

**Lanesboro City Council**  
**Regular Meeting**  
**Tuesday September 3, 2013**  
**5:30 p.m.**  
**City Council Chambers**

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

**Visitors:** Tom Manion

**Regular Meeting:**

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

- A. Agenda:** Council Member Dybing made a motion to adopt the agenda without corrections. The motion was seconded by Council Member Eide. Motion passed all in favor.
- B. Minutes:** Council Member Allen moved to approve the minutes of the September 3, 2013 meeting without corrections. Motion seconded by Council Member Dybing. Motion carried all in favor.

**Committee/Commission Reports:**

- A. Library:** Administrator Todd provided the Council a report for the Library meeting that took place on August 20<sup>th</sup>, 2013. Todd stated that the Library's budget was within proportion at this point in the year. He indicated that circulation numbers continue to hold steady with increases noted throughout the summer months. Todd stated that the humidity continues to be monitored but that with the addition of the dehumidifier the percentage of humidity is being controlled. The library asked that the city look into purchasing two additional dehumidifiers for the banquet hall and Council Chambers as the rooms often smell musty due to high humidity levels and this affects the Library. Todd stated that the Library would like to have artist paint a mural on the wall in the hallway by the handicapped bathroom to give the Library color and make it more attractive to the patrons. Todd advised the Library Board that Joe O'Connor and John Davis are presenting an initiative of Lanesboro as an arts campus and that perhaps the mural could be tied into that initiative.
- B. Ambulance:** Lee Peterson, Ambulance Director provided a monthly update to the Council regarding the Ambulance Department. He stated that the Ambulance Department currently has a 20 man roster plus one more taking EMT classes. He stated that the new Ambulance is on schedule and should be ready by mid-October. Peterson asked the Council to consider allowing the department to cordon off half of the Bass Pond so that the Ambulance Department could host training in September. He stated the training is regarding emergency vehicle operation and that they would need to have a minimum of 12 signed up for the class to proceed. He stated that there are three currently signed up but he anticipated more. Julie Charlebois asked if the Ambulance Department would like the Root River Outfitters to move their canoes and vehicles out

of the Bass Pond parking area so that it could be utilized. Peterson stated that he would let her know. Council Member Dybing made a motion to allow the use of the Bass Pond for training. Motion was seconded by Eide. Motion carried all in favor.

- C. Public Utilities:** Theresa Coleman provided the Council an update on the Public Utilities Meeting on August 19<sup>th</sup>, 2013. She indicated that the PUC is working on budget items for 2014, including possible water and sewer rate increases to help fund the Water Radium project. She also indicated that the PUC was looking into the rates schedule contained within the ordinance for the City of Lanesboro as they are outdated.
- D. HPC:** Meeting on August 27<sup>th</sup>, 2013. The HPC and the City of Lanesboro are hosting the annual State Historic Preservation Conference in September. The location of the event is the Commonweal Theater and includes a walking/bus tour of the historic sites in and around Lanesboro. The welcome event is hosted at the Sons of Norway Hall and includes drinks and light appetizers. The agenda for the event includes classes throughout the day on Friday, September 13<sup>th</sup>.
- E. Planning and Zoning:** Council Member Dybing provided the report of the Planning and Zoning meeting that took place on August 21<sup>st</sup>, 2013. He indicated that the P&Z Commission approved two building permits for Stephen Kingsbury and Norma Koch. He also stated that they met with Eric and Andy Bunge regarding their interim use permit and have come to a consensus that the Bunge's will put up a fence that separates and dedicates a portion of the two vacant lots for parking to alleviate the parking issue in the alley. He also stated that the Bunge's have agreed to place a lattice fence along the property line and sidewalk to spruce up the appearance and also provide separation.
- F. Park Board:** Mayor Rahn provided the update of the Park Board meeting that took place on August 6<sup>th</sup>, 2013. He indicated that the Park Board has received \$75,000 from the trust fund established for playground equipment and there is approximately \$27, 000 additional money that is forthcoming. Rahn also indicated that the board asked the council to consider contributing to the planting of trees in the park for the David Drake Memorial fund. He stated that Stela Burdt visited the board meeting regarding the sandbox in the park and that no decision had been made regarding that issue. Lastly, the board heard from Jason Resseman regarding landscaping around the gazebo at a cost of approximately \$3500.
- G. Lanesboro Chamber of Commerce:** Julie Charlebois provided the update on the Chamber of Commerce meeting held on August 28<sup>th</sup>, 2013. She indicated that there will be approximately 200 visitors in Lanesboro during the SHPO Conference and Taste of the Trail on September 12, 13, and 14. She also stated that there will be a vintage baseball game taking place on Saturday, September 14<sup>th</sup> at 6:00 p.m.
- H. Fire Department:** Rob Wagner, Fire Chief for the city of Lanesboro provided the monthly update for the Council. He stated that there was one accident that had occurred over the Labor Day weekend that the Fire Department responded to. He also thanked the Council for their support of the Leather and Pipes Memorial Benefit that was held at the fire hall. He indicated that it was a big success. He also wanted to let the Council know that there will be a steak fry for the ladies and retirees held on Saturday, September 14<sup>th</sup> at the fire hall and invited everyone to attend.

## Regular Business:

- A. Accounts Payable:** Council Member Dybing made a motion to approve the payables as presented. Motion seconded by Mayor Rahn. Motion carried all in favor.
- B. Resolution 2013-11 Authorization for Assessment of Unpaid PU Charges:** Mayor Rahn made a motion to approve the resolution authorizing assessment of unpaid utilities charges in the amount of \$6,474.94 to taxes. Motion was seconded by Allen. Motion passed all in favor.
- C. Lanesboro Dam Project:** Administrator Todd advised the Council that he was contacted by the State Capital Investment Committee and advised that the tour of the Lanesboro Dam for the Capital Improvement Committee has been cancelled. Todd indicated that he was instead invited to make a presentation to the Committee at Winona State University on October 8<sup>th</sup>. Todd indicated that Pete Haug of Ayers Engineering will make the presentation and Todd will be present to answer any questions the Committee might have regarding the project.
- D. Lanesboro Museum Lease-Repairs:** Administrator Todd advised the Council that the Lanesboro Museum Director had advised the city that there are needed repairs to the exterior of the building to include roof repairs and various other items. According to the Lease executed with the city, the City of Lanesboro would be responsible for the repairs on the exterior of the building. Mayor Rahn asked Administrator Todd to have the museum provide an estimate or itemization of the repairs to be done and provide the city with a copy to be worked into the budget. Council Member Eide made a motion to accept the museum contract renewal. Motion was seconded by Council Member Dybing. Motion carried all in favor.
- E. Jan Haugen Blacktop Proposal:** Jan Haugen brought a proposal for blacktop of her driveway which ties into Whittier Street. Based on the proposal, the contractor would pave approximately 62 feet of Whittier Street at a cost to the city of \$2766.85. Council Member Smith made a motion to accept the proposed bid for the paving of 62 feet of Whittier Street at the aforementioned cost. The motion was seconded by Council Member Eide. Motion carried all in favor.
- F. Ash Tree Removal Plan:** Parks Supervisor Andy Drake addressed the Council regarding the condition of the Ash trees within the city. Drake indicated that areas around Lanesboro have had issues with disease of the Ash trees and have had to remove them. The city currently has approximately 35 Ash trees located within the city limits and several within the park. Drake advised that the disease had not yet spread to the Lanesboro trees but stated that a plan should be put in place to address the removal of the trees when it happens. Mayor Rahn made a motion to remove a few trees at a time upon Drake's discretion as to when the need arises. Motion was seconded by Council Member Dybing. Motion carried all in favor.
- G. LMC Regional Training on Health Care Reform:** Administrator Todd addressed the Council about a training opportunity regarding the significant changes that will affect the city regarding the Affordable Care Act that will be implemented January 1<sup>st</sup>, 2014. The training is October 28<sup>th</sup> in Zumbrota Minnesota. Mayor Rahn made a motion to approve Todd to participate in the training. Motion was seconded by Council Member Dybing. Motion carried all in favor.
- H. Ambulance Director Position:** Administrator Todd presented the Council an employment agreement that was crafted by City Attorney Manion to be executed with Lee Peterson for the position of Part-Time Ambulance Director for the city of Lanesboro.

The agreement set the salary for the position at \$22,000 per year and the working hours at 22 per week. The agreement stipulated that the benefits would be limited to PERA and PTO time prorated on a part-time basis. There would be no on call time paid nor any run time payments. Additionally, there will be no payments for attending training. A Motion was made by Council Member Dybing to enter into the contract with Lee Peterson for the position. Motion was seconded by Council Member Allen. Motion carried all in favor.

- I. **David Drake Memorial Fund:** The Council was presented two options for tree planting for the David Drake Memorial Fund. Option one was to have the fund purchase nine trees at an estimated cost of \$3,000 and have the Council commit to fund the planting of those trees at \$1,300. Option two was to have the memorial fund purchase six trees and the Council commit to planting those at a cost of \$910; the memorial fund would be left with a balance of approximately \$300. Council Member Dybing made a motion to go with option one but to utilize some existing material for planting thereby reducing the cost accordingly. Motion was seconded by Council Member Eide. Motion carried all in favor.
- J. **Truth and Taxation Meeting Date and Time:** Council Member Dybing advised to set the Truth and Taxation meeting for the December meeting date and time of December 2<sup>nd</sup>, 2013 at 5:00 p.m.
- K. **EDA Line Item Budget Funding Request:** Administrator Todd advised the Council that the EDA had requested line item funding in the 2014 budget. Mayor Rahn asked Todd to inquire as to what the funding would be used for and also stated that the request would be considered if there was room in the final budget proposal.
- L. **Preliminary 2014 City Budget Levy:** Administrator Todd presented the Council with a proposed 2014 budget. Todd advised the Council that the proposed budget presented was lean and did not address anything more than operational needs as well as additional money for much needed street and infrastructure repairs. Todd stated that there were line items increasing the City's reserve funds which are much depleted. Todd stated that the budget levy had not been increased for three years and that the city was in a position where replenishing reserves and street maintenance and repairs were priority issues. Todd also reminded the Council that this was a preliminary levy that could be adjusted lower but could not be raised once certified to the county. Todd stated that Lanesboro's tax rate was traditionally in the lower third of the list compared with twelve cities surrounding us. Lanesboro is currently at 86% tax rate. The proposed levy increases would place Lanesboro in the middle of the list of compared cities at an increase to 99% tax capacity. Council Member Dybing made a motion to approve the proposed 2014 budget levy. Mayor Rahn seconded the motion and added that the Council should work with the Administrator to try and trim the budget where we could prior to presenting a final budget in December. Motion carried all in favor.
- M. **Resolution 2013-12 Proposed 2014 Tax Levy:** Based on discussions from the previous line item, Council Member Dybing made a motion to approve the resolution certifying the 2014 Proposed Tax Levy. Motion was seconded by Mayor Rahn. Motion carried all in favor.

**N. Miscellaneous:** Marge Drake addressed the Council regarding the alley that runs along the west portion of her property. She stated that the City should make a priority of fixing the aging streets and thoroughfares within the city. She stated that homeowners should understand that it costs money if they want good streets and sidewalks and that the city needs to raise the levy to fix the streets. Mayor Rahn stated that money was tight with the 2013 budget and that some assessments may have to be made on the homeowners for minor repairs to the streets and sidewalks at 25%.

**ADJOURN:**

Council Member Dybing moved to adjourn at 7:55 p.m. Motion seconded by Mayor Rahn. Motion carried all in favor.

Respectfully Submitted,

David Todd  
City Administrator