

LILYDALE CITY COUNCIL MEETING
October 14, 2024

Present: Mayor John Diehl and Councilmembers Deborah Cornell, Lyle Hanzal, Bill Kleinman and Mary Kleinberg; Mary Tollefson, city administrator and Kathy Mutch, administrative assistant

Also Present: Kori Land, LeVander, Gillen & Miller; Captain Wegener and Julie Seykora

Mayor Diehl called the meeting to order at 4:30 p.m. The Pledge of Allegiance was recited.

Agenda: Mayor Diehl added a Vacancy on the Planning Commission as item 8d to the agenda and renumbered Resolution 2024-18 to item 8e. **Moved by Mayor Diehl and seconded by Councilmember Cornell to approve the agenda as revised. Motion carried 5-0.**

September 9, 2024 City Council Meeting Minutes – Mayor Diehl proposed amendments to the minutes as follows:

1. Resolution 2024-16:
 - Delegating Authority *to Pay Certain Claims* to the City Administrator
 - Land *explained that this is not needed for monthly payments approved through agreements...*
 - The resolution validates *the way in which the city has historically handled these matters.*
2. Resolution 2024-17:
 - The committee recommended reallocating *to the sewer fund budget* \$21,068 in wages...
 - Mayor Diehl stated he would like to work on the city's sewer fee schedule, and understand better the impact and later decide on a more comprehensive approach to sanitary and sewer fees, *so action on this aspect of the proposed budget was deferred.*

Moved by Councilmember Kleinman and seconded by Councilmember Hanzal to approve the September 9, 2024 City Council Meeting Minutes, as revised. Motion carried 5-0.

Public Comments – None.

Building Official Report – Six permits were opened and seven closed in September 2024. A certificate of occupancy has been issued for Lilia.

Police Report – Captain Wegener reported September was a relatively quiet month with 47 incidents and four cases opened. The emergency preparedness training is set for October 30 at 2:00 p.m. This training will give councilmembers a high level state and federal overview on how an emergency would affect the city and the council.

City Attorney – No report.

City Engineer Report – City administrator Tollefson reported on a conference call on the bluff runoff management plan with Jennifer Koehler and a representative from the Minnesota Department of Transportation (MnDOT). The plan will be shared with MnDOT's water resources group to give feedback. A response from MnDOT was expected by October 10 but has not been received. Ms. Koehler will follow up and proposed holding off scheduling a meeting with councilmembers until feedback is received. Councilmember Cornell asked if Ms. Koehler is available, could the meeting be held earlier on the same day as the emergency preparedness training. The day and time of the bluff runoff management plan meeting was discussed, but was not finalized.

Councilmember Hanzal asked if there was an update on the Highway 13 closure. The public website still posts the road will open November 1. Captain Wegener, in talking with contractors, believes it may be closed longer than November 1. Captain Wegener explained, according to the contractors, reinforcing the bluff where the road goes through takes time.

September Financial Reports – The financial reports for September were presented. City administrator Tollefson explained the charitable gambling revenue from the West St. Paul Warriors was for multiple months. **Moved by Councilmember Hanzal and seconded by Councilmember Kleinman to approve the September 2024 financial reports. Motion carried 5-0.**

History Committee – Councilmember Kleinman reported on the September 12 meeting. At the next meeting the members are going on a walk through Lilydale Regional Park and will then determine where the committee should focus its time. The committee meets every 3rd Monday at city hall. The committee is looking into a large grant through the Minnesota Historical Society. The submission deadline is May 2025.

Wages and Benefits – Councilmember Cornell explained the wage and benefits proposal for 2025 for the two employees. Mayor Diehl and Councilmember Cornell met with Mary Tollefson and Ms. Tollefson met with Ms. Mutch. Both parties have agreed to the proposal and signed copies will go in their personnel files.

Moved by Councilmember Cornell and seconded by Councilmember Kleinman to approve the salaries as presented. Motion carried 5-0.

Northern Dakota County Cable Communications Commission Memorandum of Understanding - Attorney Land explained NDC4 has asked its member cities to consider the Memorandum of Understanding for a reduction of franchise fees for a period of two years and a waiver of the franchise fees for the Comcast settlement. Jodie Miller explained this request at the July council meeting. If agreed, member cities will reduce their portion of the franchise fees in 2024 from 25% to 12.5% and to further lower in 2025 to 6.25%.

Councilmember Cornell explained all member cities have to agree and Lilydale is the last city to vote. All other member cities have approved the Memorandum of Understanding.

Moved by Councilmember Cornell and seconded by Councilmember Hanzal to join member cities in support of Northern Dakota County Communications Cable Commission and to approve the Memorandum of Understanding. Motion carried 5-0.

Councilmember Cornell asked Ms. Tollefson to notify Jodie Miller of the council's approval.

Councilmember Cornell explained Julie Seykora has regrettably resigned as Lilydale's NDC4 representative. With only one meeting remaining in 2024, Councilmember Cornell proposed holding off appointing someone until 2025 when the new NDC4 director is in position. Mayor Diehl thanked Julie for her involvement and service. Consensus by councilmembers was to postpone the appointment until next year.

Planning Commission Vacancy – Mayor Diehl explained Yvette Mullen, no longer a resident of Lilydale, has resigned and there is now a vacancy on the Planning Commission. Mayor Diehl, subject to council approval, will appoint Jim Kleinberg to serve the remainder of Ms. Mullen's term through 2025. Mr. Kleinberg was president of Stonebridge Homeowners Association and was employed as an actuary. **Moved**

by Mayor Diehl and seconded by Councilmember Kleinman to appoint Jim Kleinberg to the Planning Commission through 2025. Motion carried 5-0.

Resolution 2024-18, Credit Card Use Policy –Attorney Land presented a credit card use policy that includes safeguards and internal control procedures recommended by the Office of State Auditor and matches the increased spending authority recently approved for the city administrator.

Mayor Diehl proposed revisions to the Payment of Charges section and will submit the changes to Attorney Land for inclusion in the policy. **Moved by Councilmember Hanzal and seconded by Councilmember Cornell to approve Resolution 2024-18, Adopting a City Credit Card Use Policy, as amended. Motion carried 5-0.**

Council Comments – Councilmember Cornell asked councilmembers to let her know if they know of someone who would be interested in being the NDC4 representative.

Councilmember Hanzal reported that he and city administrator Tollefson are reviewing the sanitary sewer charges and will bring a proposal to the November council meeting.

Mayor's Report – Mayor Diehl referenced his letter to Met Council on the 2050 Comprehensive Plan, along with letters from Joe Atkins, Dakota County Board of Commissioners, and the cities of Cottage Grove and Inver Grove Heights.

Adjournment – **The meeting adjourned at 5:45 p.m.**

Respectfully submitted:

Mary Tollefson, City Clerk