; 110 cases in 2021 compared to 85 cases in 2020.

Engineer Report –

Trail Connection Feasibility Study - Jennifer Koehler reported the Bigos Lilydale River Bluffs redevelopment project will incorporate a trail along the south edge of the development along Highway 13. There is a gap in the trail at the Thompson Lightning property, 901 Sibley Memorial Hwy and the sidewalk will not connect to the sidewalk and continue over the Lilydale Road overpass. As part of the redevelopment the city may collect park dedication fees and then use the fees for the design and construction of a connector trail to connect with the sidewalks and pedestrian trails through the city of Lilydale.

Mayor Peterson stated in the past the city did not have a park dedication fee. Attorney Nason explained the city does have a park dedication fee requirement and those funds would be held in a segregated fund to be used just for the purposes the ordinance allows.

Koehler clarified the city could go forward with a feasibility study now to have an understanding of the trail alignment options and associated costs or it could wait and evaluate the options at a future time in the redevelopment project.

Moved by Councilmember Hanzal and seconded by Councilmember Kleinman to authorize initial conversation with Minnesota Department of Transportation (MnDOT) on trail alignment options as outlined in Jennifer Koehler’s February 14, 2022 engineer’s report. Motion carried 3-0.

Sanitary Sewer Lift Station Project – Jennifer Koehler provided an update on the project. Payment of Pay Application 1 to Minger Construction was recommended. The lift station pumps and controls have been received but not installed. Clearing of the area was done in November. The contractor expects to restart no later than early May and be completed by late June. The schedule will be coordinated with Dakota County.

Moved by Councilmember Kleinman and seconded by Councilmember Hanzal to approve Pay Application 1 to Minger Construction in the amount of \$99,037.50. Motion carried 3-0.

Resolution 2022-4 – Commending Retired Councilmember Bob Bullard – Bob Bullard was recognized for his efforts in searching and finding accommodations for a meeting place and safely archiving official records, resulting in the building and owning of city hall. Ownership and operation of city hall has proven to be beneficial for the city and its residents. Mayor Peterson read the resolution recognizing the insight and sound judgment of the 2003 city council and extended its appreciation to Retired Councilman Bullard for his extraordinary service and contribution in the efforts.

Moved by Councilmember Kleinman and seconded by Councilmember Hanzal to approve Resolution 2022-4 Commending Retired Councilmember Bob Bullard. Motion carried 3-0.

Attorney Report – Attorney Nason reported she is currently working on the development application and the recodification project. The Lilydale City Code was codified in 1976. No comprehensive review of the code has been done since then. Nason strongly recommended the City undertake the recodification project to thoroughly revise its City Code. The city is required to adopt a revised Mississippi River Critical Corridor Area (MRCCA) ordinance this year and is currently revising its stormwater management ordinance.

Staff and the city attorney have been in contact with Ray Bollhauer with American Legal Publishing (ALP). The company provides codification services. The plan is to proceed with the project at staff level. Councilmember Diehl's office will scan the documents and make them available for changes digitally. Mary Schultz and Mayor Peterson will go through each section, make suggestions and revisions and spend the time necessary to get the ordinances in order.

Nason recommended the council purchase the Minnesota Basic Code (MBC); utilize consulting staff (such as the city planner and city engineer) to customize and take the lead updating the zoning and stormwater management ordinances. The city attorney would review the other sections of the code. The city would then adopt a recodified version of the Code and would decide if the City Code would be hosted on the city's website.

Moved by Councilmember Hanzal and seconded by Councilmember Kleinman to approve purchase of the Word version of ALP's Minnesota Basic Code (\$880). Motion carried 3-0.

Tax Increment Financing Request – Bigos Management is interested in tax increment financing from the city for redevelopment of the River Bluffs Center site. Mayor Peterson stated Bigos would submit evidence to the council that establishes a need. In order to proceed the council would authorize Shannon Sweeney from David Drown Associates to work with Bigos Management on a proposal.

Moved by Councilmember Kleinman and seconded by Councilmember Hanzal to authorize Shannon Sweeney of David Drown Associates to work with Bigos Management on a tax increment financing proposal. Motion carried 3-0.

Personnel Committee Report – The Personnel Committee met on January 27, 2022 to evaluate the performance of the City Clerk/Administrator and the part-time administrative assistant. A summary of the meeting, compensation data and current compensation was provided.

Moved by Councilmember Hanzal and seconded by Councilmember Kleinman to accept and approve effective January 1, 2022 the clerk/administrator's compensation; to expand the staff training budget to \$2,500 and allow the clerk/administrator to use \$2,000 to partially defray 2022 tuition costs and amend the

annual budget accordingly; and to approve the administrative assistant’s compensation. Motion carried 3-0.

Clerk’s Report – Mary Schultz reported the January deposits included fourth quarter sanitary and stormwater payments. Disbursements were routine and included two TIF payments and the city hall debt payment. **Moved by Councilmember Hanzal and seconded by Councilmember Kleinman to approve the January 2022 financial reports. Motion carried 3-0.**

Mayor’s Report –BIGOS is working on supplemental materials to the redevelopment application. The Minnesota Department of Transportation is generally in support of the project and has given conditional approval. MnDOT has not fully reviewed the plan or given final approval. A request for a joint meeting of the Planning Commission and City Council was made by BIGOS. Attorney Nason recommended following the regular process with a Planning Commission meeting first and then a public hearing at a later date. The Planning Commission’s role is advisory and to provide feedback to the City Council following the presentation to the Planning Commission.

Adjournment – Moved by Councilmember Hanzal and seconded by Councilmember Kleinman to adjourn. **Motion carried 3-0.** The meeting adjourned at 5:13 p.m.

Respectfully submitted:

Final copy reviewed by:

Mary Schultz, City Clerk

Warren Peterson, Mayor

Date