

Lanesboro City Council
Regular Meeting
Monday, July 7th, 2014
5:30 p.m.
City Council Chambers

Present: Keith Eide, Steve Rahn, Ceil Allen, and Tom Dybing

Absent: Tom Smith

Visitors: Tom Manion, City Attorney

Regular Meeting:

Mayor Rahn called the Regular Meeting to order at 5:00 p.m.

- A. Agenda:** Mayor Rahn stated that he would like to add items to the agenda. The items would be added under miscellaneous and include: Ambulance Garage, Vaccination Policy and water run-off at 304 Hillcrest. Council Member Allen made a motion to adopt the agenda with the additions 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 June 2nd, 2014 meeting without corrections. Motion seconded by Council Member Allen. Motion carried all in favor.

Persons with Interest

- A. Mike Bubany:** Mike Bubany was on hand to address the Council regarding funding for the Lanesboro Dam project. The Council directed Administrator Todd to reach out to Mr. Bubany to assess the impact to the citizens of financing the project ourselves. Mr. Bubany indicated that there were three basic methods for financing this type of project: Tax Abatement Bonds, Utility General Obligation Bonds, and a Referendum to voters to increase the tax levy to finance the project. Mr. Bubany indicated that it would be difficult to make a case for a Utility GO Bond, so that would leave Tax Abatement and Referendum. He indicated that the impact on the citizens would be immediate. If the City were to buy down the amount to be financed with grant funding, that would leave approximately \$1.75 million for the City to finance utilizing the aforementioned methods. He indicated that on a 20 year note at 4% interest, the impact would be approximately \$20.00 per \$100,000 in property valuation. The City Council indicated that they were sensitive to the impact on the Citizens for this project and they felt as though the impact would be too great a burden with these methods of financing. The Council asked Administrator Todd to seek advice from Ayers Engineering as to whether the City could simply fix or repair the dam despite the MHS and DNR specifications; essentially to repair the dam in a way that does not adhere to the state historic guidelines and if there would be a significant enough cost savings to move the project

forward. Todd advised he would contact Pete Haug from Ayers and discuss the project with them.

- B. Ken Soiney and Mike Waelvert (NWS):** Ken and Mike were on hand to address the Council on the need for a real-time, electronic river gauge for the Root River as it flows through Lanesboro. Ken indicated that the University of Iowa Engineering program was currently utilizing students to manufacture and manage a river gauge that reports river levels in real-time, via electronic communication with a cellular telephone. Mr. Soiney indicated that the cost of the gauge is around \$7,500 including the associated software. He also indicated that the Minnesota DNR has a grant available that would finance 75% of the project. He stated that the University of Iowa students would come to Lanesboro and install the gauge and the City could sync up with their computer software to provide real-time river levels via the gauge. If the DNR matches 75% of the project, the City would only have to come up with around \$2,000. Mr. Soiney stated that there is an economic need for this type of information as it would benefit the canoe industry in Lanesboro as well as a safety need for obvious reasons (flooding). Administrator Todd questioned whether the DNR would extend grant funds to a project that is administered out of state. Mr. Soiney stated that he would look into that and report back to the Council. Additionally, the Council questioned whether the gauges in Preston and Carimona are sufficient to provide the same information to Lanesboro. For example, the gauge in Preston could be utilized to ascertain what the river level will be in Lanesboro as we are downstream. We would simply factor the time it takes for water levels to be impacted by surging water from Preston. Ken stated that he was going to approach the County Emergency Manager, Kevin Beck, to try and get them on board with the project in the hope of replacing the river gauges in Preston and Carimona. Ken stated that he would report back to Administrator Todd as information was gathered. No action taken by the Council.
- C. Dan Anderson:** Dan Anderson was on hand to address the Council regarding the ongoing blacktop issue on Ridgeview Lane at Church Hill Condominium. Mr. Anderson stated that he has abandoned the concept of having the City vacate a portion of the street and he is requesting the City to pay a portion of blacktop for the parking spaces where it impacts the street. He stated that he figures the City owns 75% of the area with the Condominium Association owning the remainder or 25%. He stated that he received a quote for blacktop in the amount of \$3,600 with the City's portion being \$2,700 (75%) and Church Hill's portion being \$900 (25%). He asked if the Council was willing to cost share the project. Administrator Todd questioned the urgency of the matter; as in what is the driving factor to complete this project. Likewise, who is benefitting from this project (the City, Church Hill, and The Public)? The Council indicated that they would like to acquire a bid from Dunn Blacktop while they are in town in order to compare the bids to see if there is a cost savings. Dunn Blacktop is scheduled to start a project for the City on July 21st of 2014. Theresa Coleman indicated that there is currently City ordinance in place that makes this issue a moot point because it required the developer (Dan

Anderson) to place the parking spaces solely on his property when the Condominiums were developed. No action taken.

- D. **Courtney Bergey:** Courtney was on hand to seek Council approval to proceed with plans for signage in the bass pond parking lot as well as way-finding signage along the walking bridge area. Bergey indicated that she has been working with the Park Board and the City Administrator to develop appropriate signage to further the Art Campus Project. She provided examples of the signage approved by the Park Board to be implemented in the aforementioned areas. They included: way-finding signs to direct visitors toward the downtown area, poetry signs depicting Haiku poems in the bass pond area, and also signage to direct visitors to park in the bass pond parking area. Motion was made by Council member Dybing to approve of the sign concepts and placement as presented by Ms. Bergey and approved by the Park Board. Motion was seconded by Council Member Allen. Motion carried all in favor.

Committee/Commission Reports:

- A. **Library:** David Hennessy and Tara Johnson were on hand to provide a quarterly update of the Library Board to the City Council. The Library Board met on June 18th, 2014. Mr. Hennessy indicated that the 2014 Rhubarb Run was successful. They had 134 runners participate in the event which netted approximately \$1,500 for the Library. Hennessy also stated that the Library received a grant in the amount of \$6,900 for painting a mural on the hallway near the entrance to the Library; Lisa Luis Grill is the artist hired to paint the mural and she will be incorporating the public's artwork onto the mural as well. The theme of the new mural will be "Libraries Grow Communities." Mr. Hennessy stated that Krista Flaig has resigned her position on the Library Board due to relocation. Tara Johnson stated that the summer reading program has been successful this year and the Library hosted a Lego building contest as well.
- B. **Ambulance:** Ambulance Director Lee Peterson was on hand to address the Council on items related to the Ambulance Department. Peterson provided the Council a proposed policy on vaccinations. According to Peterson, the City must pay for certain vaccinations unless refused by the employee. The proposed policy addresses the vaccinations offered and a method with which to decline the vaccinations. Motion was made by Council Member Dybing to approve the policy which will be placed in the Ambulance Department policy manual. Motion was seconded by Council Member Allen. Motion carried all in favor. Peterson was also seeking Council approval to seek opportunities for a new Ambulance Shed and location. Peterson said that this was preliminary and he realized that this would all be contingent on funding. However, he was simply seeking approval to investigate opportunities for a new facility. Mayor Rahn indicated that he believed the Ambulance Department needed a bigger shed and a new location to assist with response times. Motion was made by Mayor Rahn to allow Peterson to investigate a new location and building for the Ambulance Department and funding opportunities. Motion was seconded by Council Member Eide. Motion carried all in favor.
- C. **Public Utilities:** PUC Member Theresa Coleman was on hand to advise the Council regarding the meeting on June 16th, 2014. Coleman stated that the PUC addressed past due accounts including collections and payment agreements. Additionally, Administrator Todd and Commissioner Coleman attended MnGFOA training in

Albertville, MN regarding budget and capital planning. Lastly, the Coleman provided a progress report on the drilling of the well. Coleman indicated that the current depth is around 300 feet and the bore deviation is within acceptable perimeters. The depth should be close to 1,000 feet by the end of the month.

- D. HPC:** Administrator Todd advised the Council on the HPC meeting that took place on June 16th, 2014. The HPC addressed the signage at Merchant's Bank in Lanesboro. The current sign violates the ordinances put in place safeguarding historic preservation in the City. Ken Graner was on hand to discuss options. The HPC gave Mr. Graner an additional month to come up with a more historically appropriate sign for the bank. Administrator Todd advised the HPC that we have retained our Certified Local Government Status (CLG) as approved by SHPO.
- E. Planning and Zoning:** Council Member Dybing provided the report of the Planning and Zoning Commission meeting that took place on June 18th, 2014. Council Member Dybing stated that the P&Z Commission approved permits for the following: Dave Applen for an awning at Windy Mesa, Jason Duffy for a new home construction on DuPont Street, Gary Brown for a handicapped accessible ramp at his home, Keith and Noralane Lindor for a roof replacement and shingles, Ken and Theresa Graner for siding, windows and deck board replacement, and Deane Benson for a deck.
- F. Park Board:** Administrator Todd provided the Council with an update of the Park Board meeting that took place on June 10th, 2014. Todd stated that Courtney Bergey was on hand to speak with the Park Board regarding the signage for the bass pond area that was addressed earlier in this Council meeting. Art in the Park had requested the use of the gazebo for public art projects. The Park Board was provided an update regarding the installation of the playground equipment which will take place the week of July 7th, 2014. Andy Drake, Park Director, requested the replacement of a mower for the park. He indicated that the mower trade-in value was \$1,500 and the Park budget would fund the remaining balance of approximately \$1,500. Park Board approved the replacement of the mower. Motion was made by Council Member Dybing to replace the mower for the Park. Motion was seconded by Council Member Allen. Motion carried all in favor.
- G. Lanesboro Chamber of Commerce:** Chamber Director Dee Slindé was on hand to provide the monthly update of Chamber Activities to the Council. She indicated that the Chamber is looking at restructuring the membership and increasing member activities.
- H. Fire Department:** No report.

Regular Business:

- A. Accounts Payable:** Council Member Dybing made a motion to accept the payables as presented. Motion was seconded by Council Member Eide. Motion carried all in favor.
- B. Parkway Pub-Buffalo Bill Days Request-Portable Bathrooms and Band:** Vince Jeanette of the Parkway Pub requested the Council approve the request for portable toilets to be placed in the alley behind the Pub in order to accommodate patrons. He also requested the Council approve a live band event for the Pub. He stated that it would be the same event from the previous year. He would not block the alley and the festivities would end at midnight. The request is for Sunday, the last day of the BBD event. Motion was made by Mayor Rahn to allow portable toilets and a live band for the Sunday of the BBD event

with the festivities ending at midnight. Motion was seconded by Council Member Eide. Motion carried all in favor.

- C. Capron Building Nuisance Abatement Letter:** Administrator Todd advised the Council that a nuisance had been reported and identified at the Capron Building. The nuisance involves a hole in the façade of the building on the west facing wall. The hole is allowing squirrels and/or other varmints to enter the building and it was reportedly affecting the adjacent buildings. Todd provided a copy of the letter sent to the Capron's which provided for a ten day period to remedy the nuisance or provide an explanation and timeline for repairs. Todd advised that he spoke with Mr. Capron who indicated that he was aware of the problem and that his intent was to get it fixed. However, he stated that he had a few other projects that needed immediate attention, prior to fixing the hole in the Capron Building. He asked Todd for a little more time to get it done. He advised that the issue will be remedied by the end of the summer season. Todd advised him that it should be done sooner, rather than later but as long as progress was made the timeline could be extended. Mr. Capron will report back to Todd once the work is started.
- D. DNR Lease at the Chamber Building:** Administrator Todd advised the Council that Janis Nelson from the State DNR had provided the City with a copy of a lease they entered into with the City of Rushford for rent of an office space of similar size along the Root River Bike Trail. The lease stipulated a \$5.42/sf price with a 2% increase per year with the DNR paying utilities. Todd advised the Council that the DNR would not budge on the square foot lease price even when presented with rental price comparisons from the area. The Council advised Todd to continue to negotiate with the DNR. Todd stated that he would continue to seek the advice of the City Attorney and put together a counter proposal for the DNR. City Attorney Manion stated that he would counter at \$6.34/sf plus utilities with the 2% increase per year with the DNR paying its own utilities. He advised the he would send the letter to the DNR outlining the counter proposal. Motion was made by Mayor Rahn to counter with the aforementioned points. Motion was seconded by Council member Dybing. Motion carried all in favor.
- E. DNR Dam Grant Extension:** The Council was advised that the grant(s) offered through the DNR for the dam project were nearing expiration. Administrator Todd asked for and received an extension through 2015 of the grant funds for the project. A new contract was sent to the City and the proper signatures obtained to extend the grant contract another year.
- F. Resolution 2014-11: Designation of Lanesboro as a Regional Park Space:** Administrator Todd advised the City Council that Theresa Coleman is contracting with the Lanesboro Arts Center regarding grant funding and she had come across a grant opportunity that would open additional funding sources up for Lanesboro. The City would have to pass a resolution establishing the City of Lanesboro as a regional park space. Motion was made by Council Member Allen to designate the City as a regional park space for the purpose of accessing grant funding. Motion was seconded by Council Member Dybing. Motion carried all in favor.
- G. Resolution 2014-12: Appointing Election Judges:** The Council was presented a resolution establishing election judges for the 2014 primary and general elections. Motion was made by Mayor Rahn to approve the resolution establishing a list of

election judges. Motion was seconded by Council Member Eide. Motion carried all in favor.

- H. Dunn Blacktop Company-Update:** Administrator Todd advised the Council that Dunn Blacktop Company will be deploying their equipment on July 21st to start the blacktop project for the City. Todd stated that he will ask the company to bid and offer advice on a few other projects while they are here.
- I. HPC District Expansion-Final Phase-Draft Nomination Completed:** Administrator Todd advised the Council that the draft nomination for district expansion was completed by AWS Architects. Once the nomination is complete, it will be brought before the HPC and the City Council for vote and finalization.
- J. Personnel-Parks/Street Superintendent Position:** Administrator Todd advised the Council that he received a resignation letter from Parks Superintendent Andy Drake. Drake wished to resign his position with the Parks Department to concentrate more on the street duties. Todd advised that there was internal interest in filling the Parks Director position. Mayor Rahn stated that should Andy resign, the City would need to revisit the salary that Drake currently has and adjust it accordingly for giving up the park duties. Mayor Rahn indicated that the City provided an additional 50 cents per hour when Drake took on the duties of Park Director. Mayor Rahn advised Todd to speak with Andy and give him time to consider whether he wanted to resign the position. Mayor Rahn indicated that if he intended to resign, the Council would hold a special meeting to consider an internal candidate for a replacement. Motion was made by Council Member Eide to accept Drake's resignation pending a short reflection period and to hold a special meeting in the event that Drake decided to resign and to modify Drake's pay scale to reflect the new duties. Motion was seconded by Council Member Allen. Motion carried all in favor.
- K. Street Repair-605 Rochelle (Blacktop/Patch Road) Dan Boyd:** Administrator Todd advised the Council that a request was brought from the owners of 605 Rochelle to patch a hole in the asphalt. Dan Boyd asserted that the hole in the street was allowing water to enter into his basement. Todd advised the Council that utility work was done in the area and that the hole was filled with rock and sand for the time being. Street Superintendent Drake advised that he would patch the site once Dunn Blacktop set up their machinery in the City in order to purchase the blacktop directly from them. Todd advised that the hole will be patched within the next few weeks.
- L. Bid Advertisement for WTP-Davy Engineering:** Administrator Todd advised the Council that Davy Engineering is ready to bid out the final phases of the water treatment plant project. The well will be completed in late July or Early August and the next phase (treatment plant) will need to be bid. The bid advertisement closes on August 28th, 2014 and Davy wishes to have a combined City Council/PUC meeting to open bids and award a contract.
- M. Miscellaneous:** The Council addressed the ambulance garage in the Committee Reports section of the meeting. Approval for seeking information for a new garage was granted to Lee Peterson.

Administrator Todd received a request from John Willford, 304 Hillcrest, to look into a water run-off issue. There is a metal culvert that runs under Hillcrest Ave. which drains water from the south side of the road to Mr. Willford's property. He indicated that there is an erosion issue. Mayor Rahn indicated that the area is a natural water way and the drainage issue was in response to the normal course the water would take. He indicated that the water drained that way well before the Willford's house was built. He indicated that the City did not increase the amount of water flow and therefore hold no responsibility for its mitigation.

Next Meeting: August 4th, 2014 at 5:30 p.m.

ADJOURN: Council Member Eide moved to adjourn at 6:30 p.m. Motion seconded by Council Member Dybing. Motion carried all in favor.

Respectfully Submitted,

David Todd
City Administrator