

**Lanesboro City Council**  
**Regular Meeting**  
**Monday, February 3<sup>rd</sup>, 2014**  
**5:30 p.m.**  
**City Council Chambers**

**Present:** Tom Dybing, Ceil Allen, Steve Rahn, Keith Eide and Tom Smith

**Absent:** None

**Visitors:** Tom Manion, City Attorney, Mike Bubany of David Drown and Associates

**Regular Meeting:**

Mayor Rahn called the Regular Meeting to order at 5:30 p.m.

- A. Agenda:** Administrator Todd stated that he would like to add items to the agenda. These items would be added under miscellaneous and include: Applicants for the open positions on the EDA and HPC, the Ambulance Service Contract with Fillmore County, and the Brew Pub license for Root River Saloon. Council Member Dybing made a motion to adopt the agenda with the additions to be discussed under miscellaneous. The motion was seconded by Council Member Allen. Motion carried all in favor.
  
- B. Minutes:** Council Member Allen moved to approve the minutes of the January 6<sup>th</sup>, 2013 meeting without corrections. Motion seconded by Council Member Dybing. Motion carried all in favor.

**Committee/Commission Reports:**

- A. Library:** Keith Ekstrom provided the report for the library. He stated that the library added 6 new computers to replace existing ones. He also stated that more than 14,000 people visited in 2013 and more than 23,350 items were checked out which represents an increase of 10% from the previous year. The library also added a Norwegian Authors section to the periodicals base and this would represent the largest collection of periodicals authored by Norwegians in the state. He also stated that the library is having a pot-luck dinner on 02-07-2014 for those that wished to attend.
- B. Ambulance:** Lee Peterson, Ambulance Director, provided a monthly update to the Council regarding the Ambulance Department. He indicated that the Lanesboro Ambulance Service responded to six calls for service in January; 3 medical calls and 3 trauma calls. Mr. Peterson said it was a quiet month which is a good thing in this line of work.
- C. Public Utilities:** Administrator Todd provided the update of the PUC meeting that took place on January 21<sup>st</sup>, 2014. Todd stated that the interim financing was discussed and that the PUC was awaiting the finalization of the paperwork from David Drown Associates. Todd stated that a shut-off notice was mailed to the Parkway Pub c/o Vince Jeanette. According to billing records, only two payments had been made on the utility service within a six month time frame. Todd noted that nearly \$7,000 was certified to the taxes on the property last year and that the account was becoming significantly behind once again. Todd advised that on February 18<sup>th</sup> at 2:00 p.m. Davy Engineering

will be on hand to assist in the opening of sealed bids for construction of the #4 Well Site and that a regular meeting of the PUC will follow to accept the winning bid.

- D. **HPC:** No Meeting.
- E. **Planning and Zoning:** No Meeting.
- F. **Park Board:** No Meeting.
- G. **Lanesboro Chamber of Commerce:** Tom Smith and Ceil Allen provided the report for the Lanesboro Area Chamber of Commerce's January meeting. The Chamber inducted two new members into the board; Lynn Susag and Jim Cassman at their annual meeting. The tone of the annual meeting was to continue to move forward in the same direction that the outgoing Director had set. Also, there is a farewell party for outgoing Chamber Director Julie Kiehne on February 20<sup>th</sup> from 6-8 p.m. at the Commonweal Theater.
- H. **Fire Department:** Rob Wagner provided the update for the Fire Department. He stated that the Lanesboro Fire Department responded to six calls for service in January. He stated that they will also be meeting with the rural township boards in February to discuss their budget.

#### Regular Business:

- A. **Accounts Payable:** Council Member Dybing made a motion to accept the payables as presented. Motion was seconded by Council Member Eide. Motion carried all in favor.
- B. **Interim Financing for Water Project Loan Agreement-Mike Bubany:** Mike Bubany of David Drown Associates was on hand to answer any questions regarding the interim financing for the Water Project. Mr. Bubany indicated that the Midi-Loan was approved in the amount of \$1,000,000 and that the closing documents are included in the Council Packet. He indicated that the initial draw amount is to repay the City for costs incurred with the project and totals \$173,100.00. The first draw would be mailed to the City on the date of closing, February 18<sup>th</sup>, 2014. He indicated that the funds are available on a draw down basis or as needed. He stated that the City would only pay interest on the amount drawn and that in the event that the City does not utilize the funds within one year, the remaining balance would be forwarded to the City and interest charges will accrue. He stated that this is not a concern the City should have because the PFA loan should be finalized by that time and that is what will repay the Midi-Loan. He stated in the event that the City is not awarded financing through the PFA, we could rewrite the Midi-Loan into a full bond to complete the project. The Council did not have any further questions regarding the Midi-Loan Interim Financing.
- C. **Resolution 2014-08 Temporary Bond Resolution Series 2014A:** Motion was made by Council Member Dybing to approve the resolution authorizing the Midi-Loan Interim Financing. Motion was seconded by Council Member Allen. Motion carried all in favor.
- D. **Lodging License Renewals for 2014:** Administrator Todd provided a list of lodging licenses for renewal for 2014. Motion was made Council Member Allen to approve the renewals. Motion was seconded by Mayor Rahn. Motion carried all in favor.
- E. **Lanesboro Web Management-City Website Repair:** The Council was advised that the software that the City and Public Utilities utilizes has become outdated. Dave Harrenstein indicated that there is a patch that needs to be installed so that the software would function properly. He indicated that the current version of the software is simply out of date. He indicated that the cost of the patch and the labor to install it would be \$600.00, of which, Administrator Todd recommended as a cost share with the

PUC. Council member Dybing made a motion to approve the purchase of the software patch at a 50/50 cost share with the PUC. Motion was seconded by Council Member Allen. Motion carried all in favor.

- F. Fire System Repairs-Updates to the Community Center:** Administrator Todd advised the Council that the fire system inside the Community Center is in need of repair. Haaken Electric conducted a safety inspection of the fire system and noted some deficiencies. The total cost to repair the system would be \$700.00, \$350.00 of which was for the inspection and an additional \$350.00 to fix the deficiencies. Todd stated that Haaken stated that the City had 60 days in which to become compliant. Due to the short time frame, Todd brought it before the Council first rather than the proper channels (Park Board then the Council). Motion was made by Mayor Rahn to accept the repairs and allow Haaken Electric to fix the fire system for \$700.00. Motion was seconded by Council Member Eide. Motion carried all in favor.
- G. Southern Minnesota Initiative Foundation:** Administrator Todd advised the Council that a request for donation was made by the Southern Minnesota Initiative Foundation in the amount of \$250.00. The Foundation supports education and development of small business entrepreneurs around southern Minnesota. In the past, the City had donated \$250.00 and the request was for an additional donation in the same amount. Motion was made by Council Member Smith to donate \$250.00 to the foundation. Motion was seconded by Council Member Allen. Motion carried all in favor.
- H. City Administrator 6 Month Review:** The Council was asked to provide a six month evaluation for the City Administrator. Evaluation forms were distributed to the Council Members and they were asked to provide feedback. Mayor Rahn stated that in the past, he collected the forms and provided a one-on-one session with the Administrator to go over the evaluation forms. Mayor Rahn asked Administrator Todd if this method was okay with him. Todd stated that would be the preferred method. Mayor Rahn collected the forms and advised Todd that he would provide feedback by week's end. Mayor Rahn stated that the Council would address a salary adjustment, if any, at the March Council meeting.
- I. Miscellaneous:**  
Administrator Todd advised the Council that only two applications were received for three open commission seats; 2 EDA seats and 1 HPC seat. The applicants for the positions are as follows: Catherine Glynn for the open EDA seat and John Dahl for the open HPC seat. Council was asked to consider appointment to the open seats. Motion was made by Mayor Rahn to appoint Catherine Glynn to the open EDA seat. Motion was seconded by Council Member Eide. Motion carried all in favor. Motion was made by Council Member Dybing to appoint John Dahl to the open HPC seat. Motion was seconded by Council member Allen. Motion carried all in favor.

Council was asked to consider approval of a Brew Pub license to Mike Charlebois at Riverside on the Root. The appropriate fee was collected and the license turned into the City and State. Council Member Dybing motioned to approve the Brew Pub license for the Riverside on the Root. Motion was seconded by Council Member Allen. Motion carried all in favor.

The Council was asked to approve the annual Ambulance Service Contract with Fillmore County, Minnesota. The contract is renewable each year and provides an overview of the expectation of the Lanesboro Ambulance Service with respect to calls and personnel in return for the sum of \$4,500.00. Motion was made by Council Member Smith to approve the contract. Motion was seconded by Mayor Rahn. Motion carried all in favor

**Next Meeting: March 3<sup>rd</sup>, 2014**

**ADJOURN:** Council Member Eide moved to adjourn at 6:50 p.m. Motion seconded by Council Member Dybing. Motion carried all in favor.

Respectfully Submitted,

David Todd  
City Administrator