

Lanesboro City Council
Regular Meeting
Monday, August 3rd, 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 Kathy Kasten was on hand to address the Council to be added under Persons with Interest and Administrator Todd wished to add City employee vaccinations under miscellaneous. Council Member Smith wished to add Council Member liaisons to City departments under miscellaneous items as well. Council Member Dybing made a motion to approve the agenda with the aforementioned additions. The motion was seconded by Council Member Smith. Motion carried all in favor.
- B. Minutes:** Council Member Johnson pointed out clerical corrections to the July 6th meeting minutes which include: correction to the amount of land south of town from 177 tillable acres to 110 tillable acres, the mention of the cost of the helipad-Johnson stated that the project was not too costly but that the Ambulance Department would revisit the issue at another time, and, finally, Council Member Johnson brought up the issue of low flying aircraft not Council Member Resseman. Council Member Smith moved to approve the minutes of the regular Council meeting from July 6th, 2015 with the aforementioned clerical corrections. Motion seconded by Council Member Resseman. Motion carried all in favor.

Persons with Interest before the Council:

- A. Kathy Kasten-Lanesboro Leadership Summit:** Kathy Kasten was on hand to provide the City Council with an overview of the topics discussed by the Lanesboro Leadership Summit. Kasten advised that the summit was created to bring together leaders from different organizations to address topics to improve upon Lanesboro's future. She advised that the summit was invite-only and included leaders from varying organizations such as: City, EDA, Eagle Bluff, Arts Center, and the School District, etc. Council Member Resseman expressed dissatisfaction regarding the summit and the lack of information disseminated to other committees and commissions. Kasten advised that she would work on disseminating information in a more constructive way. She also added that the summit was in its infancy (only having two meetings thus far) and that there wasn't much information to share at this point.

Committee/Commission Reports:

- A. Library:** Mayor Krom provided the update to the Council of the Library Board meeting that took place on July 15th, 2015. He indicated that the Rhubarb Run was a success and the Library netted around \$2,300 profit for this event. Sally Ming resigned from the SELCO Board and they are looking for an additional member to fill her slot and circulation numbers for the month had topped 2,500 items.
- B. Ambulance:** Director Benson provided the report to the Council regarding Ambulance activities for the month of July. Benson stated that the last two AEDs have been received from Fillmore County and that those will be placed in the Merchants Bank building and also at the Bethlehem Church. Benson also stated that the Lanesboro Ambulance non-profit articles are in and that the department will soon be able to organize fundraisers. Council Member Johnson stated that she had researched grants but could not apply due to the ambulance department's non-profit status.
- C. Public Utilities:** LPU Commissioner Coleman briefed the Council on the meeting of the Public Utilities Commission which took place July 20th, 2015. Coleman stated that the Commission had approved use of Davy Engineering to conduct a street condition assessment for the City Utilities pursuant to the water project. Coleman stated that the information will be shared with the City so money can be saved from hiring an additional engineering company to do the assessment. Utility Supervisor Jared Wagner also advised the Council that due to federal law changes, there will be additional restrictions on the use of the diesel generator. He advised that the utility department would only be run the generator around 50 hours per year. Likewise, there will be more stringent pollution control laws on the use of diesel. What this means for City Utilities is that they will need to retrofit the generator to come into compliance with the new legislation-estimated cost is more than \$150,000 at this point.
- D. HPC:** Administrator Todd advised the Council that HPC, who met on July 20th, 2015, discussed nominations for Historic Preservation Awards for 2015. Likewise, the HPC will send Val Tindall to the Annual Preservation Conference in Little Falls, MN in September. Todd advised that he had applied for scholarship funds through SHPO to fund her attendance.
- E. Planning and Zoning:** Council Member Dybing provided the update to the Council regarding the meeting that took place on July 15th, 2015. He indicated that the Commission addressed and approved the following permits: Glen and Julie Jenson for replacement of windows on their home located at 501 Calhoun Avenue South, Lucille Ask for re-shingling the house and the garage at 704 Parkway Avenue South, Ellen Wagner for a backyard patio at the residence located at 201 Ashburn Street East, and a sandwich board permit for Eagle Bluff for their outreach location located at 119 Parkway Avenue North.
- F. Park Board:** Administrator Todd advised the Council that the Park Board did not meet on July 28th, 2015 due to lack of a quorum.
- G. EDA:** Council Member Jason Resseman provided the update for the EDA meeting held on July 1st, 2015 at the previous City Council meeting.
- H. Lanesboro Chamber of Commerce:** Shirley Mulder provided the monthly update of the Chamber of Commerce to the City Council. Mulder stated that the Chamber has implemented the digital version of the Visitors Guide, they also have new maps available at the Visitor's Center, they have started a membership drive on July 22nd,

2015 through August 31st, 2015, and the Chamber has Ok'd the shared use of an intern with the Lanesboro Arts Center. Likewise, Council Member Resseman indicated that the hanging baskets are dying and needed to come down.

- I. **Fire Department:** Jerod Wagner was on hand to address the Council with the monthly update of the Fire Department Activities. Wagner stated that the department responded to one call for the month which was an electrical issue. He indicated that the department is preparing to purchase a new infrared camera which will be a cost of \$8,250.00. He also indicated that there was a need to replace some air tanks at a cost of around \$800.00 each. He also asked the Council to ratify hiring Mark Lawstuen as a new member of the fire department. Motion was made by Council Member Resseman to approve the hire of Mark Lawstuen. Motion was seconded by Council Member Dybing. Motion carried all in favor.
- J. **Administrator's Report:** Administrator Todd advised the Council regarding the following items: Ambulance non-profit application is in and approved; fire contracts with the rural township board are nearly done-cost per-capita is approved; SMIF has a grant that should be explored by the EDA; Todd reached out to engineering firms to inquire about base maps-\$10,000 for a comprehensive map; land for ambulance building is constrained by budget resources-Council Member Smith is to reach out to the school; employee evaluations are to be completed by the end of August; the City has collected the past due loan amount for the EDA; removal of skate park equipment has entertained no responses-Todd will forward pictures to Resseman to be placed on Craigslist; bicycles on the sidewalks-the templates are in and Andy will be painting the sidewalks early next week; round up program for the PUC-Todd advised that he has spoken to other entities regarding the implementation and there are other things to consider-Todd will bring the issue back to the PUC for consideration.

Regular Business:

- A. **Accounts Payable:** Council Member Johnson made a motion to approve the payables as presented. Motion was seconded by Council Member Resseman. Motion carried all in favor.
- B. **2015-2016 Safety Management Program Contract (Shared Expense with the PUC:** Motion was made by Council Member Dybing to approve the 2015-2016 contract (City portion). Motion was seconded by Council Member Johnson. Motion carried all in favor.
- C. **Ordinance 2015-07-Regulating the Use of Public Rights of Way Regarding Commercial Activities:** Motion was made by Council Member Johnson to approve the ordinance. Motion seconded by Council Member Resseman. Motion carried all in favor.
- D. **Resolution 2015-16 PFA Phase 2 Financing for the Water Project:** Motion to approve was made by Council Member Dybing. Motion was seconded by Council Member Resseman. Motion carried 4-1 with Council Member Smith abstaining.
- E. **Resolution 2015-17 MnDOT Bridge Project Municipal Consent:** Motion was made by Council Member Resseman to approve the resolution. Motion was seconded by Mayor Krom. Motion carried all in favor.
- F. **John Davis-Art Center-County Road 8 Signage:** Mr. Davis advised the Council that the signage project had been approved and that there was \$2,500 left to be raised through donations. Mr. Davis stated that he did not believe that to be a problem to acquire. Council Member Resseman inquired about getting County approval for placing the new sign along County Road 8 in which he stated that he would follow up on. It was also discussed that the old sign should be relocated to the area by the Visitor's Center to honor the past and hard work of those who were responsible for the sign. Motion to

approve the purchase of the new sign and relocation of the existing sign was made by Council Member Resseman. Motion was seconded by Council Member Johnson. Motion carried all in favor.

- G. Tom Smith-Meeting Dates with the School Board (Land for Ambulance Shed):** Tom Smith advised that he could meet with the School Board on either the 10th of August or the 17th of August 2015. He advised that he thought a member of the ambulance department and/or the City Administrator should be in attendance. Autumn Johnson advised that she could be in attendance as did the City Administrator. Date was set at August 10th, 2015 at 10:00 a.m.
- 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. EDA Open Position:** Administrator Todd provided a copy of the advertisement for the open EDA position to the Council. The opening is due to the resignation of Catherine Glynn. Motion was made by Council Member Johnson to place the ad in the newspaper seeking a new EDA member. Motion was seconded by Council Member Smith. Motion carried all in favor.
- J. Parking Issues (Autumn Johnson):** Council Member Johnson advised that she had been approached by concerned citizens regarding the need for an additional 2 hour parking sign on the north side of Coffee Street East between the saloon and the grocery store building. There are no additional poles to place signage in this location so there would need to be a sign affixed to the sidewalk (curb). Likewise, the 30 minute parking sign in front of Beste Byen needs to be removed as well as all of the Playful City signage. Johnson also advised that she would like the City to issue reminder letters to businesses advising them not to park their vehicles or not to have employees park their vehicles in front of the businesses in the downtown area.
- K. 2016 Budget Discussion:** Administrator Todd provided the City Council a draft of the 216 Budget. He indicated that the budget was a rough draft and that more work needs to be done prior to setting the preliminary levy in September. Mayor Krom advised the Council that if they had questions regarding the budget document, to come see the Administrator in the City Office. Todd advised the Council that there were items to consider for this budget year: cost of 2016 elections, one-time \$3,000 expenditure for our portion of the police department mandate for e-ticketing software, city buildings in need of repair, \$3,200 for utility pumps and grinders for the park (yearly expense from 2016 forward), library automation increase of 12%.
- L. Miscellaneous:** City employees are in need of vaccinations. The City has a vaccination policy. The vaccinations will be done by the Fillmore County Public Health nurse who will come to Lanesboro. The City office will coordinate with the employees and set up a time and date for vaccinations to occur. Cost to the City is approximately \$220 per employee.

The Council asked Tom Manion to explore an ordinance relating to a franchise agreement with Mediacom.

Council Member Resseman will work on updating the master tree list for the City Tree Policy as some of the species are not appropriate for planting.

Council Members Dybing will act as a liaison for the Street Department.

Next Meeting: Tuesday, September 8th, 2015 at 5:30 p.m. (Due to the Labor Day Holiday)

ADJOURN: Council Member Dybing moved to adjourn at 9: 15 p.m. Motion seconded by Council Member Resseman. Motion carried all in favor.

Respectfully Submitted,

David Todd
City Administrator