

LILYDALE CITY COUNCIL MEETING MINUTES
December 8, 2025

Present: Acting Mayor Bill Kleinman, Councilmembers Jay Budge, Deborah Cornell and Councilmember Mary Kleinberg; Mary Tollefson, city administrator; Kathy Mutch, administrative assistant

Absent: Mayor Lyle Hanzal

Also Present: Kori Land, city attorney; Captain Wayne Wegener; and Julie Seykora

Acting Mayor Kleinman called the meeting to order at 4:30 p.m.

The Pledge of Allegiance was recited.

Agenda: Moved by Councilmember Budge and seconded by Councilmember Cornell to approve the agenda as presented. Motion carried 4-0.

Public Comments – None

Consent Agenda – Acting Mayor Kleinman presented the consent agenda.

- a. Approve Minutes from November 10, 2025 City Council Meeting
- b. Approve Minutes from November 10, 2025 City Council Work Session Meeting
- c. Approve Minutes from November 26, 2025 City Council Special Meeting
- d. Approve November Building Permit Report
- e. Approve November Financial Reports
- f. Approve Renewal of Tobacco Licenses for 2026
- g. Approval Renewal of Liquor Licenses for 2026
- h. Approve Community Waste Abatement 2026 Grant Agreement

Moved by Councilmember Budge and seconded by Councilmember Cornell to approve the consent agenda. Motion carried 4-0.

Public Hearing – Jennifer Koehler, Barr Engineering, presented the city's Storm Water Pollution Prevention Program (SWPPP) which outlines the city's programs and policies for reducing stormwater pollution and educational outreach.

Acting Mayor Kleinman asked for public comments.

Julie Seykora, Lexington Court resident, asked who was responsible for clearing the 35E bridge and the trail. Ms. Koehler explained that as part of an agreement, Lilia will remove snow from its section of the trail. Minnesota Department of Transportation (MnDOT) is responsible for the state highway and the remaining trail near the bridge. City administrator Tollefson stated she forwards any comments and/or concerns she receives to MnDOT. Tollefson noted residents can submit their comments regarding an uncleared path directly to MnDOT via its website.

No additional comments were made and Acting Mayor Kleinman closed the Public Hearing at 4:55 p.m.

Regular Agenda

Engineer Report – Jennifer Koehler stated that Minger Construction finished repairs on the private sanitary sewer at Riverwood and patched the pedestrian trail. No bypass pumping was needed, and an invoice was sent to Bigos for the work.

A special City Council session in November covered Bluff Runoff Management Plan funding options and project phasing. Barr is finalizing the Plan and incorporating feedback from MnDOT. Adoption of the Plan is slated for early 2026.

In August, the council approved Barr's services to design the Lilydale Pedestrian Trail Connection. The design and drainage plans were reviewed with city staff and a Thompson Lightning representative. Barr is organizing a MnDOT permit to secure agreements and easements. Bidding is planned for spring 2026 and construction is expected to begin late fall 2026.

Council Comments - Councilmember Cornell asked Captain Wegener to explain CRU as noted on the monthly incident report. Captain Wegener explained CRU stands for Crisis Response Unit and is support beyond the scope of police work, such as a mental health crisis.

Personnel Committee Report

Personnel Policy

The City's first personnel policy, drafted by Mayor Hanzal, Councilmember Cornell, and Attorney Land, was presented to the City Council. Attorney Land emphasized the importance of establishing a comprehensive policy, noting that it is beneficial for a city to adopt a set of guidelines to govern personnel matters. An employee contract would override the policy. The policy will be reviewed and updated annually or when needed. **Moved by Councilmember Cornell and seconded by Councilmember Kleinberg to approve the Personnel Policy. Motion carried 4-0.**

Employment Agreement with City Administrator – The personnel committee negotiated an employment agreement with the city administrator and recommends approval. **Moved by Councilmember Cornell and seconded by Councilmember Kleinberg to approve the Employment Agreement with the City Administrator. Motion carried 4-0**

Administrator Assistant Wage – **Moved by Councilmember Cornell and seconded by Councilmember Budge to approve the compensation proposal for the administrator assistant. Motion carried 4-0.**

Resolution 2025-07 Electing Coverage Under the Minnesota Paid Leave Program – The City of Lilydale elects to participate in the Minnesota Paid Leave Program that begins January 1, 2026 and gives authority to the City Administrator to oversee its implementation for employees.

Moved by Councilmember Cornell and seconded by Councilmember Kleinberg to approve Resolution 2025-07, Electing Coverage Under the Minnesota Paid Leave Program and Establishing the Employee Premium Contribution Rate. Motion carried 4-0.

History Committee Update – Acting Mayor Kleinman asked City administrator Tollefson to give a history committee update. City administrator Tollefson reported that the city received a grant to conduct interviews with residents who formerly lived in Lower Lilydale. Eleven interviews have been completed. These interviews will be transcribed, reviewed, edited, and submitted to the Minnesota Historical Society no later than June 2026. The history committee will assess the content of these interviews and determine the appropriate next steps which may include gathering additional photographs or conducting further interviews. Contributors will receive a commemorative ornament in recognition of their participation. The etching of a schoolhouse was noted as a cherished memory by all involved.

The history committee will also explore applying for an additional grant. The City administrator will talk to Ashley from Northern Dakota County Cable Commission (NDC4) about individuals experienced in producing documentaries.

City Administrator Announcements – None.

Council Comments – None.

Meeting Recessed - Moved by Councilmember Kleinberg and seconded by Councilmember Budge to recess the meeting at 5:15 p.m. Motion carried 4-0.

Acting Mayor Kleinman reopened the meeting at 6:00 p.m.

Public Budget Meeting – Acting Mayor Kleinman asked for comments on the budget and levy. No comments were made.

City administrator Tollefson stated that the final 2026 budget was reduced by \$8,638, with no changes to the tax levy from the levy proposed in September. Lilydale property owners have received their 2026 tax statements. The city's 5.97% levy increase aligns with other cities.

Resolution 2025-08 Approving Final Tax Levy for the Year 2025, Collectible in 2026 and Adopting the City of Lilydale Budget for 2026. Moved by Councilmember Budge, seconded by Councilmember Kleinberg to approve Resolution 2025-08 Approving Final Tax Levy for the Year 2025 in the amount of \$719,805, Collectible in 2026 and Adopting the Budget for 2026 in the amount of \$809,550. Motion carried 4-0.

Adjournment – Acting Mayor Kleinman adjourned the meeting at 6:13 p.m.

Respectfully submitted:

Mary Tollefson, City Clerk