

Lanesboro City Council
Regular Meeting
Monday, May 5th, 2014
5:30 p.m.
City Council Chambers

Present: Tom Dybing, Keith Eide, Steve Rahn and Tom Smith

Absent: Ceil Allen

Visitors: Tom Manion, City Attorney

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 an item to the agenda. The item would be added under miscellaneous and include: Dam funding and a contingency plan. Council Member Eide made a motion to adopt the agenda with the addition to be discussed under miscellaneous. The motion was seconded by Council Member Dybing. Motion carried all in favor.

- B. Minutes:** Council Member Dybing moved to approve the minutes of the April 7th, 2014 meeting without corrections. Motion seconded by Council Member Smith. Motion carried all in favor.

Committee/Commission Reports:

- A. Library:** No Report.
- B. Ambulance:** Ambulance Director Lee Peterson was on hand to address the Council on items related to the Ambulance Department. Peterson was seeking approval from the Council regarding some language changes to the policy handbook. The most notable changes included protocol for filing a complaint, personnel policy changes, and other minor language changes. Council Member Smith questioned the section of the handbook regarding compensation, indicating that he wanted the language changed to reflect that the Council can amend the compensation portion of the handbook without having to address and approve the entire handbook each time. It was noted that compensation for the volunteer on-call pay had not been changed in several years and that doing so would not require approving the entire handbook each time. Motion was made by Mayor Rahn to approve the amended sections of the handbook. Motion was seconded by Council Member Dybing. Motion carried all in favor. Peterson also stated that he had acquired the new AEDs from the County that were procured by grant funds authored by the former Administrator. The three AEDs will be placed in the Community Center, Fire Truck, and Ambulance. Peterson stated that two more AEDs will be forthcoming by next year. He wished to thank Bobbie Vickerman for the grant.

- C. Public Utilities:** PUC Member Theresa Coleman was on hand to advise the Council regarding the meeting on April 21st, 2014. She indicated that the PUC addressed the immediate and exigent water main breaks in the 700 block of Kenilworth Ave and the 400 block of DuPont Street. She indicated that the PUC wished to declare these areas a local emergency due to the effects on water supplied by the city to its customers. She stated that she observed that there are resolutions to that effect in a subsequent portion of the meeting. She also stated that she, Jerry Evenson and Administrator Todd met with Mike Davy of Davy Engineering regarding the need for a better rate structure to be implemented in order to satisfy PFA funding requirements. She stated that the PUC, working closely with Mike Davy, will develop and implement the new rate schedule incorporating a more equitable structure to satisfy the PFA funding requirement.
- D. HPC:** Administrator Todd advised the Council on the HPC meeting that took place on April 21st, 2014. The HPC finalized the historic preservation awards and letters were sent out to the recipients. The awards will be presented at the next HPC meeting in May in front of the local media. The HPC also spoke with Pat Shanahan, prospective buyer of the Olivia's Attic Building located at 100 Coffee Street. Mr. Shanahan wished to gain HPC approval for making alterations to the painted sign on the west wall of the exterior of the building. He indicated that he wanted to paint over the existing sign but also keep within the guidelines of the historic district. HPC Chair Shayn Jenson asked Administrator Todd to reach out to Tom Zahn and someone at the State level to ascertain whether Mr. Shanahan could paint over the mural on the building.
- E. Planning and Zoning:** Council Member Dybing provided the update of the Planning and Zoning meeting that took place on April 16th, 2014. He indicated that the P&Z Commission approved two building permits; one for Bob Bakke for construction of a privacy fence and also one for Bill Swanson also for construction of a privacy fence. The Commission also approved a sandwich board permit for Ron and Kathy Kasten of the Ice Cream Shoppe. P&Z also considered a request for a home occupation permit for Ronal Danielson to operate a light maintenance garage. The Commission stated that since there was no money changing hands and no tax I.D. number utilized and since this appears to be simply a hobby for Mr. Danielson, there was no need to require a home occupation permit for his "business."
- F. Park Board:** Mayor Rahn provided the Council with an update of the Park Board meeting held on April 8th, 2014. The Park Board finalized the cost share with the Lanesboro School Board regarding the playground equipment with \$45,000 coming from the school and the remainder coming from the Park Board Swim and Rec fund. Courtney Berge was on hand to seek pledged support for the Art Campus project. The Park Board selected winning bids for the tile project, the bath house project, and bids to replace the paper towel dispensers in the Community Center with hand dryers. The Park Board also selected their recommendation for the open Park Board position (James Haugen). Council Member Dybing made a motion to assign James Haugen to the Park Board. Motion was seconded by Council Member Smith. Motion carried all in favor.
- G. Lanesboro Chamber of Commerce:** Executive Director Slinde updated the Council regarding the Beautification Committee meeting. She indicated that there is a need for new mulch, hanging baskets, and flowers for the main street and Depot area. Likewise, there is a need to purchase new snow flakes and banners for seasonal times for the City.

She indicated that the Committee felt as though the City should be responsible for these areas and not the Chamber. She is seeking funds for the mulch, flowers, and hanging baskets as well as new seasonal items from the City. Mayor Rahn stated that he felt as though more information was needed before the City commits funding, indicating that we (City) had not budgeted for these items as they have always been under the purview of the Chamber. Council member Smith questioned why we need to do mulch replacement every year.

- H. Fire Department:** Rob Wagner was on hand to deliver the monthly update to the Council. He stated that they responded to three calls for service this past month: One grass fire, one barn fire, and one motor vehicle accident. He also stated that Steve Klotz had retired and the recommendation for his replacement was Anthony Schwartz. Motion was made by Council Member Eide to approve Mr. Schwartz be placed on the volunteer fire department. Motion was seconded by Council Member Smith. Motion carried all in favor.

Regular Business:

- A. Accounts Payable:** Mayor Rahn made a motion to accept the payables as presented. Motion was seconded by Council Member Dybing. Motion carried all in favor.
- B. Petition for Street Vacation-Church Hill Condominium (Dan Anderson):** City Attorney Manion indicated that there were not the required signatures on the petition for vacation presented by Church Hill Condominiums. Likewise, there was no survey completed and submitted. Mayor Rahn stated that the City would not entertain the petition until the requisite signatures were present and the survey completed.
- C. Lot Split Request-Stephen Kingsbury 400 Block of DuPont Street:** Administrator Todd advised the Council that the P&Z Commission recommended the lot split for Mr. Kingsbury based on the survey and legal description. Motion was made by to allow the lot split as presented. Motion was seconded by Council member Smith. Motion carried all in favor.
- D. Declaration of a Local Emergency-Water Main Breaks 700 Kenilworth and 400 DuPont:**
- 1. Resolution 2014-08 Declaring a Local Emergency:** Motion was made by Mayor Rahn declaring a local emergency. Motion was seconded by Council member Dybing. Motion carried all in favor.
 - 2. Resolution 2014-09 Emergency Contracting:** Motion was made by Council member Dybing to provide for emergency contracting. Motion was seconded by Council Member Eide. Motion carried all in favor.
 - 3. Resolution 2014-10 Declaring a Special Emergency:** Motion was made by Mayor Rahn declaring a special emergency. Motion was seconded by Council Member Dybing. Motion carried all in favor.
- E. DNR Lease at the Chamber Building-Renewal:** The Council was advised that the DNR lease to occupy the Museum/Depot building. Craig Blommer from the DNR was on hand to answer the Council's questions should they have any. Administrator Todd, working with City Attorney Manion crafted a Joint Powers Agreement as a starting point to negotiate with the DNR for space at the Depot building. Mr. Blommer stated that the DNR would very much like to remain in the City. He indicated that the DNR would like a

contact person with whom to negotiate the terms of the lease. Mayor Rahn stated the DNR should contact Administrator Todd regarding the lease negotiation.

- F. MNDOT Land Acquisition-Deed to Trent Olson:** City Attorney Manion advised the Council that he was finalizing the Land Acquisition with Trent Olson and had crafted a Quit Claim Deed necessary to complete the transfer. He indicated that one MNDOT receives the copy the transfer would be complete and the compensation for the City would be forthcoming. Motion was made by Council Member Dybing to quit claim the parcel of land to Trent Olson. Motion was seconded by Mayor Rahn. Motion carried all in favor.
- G. Request for City Funds-Mulch for the Chamber/Depot Building:** Dee Slinde, Lanesboro Chamber Director, was on hand to discuss the Beautification Committee. She indicated that the Chamber felt as though the beautification effort should be under the City's purview; specifically, the Park Board. She stated that the Chamber did not budget for items for the Beautification Committee this year, up to and including: Mulch, Flowers, Hanging Baskets, Banners, and Christmas decorations. She stated that the Chamber would like to see the City take over these items for the immediate future and beyond. Mayor Rahn stated that there needed to be more information before the City committed current and future funds. No action taken at this time.
- H. Council Appointment to the Park Board-Filling Open Position:** Administrator Todd advised the Council that James Haugen was the Park Board's selection to replace Orville Amdahl on the Park Board. Motion was made by Council Member Smith to approve the appointment. Motion was seconded by Council Member Dybing. Motion carried all in favor.
- I. Hiring Committee for Seasonal Park Maintenance Position:** Administrator Todd stated that all applications were in and there needed to be a hiring committee to work through the applications for interview. Todd advised that Parks Chair Teri Benson, Andy Drake, and Administrator Todd would sit in on the hiring committee but he preferred one member of the Council also sit in. Council Member Tom Smith volunteered to be placed on the hiring committee. Todd advised that he would rank and score the applications based on veteran's preference points, education, and experience and he would also create a set of interview questions along with a rank/score sheet for interviews. Todd advised that the hiring committee meet soon in order to get someone hired prior to the height of tourist season.
- J. Ambulance Handbook-Updates and Changes:** Administrator Todd advised the Council that the handbook changes had already been dealt with earlier in the meeting (see committee reports).
- K. Request for MHS Dam Grant Extension:** Administrator Todd advised the Council that the Minnesota Historical Society grant for the repair and rehabilitation for the Lanesboro Dam is nearing expiration. Todd stated that he placed a call to the MHS in an attempt to get an extension; however, he was told that they do not grant extensions on their own merit. However, if the Dam grant is tied to federal funding, MHS will match the federal funding expiration. At this time, the only federal funding source is the USDA

loan which has not been utilized up to this point. Todd advised the Council that he will continue to work on this issue, prior to the deadline of grant expiration.

- L. **Miscellaneous:** Administrator Todd advised the Council that the Minnesota House has set out the bonding bill spending itemization for 2014. Under the House bill, there would be \$1,100, 000.00 set aside for a grant for the Lanesboro Dam. The Senate version allocates \$3,000,000.00 for all Dam repair and rehabilitation for all State dam sites. Todd advised the Council that the City should probably have a contingency plan in place addressing funding and the direction of the project should the City not receive any additional funding from the State. Council Member Smith made a motion to table this issue until next meeting to see what funding sources become available. Motion was seconded by Council Member Eide. Motion carried all in favor.

Next Meeting: June 2nd, 2014

ADJOURN: Council member Dybing moved to adjourn at 7:30 p.m. Motion seconded by Council Member Smith. Motion carried all in favor.

Respectfully Submitted,

David Todd
City Administrator