

Lanesboro City Council
Regular Meeting
Monday, October 2, 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, Brian Malm, Hannah Wingert, Mike Bubany, Ceil Allen, Cheryl Krage, Kara Maloney, Adam Wiltgen, Lori Bakke, Kirsten Mensing, John Davis, Jaime and Holly Knutson, Cheryl Johnson, and Rob Wagner

Budget Workshop: Mayor Johnson opened the 2018 budget workshop at 4:45 p.m. The Council began from the top of the worksheet with General Revenues, and reviewed Administration, Council, Elections, Police, Park, and Public Works which completed the General Fund. Some adjustments were made for revenue and expenses. The Council will meet for another Budget Workshop at 4:45 at the November 6, 2017 meeting to finish the review of the 2018 budget. The workshop was closed at 5:25 p.m.

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: Resolution 2017-39, Sylvan Park Electrical Fund, and Lanesboro Police Department to Miscellaneous, the removal of item 2 from the Consent Agenda for placement in Miscellaneous, and moving the Art Center Update to after the Consent Agenda. Member Harvey seconded the motion. Motion carried all in favor.
- B. Approval of Minutes:**
1. Minutes of the Regular Meeting, September 5th, 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. Dunn Blacktop estimate – Rochelle Ave S
 3. Agreement of Assessment and Waiver of Irregularity and Appeal – Rogers
 4. Resolution 2017-35 Assessment for Unpaid Utility Charges
 5. Resolution 2017-36 – Limited Use of Certain Right of Way of Truck Highway 16
- Member Resseman motioned to approve the Consent agenda. Mayor Johnson seconded the motion. Motion carried all in favor.

Lanesboro Arts Update: Adam Wiltgen discussed the Artist Residency Program which brought two events to Lanesboro. One being the River Clean up with a painting activity near the walking bridge that followed. With a second being the glass mosaic placed on the north side of Pedal Pushers. Kara Maloney discussed Surprise Sculpture, noting this was its fourth summer. Over 50 students participated in the different events. This year the first permanent surprise sculpture was created, a mural behind the theater. Maloney also noted the

partnership with Viterbo University and the City, with the work on the walking trail in Sylvan Park. John Davis noted he had given presentations on Lanesboro Arts, as well as the Lanesboro community on 4 separate occasions across the nation in the last year. Mayor Johnson then read aloud Resolution 2017-38, proclaiming support for continued planning and regional and national promotion of the Lanesboro Arts Campus Initiative. Member Drake motioned to approve Resolution 2017-38. Mayor Johnson seconded the motion. Motion carried all in favor.

Committee Reports:

- A. **Buffalo Bill Days:** Chair Lori Bakke noted it was another successful year. Although Beer tent sales were down slightly, they were still able to distribute \$650 each to eight groups that volunteered. Bakke noted that they are always looking for new committee members, however is very thankful that they currently have over 20. This year there were several new events: Arm wrestling for adults and students, a basketball tournament, as well as a veterans memorial trailer. Other changes included a new band for the fire department and a change of route for the Buffalo Roam. It has been noted that the new roam route may need to be altered for next year. Bakke also noted that the committee would like the Council to review the location of the fireworks and consider putting them back on top of the bluff. The committee has built up their fund balance, and is considering a donation of stone garbage cans to the city. Member Drake thanked Bakke for her work and the work of the committee noting what a great event it was.
- B. **Chamber of Commerce:** Cheryl Krage was present to request matching funds of \$400 for the Dairyland grant the Chamber is applying for. The matching amounts are requested from the School, Public Utilities, and the City. Member Smith motioned to approve the matching funds of \$400. Member Harvey seconded the motion. Motion carried all in favor. Krage also requested that the Lodging Tax Agreements with the surrounding communities be renewed. Member Resseman motioned to table the discussion to allow for time for the Members as well as Attorney Manion to review the documents and decide if any updates were needed. Mayor Johnson seconded the motion. Motion carried all in favor.
- C. **Planning & Zoning:** Administrator Peterson noted that Bolton & Menk is helping to identify which areas need to be updated within the Zoning Ordinance. Peterson has also been reviewing the 2002 zoning ordinance update that was never passed, hoping this will be a good place to start.
- D. **Fire Relief Association:** Rob Wagner stated that the High Court Pub had approached the Fire Relief Association requesting Pull Tabs in their establishment. Mayor Johnson motioned to approve site number 3 for pull tabs for the Lanesboro Fire Relief Association at the High Court Pub. Member Harvey seconded the motion. Motion carried all in favor.

Regular Business:

A. Park Road:

- 1. **GO Improvement Note, Series 2017B:** Mike Bubany was present to review the documentation for funding the Park Road project. Due to the size of the project being decreased this allowed the City to qualify for a Micro loan rather than a Midi loan. The Micro loan has a benefit of lower issuance costs. Bubany also noted that Merchants Bank would be the purchaser, and has been good to work with throughout this project. Member Resseman motioned to approve Resolution 2017-37, authorizing the issuance, sale, and delivery of a \$261,000 general obligation improvement note, series 2017B. Member Drake seconded the motion. Motion carried all in favor.
- 2. **Project Additions:** A proposed change order for installation of a sidewalk at the basketball hoops, a sidewalk on the south side of the community center building, as well as striping of the

parking lot was shared with the Council. Discussion was had regarding total cost, as well as the benefit provided. Member Smith motioned to not approve the change order at this time. Member Resseman seconded the motion. Motion carried all in favor.

B. Auburn/Zenith Project:

1. **Extension Request:** City Engineer Brian Malm noted that the project had a completion date of September 29th, 2017; he also noted that there had been a few issues in the project that would justify an extension. Although there was not a formal extension request to the contract at this point, the details will be reconciled at the completion of the project. Malm also that there could potentially be additional delays due to weather. Member Resseman motioned to follow the recommendation from the City Engineer. Mayor Johnson seconded the motion. Motion carried all in favor.
2. **Pay Request #4:** Mayor Johnson motioned to approve Pay Request #4, in the amount of \$224,488.80. Member Harvey seconded the motion. Motion carried all in favor.

C. Verizon Wireless: Administrator Peterson provided an overview of the work completed to date. HPC, Planning & Zoning, and Public Utilities have all approved to proposed plans. As well Attorney Manion reviewed the proposed contract. Mayor Johnson motioned to approve the lease contract with Verizon Wireless. Member Harvey seconded the motion. Motion carried all in favor.

D. EDA Council Member Appointment: The EDA requested that another Council member be appointed to the EDA in light of Member Resseman's leave of absence, noting that this affects the number needed for a quorum. No other Council Members were available to fill this seat for the remainder of the year. Further discussion was had regarding the EDA loan policy, housing opportunities, and succession planning. The EDA is currently working to draft a loan application and more inclusive policy.

E. Right of Way Ordinance: Member Resseman motioned to ask the Public Utilities Commission to review the right of way ordinance. Mayor Johnson seconded the motion. It was noted that Attorney Manion had provided the proposed ordinance, which was attained from the League of MN Cities. Motion carried all in favor.

F. Continued Business:

1. **Ordinance 31.70, Public Utilities Commission:** Member Smith motioned to table this item to allow for more time to review the information provided by Attorney Manion. Mayor Johnson seconded the motion. Motion carried all in favor.
2. **Parking Concern Along Trail:** Administrator Peterson shared letters of support as well as phone messages noting they did not feel there was an issue with parking in this area. Discussion was had regarding a loading zone, type of vehicle's to be restricted, as well as times of day for the restrictions. Business owners Kirsten Mensing, Holly Knutson, and Jaime Knutson were present to state their concerns with the proposed ordinance. Member Smith motioned to bring the parking committee back together to help evaluate this situation. Mayor Johnson seconded the motion. Motion carried all in favor.
3. **Chamber Lease Agreement:** Noting the contract from the DNR to maintain the larger landscaping area near the Chamber Member Harvey motioned to approve the amended Lease contract. Member Smith seconded the motion. Motion carried all in favor.

G. Miscellaneous:

1. **Resolution 2017-38:** Mayor Johnson motioned to approve Resolution 2017-38 for the second City welcome sign. Member Harvey seconded the motion. Motion carried all in favor.
2. **2018 Liquor and Tobacco Licenses:** Mayor Johnson motioned to approve the amended spreadsheet for the 2018 Licenses to include a 3.2 Beer license for Pedal Pushers. Member Resseman seconded the motion. Motion carried all in favor.
3. **Sylvan Park Electrical Fund:** Upon recommendation from the Park Board Member Resseman motioned to open a Sylvan Park Electrical Fund. Member Harvey seconded the motion. Volunteer Barb Jeffers will be making the initial deposit, as well as solicitation of additional funds. Motion carried all in favor.
4. **Lanesboro Police Department:** Member Resseman motioned to approve the Lanesboro Police Department remain as in active with the State of Minnesota. Member Drake seconded the motion. Motion carried all in favor.

At 6:50 p.m. Mayor Johnson announced the meeting would then be closed to the public pursuant to Minnesota Statute 13D.05 subdivision 3 (a) to discuss staff performance reviews of those who are subject to the Lanesboro City Council's authority.

The meeting was then reopened to the public at 7:17 p.m.

- H. **Administrator Review:** The Mayor and Council members noted a positive review of the Administrator/Clerk Michele Peterson. Member Resseman motioned to approve a pay scale increase to step 5. Member Johnson seconded the motion. Motion carried all in favor.
- I. **Haug Letter:** A letter of concern for design specifics related to the Auburn/Zenith Project was received from the Haug family. The Council felt at this time there were not any changes that could be made, noting the public input process for the design specifics of the project.

Next Meeting: Monday, November 6th, 2017 at 5:30 p.m.

ADJOURN: Mayor Johnson moved to adjourn at 7:25 p.m. Motion seconded by Council Member Resseman. Motion Carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk