

**Lanesboro City Council**  
**Regular Meeting**  
**Monday, November 6<sup>th</sup>, 2017**  
**Budget Workshop 4:45 p.m., Regular Meeting 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, Michael Charlebois, John Dahle, Anny Flynn, John Buggs, John Davis, Phil Dybing, David Gray, David & Sandy Webb, Ceil Allen, and Deane Benson

**Budget Workshop:** Mayor Johnson opened the Budget Workshop at 4:45 p.m. The Council reviewed Museum, Library, Fire, and Ambulance and suggested changes. Further discussion was also had regarding the Police Department budget. Administrator Peterson will adjust the budget based on the suggestions, and send out to Council Members. Final budget will be reviewed at the December meeting. Member Resseman motioned to close the Budget Workshop at 5:21 p.m. Mayor Johnson 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:** Member Resseman motioned to approve the agenda as submitted with the following additions: Resolution 2017-42 and Sons of Norway to Miscellaneous, and Lanesboro Arts to Community Interest. Member Smith seconded the motion. Motion carried all in favor.
- B. Approval of Minutes:**
  - 1. Minutes of the Regular Meeting, October 2<sup>nd</sup>, 2017  
Member Drake motioned to approve the minutes as submitted. Member Resseman seconded the motion. Motion carried all in favor.
- C. Consent Agenda:**
  - 1. Accounts Payable
  - 2. Resolution 2017-40, Adoption of the Fillmore County All-Hazard Mitigation PlanMember Resseman motioned to approve the Consent agenda. Member Harvey seconded the motion. Motion carried all in favor.

**Committee Reports:**

- A. Park:** Member Drake noted the board has last met on October 25. New Basketball backboards and hoops have been installed in the Community Center gymnasium. This was made possible by assistance from the school, as well as grants from the Fire Department, American Legion, and the Lanesboro Area Community Foundation. The board is also working on the creation of parking permits for the baseball field parking area. Drake also encouraged everyone to check out the bunny trail and thanked Mayor Johnson, Mark Lawstuen, the school, Lanesboro Arts, the STS Crew, and all of the other volunteers in their effort to construct the trail and place gravel on it.

- B. Fire:** Jerod Wagner was present to discuss a revision of the Fire Department By-Laws. Several amendments were suggested by Council. Mayor Johnson motioned to approve the by-laws as amended. Member Harvey seconded the motion. Motion carried all in favor. Wagner noted that the UTV which was partially funded by grants has been delivered.

At this time, 5:45 p.m. the meeting was 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 reopened to the public at 6:00 p.m. Jerod Wagner recommended that Braden Hanson be dismissed of his duties from the Lanesboro Fire Department. Mayor Johnson motioned to approve the request. Member Harvey seconded the motion. Motion carried all in favor.

Mayor Johnson motioned to amend the by-laws to include a contract for reimbursement for training if training is not completed by the volunteer. Member Resseman seconded the motion. Motion carried all in favor.

- C. Public Utilities:** Jerod Wagner reviewed the Butter Solar Project, and the benefits to the Lanesboro Public Utilities. It was noted that Attorney Manion reviewed the potential contract, along with an Attorney from the League of MN Cities. Discussed were payment dates, which Administrator Peterson felt could be handled by administration, as well as the fact that due to UMMEG being based out of Wisconsin the contract would need to be governed by the laws of the state of Wisconsin, rather than Minnesota. Member Smith motioned to approve resolution 2017-41. Mayor Johnson seconded the motion. Motion carried all in favor. Member Smith motioned to approve the purchase power contract. Member Harvey seconded the motion. Motion carried all in favor.
- D. Ambulance:** Deane Benson suggested two updates to the Ambulance Policy, weapons and structure fires. There was discussion about possible other changes to the policy. Mayor Johnson motioned to table the discussion until further amendments could be made. Member Harvey seconded the motion. Motion carried all in favor. Benson noted an annual meeting with Expert T Billing found that we should look at increasing our transport fee when ALS service is needed. The recommendation was to raise it from \$700 to \$1000. The national average for collection of ambulance fees is 80-85%; currently the Lanesboro Ambulance is at 96%. Benson also discussed a review process with the EMSRB, the Rural Sustainability Survey. Once the survey is complete a meeting including Benson, Administrator Peterson, and two Council members will be scheduled to go over the results. Mayor Johnson and Member Harvey offered to participate. Benson stated that Lee Peterson was retiring from the service; Peterson was thanked for his dedication to the service over the years. Finally Benson noted there will be a pancake breakfast for the Ambulance Association on March 11, 2018.

#### **Community Interest:**

- A. Lanesboro Arts:** John Davis was present to offer potential assistance in updating the City's Comprehensive Plan. Lanesboro Arts was the recipient of a grant from the Rochester Area Foundation, as part of this they are offering to help with updating the Comprehensive Plan for a charge of \$1. All updates would be run through City boards and commissions. Mayor Johnson motioned to approve. Member Drake seconded the motion. Motion carried all in favor.
- B. Michael Charlebois:** Mr. Charlebois was present to discuss the erosion of the river bank below the Riverside on the Root building, as well as the repair of this erosion. The problem has been going on since 2011. Members noted that having an invoice that separated out the labor and materials would be beneficial. After much discussion the Council noted they would like to see the initial bid work from Blitz Construction as well as the contract, Administrator Peterson will try to find this information. Original bids noted much less riprap was needed. Charlebois noted that the erosion had gotten much worse since the original bid was received, and therefore additional riprap was needed. Discussion will be continued until January.

- C. **Phil Dybing:** Mr. Dybing was present to discuss the possibility of paving the remainder of Zenith Street. He provided a power point presentation, noting the benefits of paving, as well as a cost analysis of the net present value. Administrator Peterson felt that some of the figures needed to be reevaluated, and therefore will work with City Engineer Brian Malm, as well as Financial Advisor Mike Bubany. Information attained will be shared with Mr. Dybing. Malm noted that annual maintenance would be much higher than Mr. Dybing predicted. Crack filling and sealing every seven years, and a maintenance overlay at 20 years and 40 years, should maintain the road for 50 years. Malm also noted that the assessment policy may be much higher than the 20-30% predicted. Dybing noted the increase in value to the vacant lots currently for sale.

**Regular Business:**

- A. **Park Road, Pay Request #1:** Member Resseman motioned to approve pay request #1 for Elcor construction. Mayor Johnson seconded the motion. Motion carried all in favor.
- B. **Auburn/Zenith Project, Pay Request #5:** Member Resseman motioned to deny pay request #5. After further discussion on the progress of the project, Member Resseman rescinded his motion. Member Smith motioned to approve pay request #5. Member Drake seconded the motion. Motion carried all in favor.
- C. **398 Zenith, Storm Sewer:** Damage to the driveway caused by the storm drain on the property has been completed. Drew Weber with Bolton & Menk had met with the property owner and an agreement had been made for the work to be completed. The next day the property owner contacted him noting that the area below the storm drain needed to be smoothed out. This repair work had not been previously approved, and therefore Administrator Peterson felt that the Council should review. Peterson completed a review of the property noting that the previous owner had placed rocks below the drain in an attempt to create a retention pond. For this reason Peterson did not feel it was the City's responsibility to remove the rocks and smooth the area. Mayor Johnson motioned to deny the additional work. Member Harvey seconded the motion. Motion carried all in favor.
- D. **MN Energy Regulator Station:** Member Resseman motioned to approve placement of the regulator station behind the fire hall. Mayor Johnson seconded the motion. Motion carried all in favor.
- E. **Ordinance 30.111:** Member Resseman motion to approve ordinance 30.111. Member Smith seconded the motion. Motion carried all in favor.
- F. **2018 LPU Budget:** Member Resseman motioned to table. Member Smith seconded the motion. The Council discussed a third budget workshop meeting to be held at 5:00 p.m. on Monday December 4<sup>th</sup>. Motion carried all in favor.
- G. **Continued Business:**
1. **Ordinance 31.70, Public Utilities Commission:** Discussion was had regarding updating the current ordinance to reflect additional guidelines on personnel guidelines. No motion was made to make any changes to the current ordinance.
  2. **Parking Concern Along Trail:** Administrator Peterson noted that no one had come forward to be a part of a parking committee. Considerable discussion was had concerning parking spaces, commercial vehicles, and the need to find an equitable balance. An idea of taking the far south spot for a loading zone was discussed. Attorney Manion will update the ordinance and bring back to the December meeting. Administrator Peterson was asked to contact other tourist

destination towns and ask them how they have handled parking. A reminder was also given to have the 10 minute parking signs taken in at the close of business each night.

3. **Right of Way Ordinance:** Discussion regarding permit fees, and length of permits was had, as well as notifications when work is to begin. Administrator Peterson will amend the ordinance and bring back to the Council for the December meeting.
4. **Lodging Tax Agreements:** Mayor Johnson motioned to approve updating the agreements and sending them out to the City of Whalan and the surrounding Townships. Member Smith seconded the motion. Motion carried all in favor.

**H. Miscellaneous:**

1. **Resolution 2017-42, MNDOT Snow Removal:** Member Resseman motioned to approve the MNDOT snow removal resolution 2017-42. Member Smith seconded the motion. Motion carried all in favor.
2. **Sons of Norway:** Member Resseman motioned to approve the City being the fiscal agent for the Sons of Norway to apply for a grant from the Arlin Falck Foundation for kitchen repairs. Member Harvey seconded the motion. Motion carried all in favor.

At 7:48 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. As well to consider offers for the purchase of real property pursuant to Minnesota Statute 13D.05, Subd. 3 (b)(3), parcel ID 11.0150.070.

The meeting was then reopened to the public at 8:09 p.m.

- I. **Deputy Clerk Review:** Mayor Johnson motioned to approve a step increase from 5 to 6 based on the positive annual review. Member Drake seconded the motion. Motion carried all in favor.
- J. **Ambulance Director Salary Review:** The Council would like to see the contract updated, with a review of duties assigned.
- K. **Property Discussion:** The Council offered their appreciation to the home owner for the offer, however would need to have an appraisal completed. The council also felt they could only consider an offer based on fair market value.

**Next Meeting: Monday, December 4<sup>th</sup>, 2017 at 5:30 p.m.**

**ADJOURN:** Member Resseman moved to adjourn at 8:16 p.m. Motion seconded by Council Member Smith. Motion Carried all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk