

Lanesboro City Council
Regular Meeting
Monday, June 3, 2013
5:30 p.m.
City Council Chambers

Present: Steve Rahn, Joe O'Connor, and Tom Smith

Visitors: Dave Haugen, Andy Drake, Jane Sexton, Dillon Dombrovski, Ryan Throckmorton, Anton Adamoff, Autumn Johnson

Regular Meeting:

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

A. Agenda: Councilman O'Connor motioned to approve the agenda and the motion was seconded by Councilman Smith. The motion carried and agenda approved.

B. Minutes: Council Member O'Connor moved to approve the minutes of the May 6, 2013 meeting. Motion seconded by Council Member Smith. Motion carried.

Persons with Business before the Council:

Autumn Johnson provided the council an overview of the Explorer Program and requested that an Explorer Post be established in Lanesboro. The Explorer Post involves youths, ages 14-20, in emergency services. The Boy Scouts of America provides the liability insurance and the proposed Explorer Post Leadership would be as follows: Autumn Johnson, Terri Benson, Lee Peterson and they would need one additional person.

Permission to open a checking account

Amendment to the ride along policy

Autumn Johnson provided the council on a progress report for the grant application for a new ambulance. The application submitted to the USDA for a \$23,000 grant towards the purchase of a new 2012 four wheel drive 450 in the amount of \$139,900 from Aero Manufacturing Company of Rock River, Illinois. The remainder of the balance, less the \$23,000 grant would be treated as a loan.

Councilman Smith motioned to approve and was seconded by O'Connor. Motion carried.

Committee/Commission Reports:

A. Ambulance Department: David Haugen explained to the council that there are two on call first responders, Autumn Johnson and Paul Peterson, who will complete EMT

training in July and August after taking the national written test. The fire department currently has four first responders to respond to calls and it is difficult to fill all on call time. However, to date, they have not missed any calls even though there are still open times. Haugen indicated that it was a heavy burden on everyone.

Director David Haugen announced his resignation to the council, effective July 1st of 2013, although he could possibly fill in through August 2013. He explained that there are currently 12 EMTs able to take calls in addition to two more when they pass the written test as well as four first responders. Mayor Rahn thanked Dave for his service to the city and also asked for input. Haugen proposed a part-time dedicated director working 20 hours per week to cover day time on-call hours from 10am to 3pm. He feels there would be applications for a paid dedicated position, but there may not be interest in taking over the position under the current conditions

Theresa will send a sample position description to Haugen for review. The council expressed interest in hiring a part-time ambulance director and to advertise the position internally. The council will review the position description and develop a salary scale. The minimum requirements are as follows: Must be an EMT to respond to calls; at least three quarters of the job is to be on an on-call basis.

Haugen believes that the position could handle recruitment, scheduling, and more although the position requires a lot of training. Additionally, an area of concern is that, currently, the building does not allow for housing of employees who cover for weekend shifts. Haugen suggested the city review rates and agreements with the townships surrounding Lanesboro. Michelle will obtain comparable rates, salary arrangements, and how to pay for the position.

Mayor Rahn moved to pursue hiring a part-time ambulance director. Motion seconded by Councilman O'Connor. Motion carried.

B. Public Utilities: May 13 and 20, 2013

Review the Dam Project; no bonding bill beyond state capital improvements. Staff has a meeting Monday with Ayres Engineering: primary issue is funding.

Water radium issue, received option to purchase signed; City Attorney Manion reviewed contract with Davy Engineering and PUC recommended hiring Davy for the water project including design and funding; although there are a few unknowns at this point in the project. Councilman Smith asked about project going out for bid. Councilman O'Connor indicated that there is no requirement for bids for professional services. City Attorney Manion RFPs depends upon experience of the firm and there is a serious time constraint. Councilman O'Connor stated that there were four proposals that come in

with the initial RFP and the PUC spent the whole day interviewing firms prior to selecting Davy Engineering.

C. Heritage Preservation Commission: May 20, 2013

Councilman O'Connor indicated that a consultant will be presenting to the HPC on June 17, 2013 regarding determination of properties to be added to the district. Additionally, a head count is needed reference the Preserve Minnesota Annual Conference of who will be attending.

D. Lanesboro Chamber of Commerce: Monthly Update. No Report.

E. Planning and Zoning: May 15, 2013. Request for a base map.

F. Fire Department: Monthly update. No Report.

G. Library: Monthly Update. No Report.

H. Park Board: May 8, 2013

They are installing a new flag pole in front of city hall.

Regular Business: Staff

A. Dillon Dombrovski:

1. Storm Water Project sent out to four firms and received two bids back. Recommendation to go with Blitz Construction to get bond and insurance started for completion in July before Buffalo Bill Days. Permits are back. Blitz did catch basin and sanitary sewer repair. Price includes riprap and can add to old outlet. Councilman O'Connor moved to accept bid from Blitz for storm sewer reroute. Motion seconded by Mayor Rahn. Motion carried.
2. Park Road Project. Dillon provided a map of the park road project. Water table within three feet of existing surface. New section would be adding new rock, fabric and new pavement section. \$127,000 construction cost; add engineering and contingency for a sum of \$160,000. No budget discussion. Reclaim would be \$90,000 but will only last two to three years. May need a permit from DNR for sub-drains. Current drain brings the water in cooler because it arrives at the pond more quickly. Will contact Steve and explain the situation. Parking lot could use an overlay as well. City Attorney Manion expressed that there may be parks and trails legacy money available for regional parks. Dillon will explore the legacy money option.

Update the capital improvement plan to include these improvements. Dillon will forward the information to Mike Bubany for the July 1st Meeting.

Jason Boynton of Smith Schaffer presented the audit report to the council. He advised he will come back later in the month to present to the PUC. The information will be

submitted to the state auditor on time. He stressed that oversight was important due to lack of personnel related to internal controls.

The audit was completed without issue and was reviewed with Theresa and Michelle via PowerPoint. Sales tax is reflected in detail as well as reserves (see notes in fund balance pg. 14).

Councilman O'Connor would like to see a written strategy to address the \$130,000 loss from the fire fund. City will need to look at charges for calls and charges to the townships to cover the costs.

Repairs exceeded the budget in 2012. Council recommends monitoring budget vs. spending and possibly increasing rates on an annual basis.

- B. Accounts Payable:** Dated 6/3 along with invoice for the fire house flooring. Councilman O'Connor moved to approve paying the accounts payable. Motion was seconded by Mayor Rahn. Motion carried.
- C. Resolution 2013 – 7 Authorizing Assessment:** Motion to approve the resolution with last party deleted by Councilman O'Connor. Motion was seconded by Councilman Smith. Motion carried.

D. Ordinance Chapter X. Section 1005:

E. Summary Publication:

F. Agreement for Engineering Services with Davy Engineering:

Councilman O'Connor moved to execute contract with Davy. Motion seconded by Mayor Rahn. Motion carried.

G. Jason Boynton, CPA, Smith Schaffer and Associates, Ltd (6:15pm):

1. Audited Financial Statement 2012

H. Budget Resources:

- I. City Administrator Position:** Councilman O'Connor moved to enter into a contract with the new City Administrator. Motion seconded by Mayor Rahn. Motion carried.

J. Comprehensive Improvement Plan: Mike Bubany, David Drown Associates

1. Public Utilities Commission Meeting on June 17th, 2013 at 10:30am
2. Lanesboro City Council/LPU Joint Meeting on July 1st, 2013 at 5:30pm

K. Base Map:

L. Gambling License for Lanesboro Chamber of Commerce:

Motion made by Councilman O'Connor to approve the license; Motion seconded by Mayor Rahn. Motion carried.

M. Farmer's Market Sign:

Permanent sign for existing sign post approximately 4ft X 4ft to hang on the park side; referred to the park board

Mayor Rahn addressed the sidewalk repair on Pleasant Street. He indicated that the new sidewalk poured heaved over the winter and then broke. He indicated that "Dale" paid half to have the sidewalk in. City should get a quote to get it repaired.

Council will address the use of a Bobcat for use on city sidewalks to keep heavy equipment off of them at the next council meeting. Ordinance is pending.

N. Citizens' Comments:

Councilman O'Connor expressed thanks to the city employees for all their hard work. Theresa added that Michelle was brilliant throughout this process.

ADJOURN:

Council Member O'Connor moved to adjourn at 7:43 p.m. Motion seconded by Council Member Smith. Motion carried.

Respectfully Submitted,

Theresa Coleman
Interim City Administrator/Clerk