

Lanesboro City Council
Regular Meeting
Monday, June 1st, 2015
5:30 p.m.
City Council Chambers

Present: Jason Resseman, Autumn Johnson, Robin Krom and Tom Smith

Absent: Tom Dybing

Visitors: Tom Manion

Regular Meeting:

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

- A. Agenda:** Mayor Krom asked if there were any additional items to be added to the agenda. Administrator Todd advised the Council that there were “Persons of Interest” to add at this time; John Davis to address the Council regarding signage and Bass Pond parking issues, Lori Bakke and Kim Berekvam to address the Council regarding parking issues in the downtown and office equipment lease renewal to be added under miscellaneous. Council Member Resseman made a motion to adopt the agenda with the additions of the aforementioned persons of interest and miscellaneous items. The motion was seconded by Council Member Johnson. Motion carried all in favor.
- B. Minutes:** Council Member Johnson pointed out clerical corrections to the May 4th minutes which include: Council Member(s) Smith and Resseman voted against the Chamber’s request for funds and Mayor Krom provided the library report at the last meeting. Likewise, the word “food” should be replaced with “foot” under the public hearing section of the minutes and Council Member Johnson (not Council Member Resseman) initiated a motion to pursue collection of a past due Commercial Rehabilitation Loan from the EDA. Council Member Smith moved to approve the minutes of the regular Council meeting from May 4th, 2015 with the aforementioned clerical corrections. Motion seconded by Council Member Resseman. Motion carried all in favor.

Persons of Interest before the Council

- A. Jim Watson:** Jim Watson was on hand to seek a decision on his request for a peddler’s permit from the Council. He stated that he brought this issue to the Council in January 2015 and he still does not have a decision. Administrator Todd advised that, based on the research he conducted, the City needs to have a more comprehensive ordinance in place regarding peddlers, hawkers, canvassers, and transient merchants. Todd stated that he also reached out to other tourist areas such as Grand Marais to ascertain what issues they have had to deal with regarding the issues of peddlers, etc. Todd stated that after speaking with the Administrator in Grand Marais, he was advised that they do not allow this type of activity on city owned property, nor do they allow it in the commercial districts. Essentially, they only allow transient merchants on private property due to the inherent inequity to the businesses that operate out of a brick and mortar

establishment (property tax, utilities, licenses, etc.). Todd advised that Mr. Watson's request for a peddler's permit did not fit the activity he requested the Council to weigh in on. By State definition, a peddler, hawker and/or canvasser go door to door to sell their wares and/or gather signatures, whereas a transient merchant moves from area to area to sell their wares to a target audience or group. Todd explained that the City does not have an ordinance addressing transient merchants at this time and one was needed to provide regulation of this type of activity. Mr. Watson requested the Council to please make a decision so that he could either move forward or abandon the idea. Council Member Resseman asked if this issue was something the Planning and Zoning Commission should be looking into, to which Mayor Krom stated that Planning and Zoning should certainly weigh in on this issue. Motion was made by Council Member Resseman to have the P&Z Commission look into this issue at their next meeting. Motion was seconded by Council Member Smith. Motion carried all in favor. Mr. Watson then advised the Council that he had spoken to a guest of the Red Hotel who advised that he could fix the road behind the hotel and assist with the water run-off issue. Mr. Watson stated that the City had told him that the grade was too steep to reclaim the asphalt and put in a new street but he disagreed with the City's position. Administrator Todd advised Mr. Watson some time in 2014 that Dunn Blacktop Co., who contracted with the City for road repairs, advised that they could not repair the road behind the hotel due to the steep grade and the inherent danger by utilizing heavy equipment on such a steep grade. Todd advised Mr. Watson at that time, the City would need to have an engineer look at the street and provide an assessment. Todd advised Mr. Watson that the City has sent out an RFP seeking a qualified engineering firm to provide a street plan for the City and that his road would be included in that plan.

- B. **John Davis:** Mr. Davis was on hand to address the Council regarding the Bass Pond Parking area and signage for County Road 8. Davis indicated that the Lanesboro Art Council would be willing to donate \$10,000 towards signage for the Bass Pond area to help alleviate the parking issues downtown. Davis stated that he has been working closely with Hoisington and Koegler Group, Inc. (HKGI) and Archetype Signs to develop a concept for signage related to parking. Mr. Davis recommends the following for the Bass Pond and subsequent signage: Relocate and repaint the four handicapped parking spaces to in front of the handicapped fishing pier, switch and repaint the parking spots along bass pond from parallel to perpendicular (which will increase the number of parking spots and discourage semi and truck parking along the water), repaint safety yellow around new concrete for kiosk in parking lot, remove Playful City sign that is before the turn into the parking lot (this sign is also located on the east entrance to Lanesboro, clutters the area and distracts from parking entrance), relocate the current DNR signage to encourage Lanesboro visitor parking and to alleviate downtown parking- move the DNR sign along Bass Pond to where the trail starts, add new larger **Lanesboro Parking** sign that is of the same design as the kiosk signage where current DNR sign is located (estimated cost is \$5,700 which the Lanesboro Arts Board will cover pending the outcome of the June 8th meeting), add smaller advance notice road sign that says- Lanesboro Downtown Parking 1000 feet ahead (estimated cost to be covered by the Art Board \$700). Davis also presented a new welcome sign for the entrance to the City to replace the wooden sign on County Rd. 8. The signage would read Welcome to Lanesboro, founded in 1868 (cost \$9,500). The balance of the \$10,000 pledged from the Arts Center would partially fund the new welcome sign; Davis stated that he would look into donations to feasibly reduce the cost to the City. Motion was made by council Member Johnson to accept the donation from the Arts Council and to make the changes

within the bass pond parking area and to approve the subsequent signage. Motion was seconded by Council Member Resseman. Motion carried all in favor.

- C. **Lori Bakke and Kim Berekvam:** Both women were on hand to address the Council regarding downtown parking issues and to request 10 minute parking signs be installed in front of their businesses. The business owners advised the Council that they would like to see 2 hour parking throughout the downtown area and at least 2 signs allocating 10 minute parking in front of Gil B's and Granny's Liquor. Both business owners stated that there are safety concerns driving the request for 10 minute parking. The Council, after much discussion and debate, decided to act on the parking issue. A motion was made by Council Member Johnson to rescind the motion from last month's City Council meeting placing informational signs up on Parkway Avenue directing motorist to the Bass Pond parking area. Motion was seconded by Council Member Resseman. Motion carried with Council Member Smith voting no. Utilizing some of the discussion from the parking committee meetings, Mayor Krom made a motion to designate two hour parking, from Elmwood Street to Beacon Street along Parkway Avenue and also along Coffee Street East to Kenilworth Avenue; designate 30 minute parking along Coffee Street West (the five parking spots on the north side of the road by the grocery store), remove the 30 minute parking sign in front of the grocery store on Parkway Avenue North and leave the 10 minute parking sign in front of the post office on Coffey Street East. The request for 10 minute parking spots in front of Granny's Liquor and Gil B's was not approved. The parking issue will be reevaluated after one year. Motion was seconded by Council Member Resseman. Motion carried with Council Member Smith voting no. Administrator Todd wished to make clear that there is no corresponding ordinance implemented with these new parking measures.

Committee/Commission Reports:

- A. **Library:** Mayor Krom provided the update to the Council of the Library Board meeting that took place on May 20th, 2015. He indicated that the Rhubarb Run will be taking place on Saturday, June 6th, 2015. A \$500 dollar donation was received from Root River Valley for a reading garden for Sylvan Park (possible location), and circulation numbers for the month had topped 2,000 items. He also stated that there was discussion of lighting by the mural in the Community Center which will be discussed later in the meeting.
- B. **Ambulance:** Director Benson provided the report to the Council regarding Ambulance activities for the month of May. Benson stated that the location for a possible ambulance shed on Ridgeview Drive may not be usable moving forwards due to the large pump house building placed on the site. Benson stated that he was originally told that the building would be no larger than a dog house, however since the site is utilized for a pump house and not a PRV station, the housing had to be larger. There was some confusion regarding the housing for the site as reiterated by Benson in saying he was told by a member of the contractors, that the housing would be no larger than a dog house. Administrator Todd advised the Council that he would contact Davy Engineering to insure that the specs/plans were accurate. He advised that no change orders had been submitted regarding the Ridgeview Booster Station; PUC Member Theresa Coleman also stated that no change orders had been submitted to the PUC regarding this issue. Benson advised the Council that the ambulance service was investigating the possibility for a landing zone/site for Mayo 1 in the future. He stated that on June 22nd there would be a site survey conducted at a location near the football field.

- C. Public Utilities:** LPU Commissioner Coleman briefed the Council on the meeting of the Public Utilities Commission which took place May 18th, 2015. Coleman stated that the Commission had approved a “round-up” program for the ambulance service which would allow utilities’ customers to round-up their utility bills and create a fund to help secure an ambulance shed. Coleman stated that this will be an opt-out program, meaning that those utility customers who do not wish to participate will need to call the City Office and opt out of the program. Ted Kjos from Tri-County was on hand to address the rebate program for the Lanesboro PUC. He indicated that the City was on par with what other cities were offering. Lastly, Utility Supervisor Jarod Wagner was looking into additional lighting for the Coffee Street walking bridge to highlight the walk point from the Bass Pond to the downtown area.
- D. HPC:** Administrator Todd provided the update to the Council for the HPC meeting that took place on May 18th, 2015. Todd advised that the HPC addressed and approved of a permit for Michael and Char Brown for a perimeter fence, Pat Shanahan at Iron Horse Outfitters for window replacement, Paul and Lou Hamman for renovations to the High Court Pub building, and there was an update provided to the Commission regarding the historic district expansion project (Final report was submitted to SHPO and we are awaiting their response).
- E. Planning and Zoning:** Council Member Resseman provided the update to the Council regarding the meeting that took place on May 20th, 2015. He indicated that the Commission addressed and approved the following permits: Pat Shanahan/Iron Horse Outfitters-window replacement and sandwich board, Michael and Char Brown-perimeter fence, Church Hill Condo Board-patio and fire ring, Jon Buggs and Anne Flynn-fence, Rick and Michelle Speltz-new roof, shingles, siding, windows, and porch, Brianna Ristau-Shingles, Mike Wilford-garden shed and slab, Vernon Groen-shingles for house and garage, and S&A Petroleum-new cement driveway. The P&Z Commission also received an update regarding the historic district expansion project.
- F. Park Board:** Council Member Johnson provided the Council with an update of the Park Board meeting that took place May 26th, 2015. The Park Board approved a temporary pickle ball court to be placed at either the basketball court, tennis court, or the skate park. They approved seeking bids for resurfacing the basketball and tennis courts, approved John Davis’ presentation regarding re-stripping the Bass Pond for parking and the placement of the new signage. They also approved a recommendation to the City Council to install new lighting for the mural.
- G. EDA:** Council Member Jason Resseman provided the update on the EDA meeting that took place May 6th, 2015. Resseman stated that the letter to new businesses had been approved and is ready to be disseminated to new businesses and residents of Lanesboro. The EDA hosted a meeting of the RAEDI (Rochester Area Economic Development Incorporated) regarding DMC initiatives and their organizational and committee structure. The EDA approved two versions of the ads being placed in the Commonwealth Theatre’s programs. He also stated that the EDA held a special meeting later in the month in which the Authority approved the possibility to hire a summer intern for a stipend not to exceed \$2,500. However, there were some issues to be worked out such as housing and duties and whether they were too late in the season to acquire one (intern). Resseman stated that the EDA also approved the sharing of an intern with the Arts Center on overlapping projects moving forward.
- H. Lanesboro Chamber of Commerce:** Shirley Mulder and Eric Lietzen were on hand to provide an update to the Council of the activities of the Chamber for the month of May.

The advised that Steve Simon, Secretary of State for Minnesota was on hand to introduce and make himself available to the region. On June 9th there will be a small business celebration complete with a ribbon cutting downtown on Coffee Street. The hanging basket issue had been resolved to reduce the amount of water needed to keep the plants hydrated with the City approving funding for half of the purchase price. The chamber had a request for a garbage can between Pedal Pusher's restaurant and Gil B's; Crown Trout Jewelers graciously offered the trash can in front of their building to be placed between the two restaurants. Lastly, the Pie Shoppe in Whalan opened May 11th, 2015.

- I. **Fire Department:** No report.

Regular Business:

- A. **Accounts Payable:** Council Member Smith made a motion to approve the payables as presented. Motion was seconded by Council Member Resseman. Motion carried all in favor.
- B. **Lodging License-John Hungerholt:** Motion to approve the license subject to final inspection by the Minnesota Department of Health was made by Council Member Resseman. Motion was seconded by Council Member Johnson. Motion carried all in favor.
- C. **Alcohol Permit-Temporary One Day-Art in the Park-Lanesboro Art Center-June 21st:** Motion was made by Council Member Resseman to approve. Motion seconded by Mayor Krom. Motion carried all in favor.
- D. **Gambling Permit-Chad and Lindsey Eide-ALS Benefit July 11th:** Motion to approve was made by Council Member Johnson. Motion was seconded by Mayor Krom. Motion carried all in favor.
- E. **Alcohol Permit-Temporary One Day-Preston Servicemen's Club-June 13th:** Motion to approve was made by Council Member Johnson. Motion seconded by Council Member Resseman. Motion carried all in favor.
- F. **Lighting by Library (Mural):** Motion was made by Mayor Krom to approve the new tract lighting for the hallway by the Library on the recommendation of the Park Board. Motion was seconded by Council Member Johnson. Motion carried all in favor.
- G. **Resolution 2015-15 Authorizing Credit Application:** Motion was made by Council Member Smith to approve the application to Merchant's Bank for a City credit card, with a \$5,000 credit limit and to close the credit account with Associated Bank. Motion was seconded by Council Member Resseman. Motion carried all in favor.
- H. **City Credit Card Policy:** Motion was made by Council Member Smith to approve the new Lanesboro Credit Card Policy and to add the Ambulance Director to the list of authorized users. Motion seconded by Mayor Krom. Motion carried all in favor.
- I. **RFP-Street Plan:** Administrator Todd provided a copy of the RFP for a street plan to the Council for their review. He advised that the Council will review the proposals at the July Council Meeting.
- J. **Miscellaneous:** Administrator Todd advised the Council that the lease on the postage machine was expiring and he was seeking Council approval to renew the lease. He advised that the postage machine is heavily used and a necessity for the City to conduct daily business. He advised that there were new regulations out from the USPS that necessitated a new model of postage machine. The price per month would increase from \$53.00 to \$64.00. Motion was made by Mayor Krom to execute the new lease for the office equipment. Motion was seconded by Council Member Johnson. Motion carried all in favor.

Next Meeting: Monday, July 6st, 2015 at 5:30 p.m.

ADJOURN: Council Member Johnson moved to adjourn at 8: 10 p.m. Motion seconded by Council Member Resseman. Motion carried all in favor.

Respectfully Submitted,

David Todd
City Administrator