

Lanesboro City Council
Regular Meeting
Monday, July 3rd, 2017
5:30 p.m.
City Council Chambers

Present: Autumn Johnson, Jason Resseman, Marge Drake, Tom Smith, and Bridget Harvey

Absent: None

Visitors: Attorney Tom Manion, Bretta Grabau, Char and Michael Brown, Jon & Barb Willford, Pete Haug, Brian Malm, Jenifer Hungerholt, Tony Charlebois, K. Zaler, Steve Snyder.

5:00 p.m. Public Hearing: Pleasant/Sheridan Alley – East of Rochelle Avenue South and from Sheridan Street West to Pleasant Street East.

Mayor Johnson opened the Public Hearing at 5:30 p.m. Resident Jenifer Hungerholt inquired if there would still be a ditch along the alley after construction. City Engineer Brian Malm responded that there would no longer be a ditch; there would be underground storm drain pipes, as well as a curb. Another resident inquired if the alley could support the truck traffic from local business, it was noted the pavement would be able to support it. Additional discussion was had regarding assessments, it was noted that at this time there has not been a final decision on the length of the assessments, as well what exactly would be assessed, the entire project, or just the storm sewer portion. It was stated that the recommendation from the engineer would be to assess only for the storm sewer and not the entire project, as well consideration is being made for a 10 year term. Further discussion was had regarding costs, terms, and assessments; especially noted was the desire to have the assessments equitable. Member Resseman motioned to close the Public Hearing at 5:14 p.m. Mayor Johnson seconded the motion. Motion carried all in favor.

5:15 p.m. Public Hearing: Park Road from Kirkwood Street to Parkway Avenue, including the City Hall/Library Parking Lot, the tennis court parking lot, and the loop road near the park ponds.

Mayor Johnson opened the Public Hearing at 5:15 p.m. Council members noted the need to have this road repaired. Lanesboro ISD 229 School Board Member Steve Snyder was present to address concerns related to property lines, as well as total cost. It was noted that exact property lines are difficult, in that the deed to several of the parcels notes the “rivers edge” as the property boundary. It is estimated that the just South the tree line between the school and the basketball courts is the property line between the school and the City Park. Costs for the project are estimated at this time, and therefore assessments are as well. With no further comments member Resseman motioned to close the Public Hearing at 5:26 p.m. Member Drake seconded the motion. Motion carried all in favor.

Regular Meeting:

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

- A. Agenda:** Mayor Johnson motioned to approve the agenda as submitted with the following additions: Norby Tree Service Payable, Resolution 2017-28, Legislators of Distinction, Chamber Lease update to Miscellaneous. As well as add Library to Committee reports. Member Resseman seconded the motion. Motion carried all in favor.
- B. Approval of Minutes:**
 - 1. Minutes of the Regular Meeting, June 5th, 2017

2. Minutes of the Special Emergency Meeting, June 21st, 2017

Member Resseman motioned to approve the minutes as submitted. Member Drake seconded the motion. Motion carried all in favor.

C. Consent Agenda:

1. Accounts Payable
2. Credit Card Acceptance Contract
3. Resolution 2017-26 – DNR Dam Safety Program – Grant Agreement Resolution
4. Resolution 2017-27 – Accepting Donations

Member Resseman motioned to approve the Consent agenda. Mayor Johnson seconded the motion. Motion carried all in favor.

Committee Reports:

- A. Public Works:** Administrator Peterson noted that 17 boulevard trees had been lost during the storm, as well as one tree in Sylvan Park, and a shelter pavilion. Mayor Johnson noted that there is equipment within Public Works that need to be updated, so to keep that in mind during the budgeting process.
- B. EDA:**
1. **Board Recommendation:** Mayor Johnson motioned to approve the appointment of David Gray to the EDA. Member Resseman seconded the motion. Motion carried all in favor.
 2. **Feasibility Update:** Member Smith noted that the feasibility study on senior housing is owned by the City and inquired as to the Council's opinion on searching out potential projects. Member Smith motioned to support the EDA searching out other opportunities with relation to senior housing. Member Drake seconded the motion. Further discussion was had relating to what type of support was needed, it was stated financial support was not needed at this time.
 3. **Property Discussion:** Member Smith addressed the idea of affordable housing. Currently there is a City owned parcel near the North water tower, Smith offered the City could sell it to the EDA for a possible housing project. He also noted that this parcel could be used entice a developer to come in and build something.
 4. **Rural Entrepreneurial Venture:** EDA member Michael Brown provided an overview of the program. As part of the application, the EDA would like to also have a letter of support from the Council. Mayor Johnson motioned to approve having a letter created to note approval of the application. Member Resseman seconded the motion. Motion carried all in favor. Member Resseman motioned to approve the City being the fiscal agent for the program. Member Smith seconded the motion. Motion carried all in favor. Member Resseman motioned to table identifying a Council representative until such time is necessary. Member Drake seconded the motion. Motion carried all in favor.
- C. Library:** Member Harvey provided an overview of the regular meeting of the Library Board. Noting the success of the Rhubarb Run, as well as current activities aimed at involving teens.

Regular Business:

A. Pete Haug – Ayers & Associates, Lanesboro Dam Project:

1. **Professional Services Agreement:** Attorney Manion has reviewed the contract; as well Mr. Haug was able to address his concerns. This agreement would take the place of the previous agreement, therefore terminating the USDA from the agreement. Mayor Johnson motioned to approve the agreement. Member Harvey seconded the motion. Motion carried all in favor.
2. **Update:** A brief overview of the project was provided, as well as a timeline was discussed. First the scope of the project will need to be determined, based on current status of infrastructure. From there the final drawings will be created in order to attain approval from SHPO as well as the Core of Engineers. Haug is hopeful to have the project bid out in January or February of 2018, with construction most likely beginning the fall of 2018 and completion in the spring of 2019.

- B. Coffee Street West Closure – July 15th, 1:00-4:00 p.m.:** Mayor Johnson motioned to approve the closure of Coffee Street West from the corner of Parkway Ave N to the alley west of that intersection, so as to allow for traffic in and out of the alley, on July 15th, from 1:00-4:00 p.m. Member Drake seconded the motion. Motion carried all in favor.
- C. 2016 Audit Presentation – Smith Schafer:** Jason Boynton with Smith Schafer and Associates was present to provide an overview of the 2016 Audit.
- D. Auburn / Zenith Road Project:**
- 1. Change Order #1:** Mayor Johnson motioned to table this request. Member Resseman seconded the motion. Discussion was had regarding the need to have this request, noting the cost was significant. Motion carried all in favor.
 - 2. Pay Application #1:** Member Resseman motioned to approve pay application #1. Member Drake seconded the motion. Motion carried all in favor.
- E. Park Road Project:**
- 1. Resolution 2017-22 Ordering Improvement and Preparation of Plans and Specifications:** Mayor Johnson motioned to approve the resolution. Member Harvey seconded the motion. Motion carried all in favor.
 - 2. Resolution 2017-23 Approving Plans and Specifications and Ordering Advertisement for Bids:** Mayor Johnson motioned to approve the resolution. Member Harvey seconded the motion. Motion carried all in favor.
- F. Pleasant/Sheridan Alley Project**
- 1. Resolution 2017-24 Ordering Improvement and Preparation of Plans and Specifications:** Member Resseman motioned to approve the resolution. Mayor Johnson seconded the motion. Motion carried all in favor.
 - 2. Resolution 2017-25 Approving Plans and Specifications and Ordering Advertisement for Bids:** Member Resseman motion to approve the resolution. Mayor Johnson seconded the motion. Motion carried all in favor.
- G. Resolution 2017-26 Vacation of a portion of Calhoun Avenue (B Street):** The Planning & Zoning Commission did recommend vacation of a portion of the street. Member Resseman motioned to approve the resolution. Member Smith seconded the motion. Motion carried all in favor.
- H. Resolution 2017-27 Vacation of an alley between Calhoun Avenue S and Ridgeview Lane S:** The Planning & Zoning Commission did recommend vacation of a portion of the alley. Member Resseman motioned to approve the resolution vacating a portion of the alley. Member Drake seconded the motion. Motion carried all in favor.
- I. Ambulance Department:** Director Benson was present to discuss the need for volunteers for the service. Discussion was had regarding training and the need in our community for this service. Benson will hold a meeting on Saturday, July 22nd at the Fire Hall to hopefully recruit new volunteers. Benson noted that new laminated maps were distributed to Fire and Ambulance. The maps show 5 mile markers, which will be posted with GPS coordinates, as well as access points. The blood pressure machine is in need of calibration at a cost of \$500, and new one would run \$3,500. Once calibrated it should be good for another 5-6 years. It was asked that the City help advertise the recruitment meeting, noting that volunteers need to be between the ages of 18-70.
- J. Continued Business:**
- 1. 2018 Budget:** The following Council members will work with Administrator Peterson as well as department heads for the 2018 budget process:
 - Mayor Johnson: Ambulance, Fire, and Public Works

- Member Smith: Fire and Police
- Member Drake: Police and Park
- Member Resseman: Park
- Member Harvey: Library and Administration

K. Miscellaneous:

- 1. Thank you letters:** Administrator Peterson read two thank you letters, one from the Lanesboro Art Center, and one from a vendor from Art in the Park. Both noted appreciation for the community volunteering and coming together to clean-up the park after the June 16th, 2017 storm.
- 2. Norby Tree Service Payable:** Member Resseman motioned to approve payment. Member Harvey seconded the motion. Council noted they felt Norby Tree Service had done a great job, making the clean-up process quick. Motion carried all in favor.
- 3. Resolution 2017-28:** Member Smith motioned to approve resolution 2017-28 accepting donations. The Fillmore County Board of Commissioners voted to transfer the deed of a parcel within the Bass Pond parking area to the City of Lanesboro. Member Resseman seconded the motion. Motion carried all in favor.
- 4. Legislators of Distinction:** Representative Greg Davids was recognized as a Legislature of Distinction for 2017.
- 5. Chamber Lease Update:** Member Smith noted that the Chamber Board had tabled the lease discussion in order to further investigate the maintenance clause. The Board will be reaching out to Jason Resseman, as the contractor for the project. Member Resseman noted that Legacy funds were used for the project. He also stated that the DNR dictated the plantings for this area and that the Chamber had applied for the funding and facilitated the project.

Next Meeting: Monday, August 7th, 2017 at 5:30 p.m.

ADJOURN: Member Resseman moved to adjourn at 7:040 p.m. Motion seconded by Council Member Drake. Motion Carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk