

**Lanesboro City Council**  
**Regular Meeting**  
**Monday, July 6<sup>th</sup>, 2015**  
**5:30 p.m.**  
**City Council Chambers**

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

**Absent:** None

**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 Jim Watson was on hand to address the Council to be added under miscellaneous and Council Member Resseman wished to add Buffalo Bill Days Volunteering also under miscellaneous. Council Member Smith made a motion to adopt the agenda with the additions of the aforementioned miscellaneous items. The motion was seconded by Council Member Dybing. Motion carried all in favor.
- B. Minutes:** Council Member Johnson pointed out a clerical correction to the June 1<sup>st</sup> meeting minutes (as well as the May 4<sup>th</sup> minutes placed on the City webpage under the same topic) which include: Council Member Johnson (not Council Member Resseman) initiated a motion to pursue collection of a past due EDA Commercial Rehabilitation Loan. Council Member Dybing moved to approve the minutes of the regular Council meeting from June 1<sup>st</sup>, 2015 with the aforementioned clerical correction as well as making correction to the May 4<sup>th</sup> meeting minutes on the City webpage. Motion seconded by Council Member Resseman. Motion carried all in favor.

**Persons of Interest before the Council (moved from regular business due to time constraint)**

- A. Smith-Schafer 2014 City Audit Presentation:** Jason Boynton, CPA, of Smith Schafer and Associates, City of Lanesboro's contracted auditing firm, was on hand to brief the Council regarding the FY2014 audit. Mr. Boynton stated that it was a good audit and there were no issues to highlight. He indicated that the City's net position was positive and that unassigned reserve fund balances were up from 26% in 2013 to 36% in 2014. Likewise, enterprise funds (utilities) showed an increase in spending due to the water treatment project but will pay for itself through increase charges for service. Mr. Boynton indicated that the fire fund also showed increased revenue but it should be used to decrease the negative fund balance from the previous years. Mr. Boynton stated that the audited financial statements for the City of Lanesboro were unremarkable and the city was in a good financial position.

## Committee/Commission Reports:

- A. Library:** Administrator Todd provided the update to the Council of the Library Board meeting that took place on June 17<sup>th</sup>, 2015. He indicated that the Rhubarb Run was a success and around thirty more runners took part than the previous year's event. A \$500 dollar donation was received from Root River Valley for a reading garden for Sylvan Park and circulation numbers for the month had topped 2,300 items.
- B. Ambulance:** Council Member Johnson provided the report to the Council regarding Ambulance activities for the month of June. Johnson stated that they are still looking for locations for a possible ambulance shed. Johnson stated that there was land the City could possibly acquire south of town (approximately 110 acres of tillable farmland). Mayor Krom asked Administrator Todd to look into the possibility of acquiring some of the land in question. Johnson asked City Attorney Manion if the application for non-profit status was available. Manion indicated that it was turned in to the state and he was awaiting response. Johnson advised the Council that the helipad would be revisited another time. Council Member Smith stated that he would like to see an array of options from the Ambulance Department regarding the possibility for a new shed. He indicated that he thought they may be "putting the cart before the horse" in regards to securing land for a building without funds. He stated that he would like to see the "bare minimum" of what is required for a building to house their activities all the way through the "Taj Mahal" of ambulance sheds and then the Council could come to an appropriate decision.
- C. Public Utilities:** LPU Commissioner Coleman briefed the Council on the meeting of the Public Utilities Commission which took place June 15<sup>th</sup>, 2015. Coleman stated that the Commission had approved use of CIP funds to put new lighting in for the basketball courts in Sylvan Park. Coleman also advised that the utility department would be installing a new LED fixture to a street light on DuPont Street to reduce the amount of ambient lighting coming from the existing fixture; this was in response to a complaint from a resident in the area. Lastly, the Utilities Commission approved up to \$250.00 to replace a tree that was removed from private property due to interference with the overhead utility lines.
- D. HPC:** Administrator Todd advised the Council that HPC did not meet on June 20<sup>th</sup>, 2015 due to lack of agenda items.
- E. Planning and Zoning:** Council Member Dybing provided the update to the Council regarding the meeting that took place on June 17<sup>th</sup>, 2015. He indicated that the Commission addressed and approved the following permit: James Petrillo for a perimeter fence for his residence located at 706 Rochelle Avenue North. Dybing advised the Council that the Commission addressed the issue of commercial activity in public spaces. In the course of conversation with the City Attorney, Administrator Todd advised that the regulated use of public spaces (alleys, roadways, sidewalks, parks, and open spaces, etc.) would fall under the purview of the City Council to regulate (per Attorney Tom Manion's opinion). The Planning and Zoning Commission would then regulate this type of activity on private property according to the 330 Zoning Ordinances. The Commission acknowledged the role of regulating this type of use of private property and deferred any action on this issue at this time. The Commission discussed a violation of the CUP for the open air lots at 104 and 106 Parkway Avenue North. They advised Administrator Todd to issue a corrective letter to the owners. The Commission was approached by Greg and Heather Lenz regarding the possibility of a zoning amendment should they decide to purchase one of the properties located at 203 and 300 Elmwood

Street East. The Lenz's would like to make the property they purchase into a vacation rental (short-term) property. However, this would require a zoning amendment due to the current classification of each of the aforementioned properties as R-2 and R-1 respectively. Short-Term rentals are only allowed in R-3 and C-1 districts. The Lenz's were advised that once they were under contract for one of the properties, they could submit a request for zoning amendment and submit it to the Commission. Administrator Todd provided the application to Mr. Lenz.

- F. **Park Board:** Administrator Todd provided the Council with an update of the Park Board meeting that took place June 23<sup>rd</sup>, 2015. The Park Board approved the use of the bass pond parking lot for a church group on August 30<sup>th</sup>, 2015. They were advised of a complaint regarding weeds and an odor coming from the bass pond. Administrator Todd contacted the DNR who advised that the weeds are cyclical (starting in early summer and naturally abating in late summer) and that the odor was symptomatic of the weeds decaying and will also naturally subside as the weeds abate; DNR also stated that the run-off from pesticides and herbicides in the waterways contribute to the odor and decay of plants-they indicated that nothing could be done about this issue. The Board also was provided a bid for basketball court resurfacing in the amount of \$3,200; park board asked Administrator Todd to approach the school for assistance. Lastly, the Board was advised of the Library's request to implement a reading garden in the park. The Board asked that someone from the library come to the Park Board meeting to present the idea.
- G. **EDA:** Council Member Jason Resseman provided the update on the EDA meetings that took place June 3<sup>rd</sup>, 2015 and July 1<sup>st</sup>, 2015. Resseman stated that the EDA addressed and 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 unable to attend the City Council meeting and no report was provided.
- I. **Fire Department:** No report.

### Person(s) of Interest

- A. **MnDOT-Bridge Replacement Project:** Engineers from MnDOT as well as the project manager were on hand to brief the Council regarding the upcoming bridge replacement project scheduled for 2016. They provided two mock-ups of potential designs that were developed to keep the structures consistent with the area (both historic and aesthetic). They also provided a time-line and protocol for public meetings to take place and also resolutions of support from the City. They also advised that MnDOT would need to purchase permanent easements for this project and that they would be forwarding the paperwork to get that part of the process started in the near future.

### Regular Business:

- A. **Accounts Payable:** Council Member Dybing made a motion to approve the payables as presented. Motion was seconded by Council Member Smith. Motion carried all in favor.
- B. **2<sup>nd</sup> Quarter Financial Report:** Administrator Todd advised that the Q-2 financial report was unremarkable at this point and that there were no surprises. The report was on target with regards to revenues and expenditures. Council Member Resseman requested information on the cable franchise agreement (when does it expire, what is it for, what are the parameters of the agreement, etc.). Administrator Todd advised that he will get the information to Council Member Resseman very soon.

- C. Ordinance 2015-07-Regulating the Use of Public Rights of Way Regarding Commercial Activities:** Motion was made by Council Member Smith to have the City Administrator and City Attorney clean up the language and incorporate definitions and bring the proposed ordinance back to the Council for discussion and approval. Motion seconded by Council Member Johnson. Motion carried all in favor.
- D. Alcohol Permit-Mrs. B's Inn-3.2 Beer:** Motion to approve was made by Council Member Resseman. Motion was seconded by Mayor Krom. Motion carried all in favor.
- E. Pat Shanahan-Street Closure Request-100 Coffee Street East:** Mr. Shanahan was not in attendance at the Council Meeting. No action taken.
- F. John Davis-Art Center-County Road 8 Signage:** Mr. Davis requested to be removed from the July agenda and inserted into the August City Council agenda.
- G. Smith-Schafer-2014 Audit Presentation to the Council:** Jason Boynton from Smith-Schafer, the City's contracted auditing firm, was on hand to present to the City Council the 2014 audit. Boynton advised that the audit was unremarkable with no issues identified. He stated that the City's un-assigned reserve funds balance has increased by approximately 10% which shows the City is on the right path in terms of budgeting to increase reserves. He stated that normally, the accepted amount for reserve funds should be approximately one year's worth of normal expenditures and the City is headed in the right direction to achieve this goal. He also stated that the fire fund showed a surplus of around \$10,000 which he assumed would be put against the deficit. He, again, stated that the City showed a positive direction with regard to the fire fund.
- H. Nuisance Letters-Weeds and Junk:** Administrator Todd advised the City Council that he had sent out nuisance abatement letters to three properties regarding weeds and junk. The letters were accompanied by photos of the violations, copies of the nuisance ordinances, and allowed for ten days to abate the nuisance.
- 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 three engineering firms had submitted responses to the RFP: Stantec Consulting Services (\$8,900), Widseth, Smith, Nolting (\$35,320), and Bolton and Menk (\$8,000). Motion was made by Council Member Smith to table this issue and have the City Administrator contact the low-bidders regarding options. Motion was seconded by Council Member Dybing. Motion carried all in favor.
- J. Miscellaneous:** Jim Watson was on hand to address the Council regarding bicycles on the sidewalk in the Commercial District. Watson stated that he had personally watched bicyclist on the sidewalk to the detriment of the tourist walking in front of his hotel and also in the downtown area. He stated that someone is bound to get hurt if nothing is done about it. He asked the City to re-paint the sidewalks with the "no-bicycle" template sign and to place them along the sidewalk from the trail down towards Sylvan Park. He also requested that someone contact the DNR to place signage to clearly mark the bike trail in the location of Elwood and Parkway to let bicyclist know where they can operate.

Council Member Resseman addressed the Council seeking volunteers for the Information booth during Buffalo Bill Days. Mayor Krom, Council Member Dybing, and Council Member Resseman all volunteered for shifts.

Council Member Johnson also asked what could be done with low-flying aircraft in Lanesboro. She indicated that there is a helicopter that is providing tours that flies dangerously low causing some concern. Administrator Todd advised that this issue had been addressed last year and the year prior. He indicated that he spoke to the FAA out

of the RST and was advised that the City should contact the Sheriff's office and have a report generated and to forward it on to the RST FAA for review. Todd was advised that the low-flying craft was in violation of federal FAA statutes. The pilot could have his license to fly suspended or revoked if he is found to be in violation.

Motion was made by Council Member Resseman, second by Johnson, to explore the feasibility of acquiring additional land south of town for the benefit of the City.

**Next Meeting: Monday, August 3<sup>rd</sup>, 2015 at 5:30 p.m.**

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

Respectfully Submitted,

David Todd  
City Administrator