

**Lanesboro City Council
Regular Meeting Agenda
Monday, February 6, 2023 at 6:00 p.m.
Lanesboro Community Center Meeting Room and Zoom**

*Zoom is provided as a way to offer more accessibility to council and committee meetings.
However, due to potential technical issues, full functionality is not guaranteed*

Join Zoom Meeting: <https://us02web.zoom.us/j/83870537278?pwd=RjJLLzBGWEZrdVBjQ25DdmJjNktPZz09>

Dial by your location: 646 876 9923 US (New York), 301 715 8592, 669 900 6833,
253 215 8782, 346 248 7799 , Meeting ID: 838 7053 7278 Passcode: 824666

**Member Albrecht-Benson will be participating remotely from: 376 Santa Rosa Boulevard Unit 412, Fort Walton Beach, FL. 32548

Call the Regular Meeting to Order: (5 Min)

- A. Agenda: Additions or Corrections
- B. Public Comments
- C. Approval of minutes:
 - 1. Minutes of the Regular Meeting, January 3, 2023
- D. Consent Agenda:
 - 1. Accounts Payable
 - 2. Resolution 2023-10 Accepting a Donation
 - 3. 2023 Lodging Licenses
 - 4. Lanesboro Arts Temporary Liquor License Feb 10, Feb 11, and June 17, 2023

Project Reports: (5 Min)

- A. Wastewater Treatment Facility, Pay Request #26

Department Reports: (12 min)

- A. LPU
- B. Planning & Zoning
- C. HPC
- D. Library

Agenda Request: (5 Min)

- A. Filthy 50 2023 Event

Continued Business: (15 Min)

- A. Administrator/Clerk Job Description Update Review
- B. Walking Bridge to Little Norway Repairs
- C. Beacon Street West (South side) Sidewalk Consideration
- D. Fire Truck Purchase

New Business: (45 Min)

- A. Street Department - Equipment Replacement
- B. Capital Improvement Plan
- C. EDA Ordinance
- D. Rural Board Per Capita for 2024/2025
- E. Remote Work Policy Review
- F. Fund 230 Remaining Balance
- G. Panel Presentations
- H. May City Council Meeting Date

Next Meeting: Monday, March 6, 2023 at 6:00 p.m.

Adjourn Regular Meeting

Request for City Council Action

Agenda Date: February 6, 2023 Prepared By: Michele Peterson

Approval of the Minutes

Documentation (Y/N)

- 1 Minutes of the January 3 Regular Meeting
Action: Approve the Minutes as presented

Y

Consent Agenda

- 1 Accounts Payable
Action: Approve the Accounts Payable for February 5, 2023
- 2 Resolution 2023-10 Accepting a Donation
Action: Approve the resolution as presented for a donation to the Park in memory of Marge Drake
- 3 2023 Lodging Licences
Action: Approve the listing of short term lodging establishments as presented
- 4 Lanesboro Arts Temporary Liquor Licenses
Action: Approve the Temporary Permit applications for Feb 10, 11, and June 17, 2023

Y

A/P List

Y

Resolution 2023-10

Y

License List

Y

3 License Application

Project Reports

- A Wastwater Treatment Facility, Pay Request #26
Action: Approve Pay Request based on recommendation from the City Engineer

Y

Pay Request 26

Department Reports

- A Lanesboro Public Utilities
Action: Department Report Only, no action to be taken
- B Planning & Zoning
Action: Department Report Only, no action to be taken
- C Heritage Preservation
Action: Department Report Only, no action to be taken
- D Library
Action: Department Report Only, no action to be taken

N

N

N

N

Agenda Request

- A Filthy 50 2023 Event
Action: Consider approval of the annual event, as well as the requested street closures.

Y

Filthy Fifty 2023 Event email

Continued Business

- A Administrator/Clerk Job Description Update Review
Action: Consider adoption of updated job description. Changes are highlighted in yellow from last month's version.
- B Walking Bridge to Little Norway Repairs

Y

Y

- | | |
|--|--|
| <p>Action: Supervisor Haugen found two options for repair as detailed in the attachment. Verification on possible engineering and permitting has been submitted to officials. Administrator Peterson will report on those questions during the meeting.</p> | <p>Options and Pictures</p> |
| <p>C Beacon Street West (South Side) Sidewalk Consideration</p> | |
| <p>Action: Review request to reimplement sidewalk installation at an estimated cost of \$16,500. At this time the Engineer has noted that due to the progress on the overall project, contingency funds can not be guaranteed. There is currently \$9,000 set aside for sidewalk repairs as part of the 2023 budget that could be utilized instead of continuing residential repairs as needed. Additional funds would have to come from our reserves, although until the audit is complete for 2022 (Generally) May, I would not be able to provide an accurate figure for where we are at for general reserves.</p> | <p>Y
CRB Sidewalk Cost
Breakdown</p> |
| <p>D Fire Truck Purchase - Member Bakke</p> | |
| <p>Action: In looking at the delivery date for the previous truck identified (2009 Pierce PUC Pumper) of September 2024, a second truck was identified. The Department has identified a 2011 Custom Rescue Pumper for the same purchase price of \$200,000. The 2011 unit is scheduled for delivery no later than 04/26/2023. The department formed a committee to compare in detail the two trucks. The committee has chosen to move forward with the purchase of the 2011 unit. Both trucks are in need of changes, the department has taken these maintenance needs into account as well. Council will consider approving the purchase contract included in the packet.</p> | <p>Y
Purchase Contract</p> |

New Business

- | | |
|---|--|
| <p>A Street Department - Equipment Replacement</p> <p>Action: The 2017 65C Farmall Tractor is scheduled for replacement. Supervisor Haugen has identified a State return a 2021 75C Farmall Tractor. Including trade, total cost is \$14,000. Council should consider approval of this purchase. Additionally Council can discuss the option of purchasing a skid steer in partnership with LPU. Total cost not to exceed \$32,662. See spreadsheet for additional information.</p> | <p>Y
Lanesboro Street
Department Equipment
Replacement
Spreadsheet</p> |
| <p>B Capital Improvement Plan</p> | |
| <p>Action: Review draft version of Capital Improvement Plan, Council should consider steps moving forward for prioritizing and budgeting. Should a discussion be added to a future meeting for individual departments to review, or should there be a separate workshop scheduled.</p> | <p>Y
Capital Improvement
Plan, Cost estimates for
right of ways, and
mapping</p> |
| <p>C EDA Ordinance</p> | |
| <p>Action: Initial review of ordinance 31.60 changing the EDA from a three member board to a five member board. Offer suggestions for any additional amendments. Ordinance will be posted on the website, with a vote occurring at the March meeting.</p> | <p>Y
Draft 31.60 2023 EDA</p> |
| <p>D Rural Board Per Capita for 2024/2025</p> | |
| <p>Action: Review proposal to increase the per capita amount from \$45.84 to \$56.00 for 2024 and 2025. Approve recommendation.</p> | <p>Y
Fire Department Budget
Share</p> |
| <p>E Remote Work Policy Review</p> | |
| <p>Action: Complete initial review of Draft Remote Work Policy. Offer suggestions for amendments. A vote will be completed at a future meeting.</p> | <p>Y
Draft Lanesboro
Remote Work Policy
and Draft Remote Work
Agreement</p> |

- F Fund 230 Remaining Balance N
- Action: At the recommendation of the Auditors, action regarding the remaining funds from the Ambulance Department was paused until 2023. There is approximately \$170,000 remaining in the fund, although a precise number will be provided upon completion of the audit. Council should consider what information would be beneficial to have in order to begin a discussion regarding the remaining fund balance left over from the Ambulance Department. The goal would be to have a plan to zero out the fund at the completion of the 2022 Audit process. The audit is generally completed and presented to the Council in May of each year, however Council may take as much time as needed to make a final decision on the funds.
- G Panel Presentation N
- Action: A request from the MPCA to help with a panel presentation has been received. Topic to be covered is the CWA 505 Lawsuit. Council should consider if it approves of staff presenting the public information and sharing the overall experience. The City Attorney recommended that the Council review such a request.
- H May City Council Meeting Date N
- Action: I have a conflict with the regular meeting scheduled for Monday, May 1st, 2023. Two options to consider: 1) Moving the meeting to another date, or 2) Requesting the Deputy Clerk fill in to record the minutes of the meeting.

**Lanesboro City Council
Regular Meeting
Tuesday, January 3, 2023**

Meeting held in the Lanesboro Community Center Meeting Room and via Zoom

Present: Jason Resseman, Mitchell Walbridge, Mindy Albrecht-Benson, Joe Goetzke, and Chase Bakke

Absent: None

Visitors: Brian Malm, Hannah Wingert, Bonita Underbakke, Darla Taylor, Deane Benson, Deb Ristau, Andy Bunge, Brian McConnell, and David Haugen

Elected Mayor and Council Members Oath of Office: Mayor Resseman and Members Bakke and Albrecht-Benson recited the Oath of Office at 5:45 p.m.

Regular Meeting:

Mayor Resseman called the Regular Meeting to order at 6:00 p.m.

A. Agenda: Member Albrecht-Benson motioned to approve the agenda with the following amendments to the Consent Agenda: Remove item 2, 2023 Rhubarb Run/Walk, Add a Lodging License for Green Gables Inn, and amend Resolution 2023-05 to note 65.5 cents. Member Walbridge seconded the motion. Motion carried with all in favor.

B. Public Comments: No comments were shared.

C. Approval of Minutes:

- ❖ Minutes of the Regular Meeting, December 5, 2022: Member Walbridge motioned to approve the minutes as presented. Member Bakke seconded the motion. Motion carried with all in favor..

D. Consent Agenda:

1. Accounts Payable
2. Resolution 2023-08 Authorizing New Member in Regional Safety Group
3. Lanesboro Claydusters Gambling Permit Application
4. Resolution 2023-01 Designating an Official Depository for City Funds
5. Resolution 2023-02 Designating an Official Newspaper to Publish Ordinances and Other Matters as Required by Law
6. Resolution 2023-03 Authorizing the Lanesboro Fire Relief Association for Lawful Gambling
7. Resolution 2023-04 Authorizing Signature Authority for City Accounts
8. Resolution 2023-05 Establishing Mileage Reimbursement Rate
9. Resolution 2023-06 Appointing Trustees for the Lanesboro FireFighters Relief Association
10. Resolution 2023-07 Appointing Fire Department Officers
11. Resolution 2023-09 Accepting Donations
12. 2022 Audit Engagement - Smith Schafer
13. 2023 Lodging License for Green Gables Inn

Member Bakke motioned to approve the Consent Agenda items as amended. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

E. Project Reports:

a. Wastewater Treatment Facility

- i. Pay Request #25:** City Engineer Brian Malm recommended payment in the amount of \$44,989.62 which represents 89% of work completed. Additional work on fencing, landscaping, and paving will be completed in the spring as weather allows. Demolition of the old plant is currently underway. Member Albrecht-Benson motioned to approve the payment as recommended. Member Bakke seconded the motion. Motion carried with all in favor.

b. 2022 Street & Utility Improvements:

- i. Pay Request #5:** City Engineer Brian Malm recommended payment in the amount of \$103,248.61, which represents 45% of work completed. Member Bakke motioned to approve payment as recommended. Member Walbridge seconded the motion. Motion carried with all in favor.

F. Department Reports:

- a. Street:** Public Works Supervisor David Haugen shared the following work has been completed: Sidewalk repairs, inspected and graded road conditions including alleys, tree trimming and removal, equipment clean-up for storage and general maintenance, plowing, assist Public Utilities staff with projects at Wastewater and Water Treatment facilities, cleaning and reorganizing the Public Works building, meetings with engineers and contractors to ensure projects are completed, maintenance at the City brush dump. Haugen has also requested bids for cement for the Public Works shop floor as well as the walking bridge to Little Norway.
- b. Administration:** Administrator Peterson noted that discussions with Public Works and Public Utilities will be happening next week to review the Capital Improvement Plan, and review priorities. Administration has been working on year end reporting for both State and Federal, filing and organizing, updates to financial software. Work has also begun preparing for the 2022 Audit.
- c. Ambulance:** Director of Preston Emergency Services Deb Ristau was present to share an update on the service. A Hand-out was provided which provided the following information: cash balance, call volume, frequency of calls, member information, on-call hours and the value of those hours, as well as a review of activities for 2022. There have been 39 calls that Preston Ambulance responded to calls within Lanesboro, however there have also been several occasions where all three trucks were in service at the same time.
- d. Chamber of Commerce:** A financial report was shared showing the activity for Lodging tax revenues and expenses through the 3rd quarter of 2022. Member Joe Goetzke answered questions from members relating to advertising expenses, number of staff members, and staffing of the visitor center. Additionally it was noted that the annual meeting for the Chamber will again be held virtually on January 25, 2023. Invitations will be sent out very soon.

G. Agenda Request:

- a. Andy Bunge - Sidewalk on Beacon Street:** Andy Bunge was present to discuss the opportunity of having the sidewalk installed as part of the 2022 Street and Utility project next to the retaining wall on Beacon Street. It was noted that the original design plan had a 2 foot grass area in front of the parking spaces, then a 4' cement sidewalk abutting the

retaining wall. Bunge noted concern for Public Safety as well as the original design plan as his main points of requesting the sidewalk be added back into the project. Members discussed the history of why the sidewalk was removed from the project, as well that the discussion previously was to have the sidewalk installed at a later date. Members then discussed the design of the project, noting that it would be beneficial to install cement in the entire space rather than cement and grass. It was noted that there was no concern with butting the cement sidewalk up against the retaining wall. The cost to add in the 6' sidewalk is estimated to be \$16,500. At this time it is not known if there are additional funds available as part of the project, due to the project being 45% complete. Member Goetzke motioned to table the discussion. Member Albrecht-Benson seconded the motion. Brian Malm will bring potential change orders to the February meeting and Administrator Peterson will review if funds are available from other budgetary items. Motion carried with all in favor.

- b. **Joe Deden - Prairie Restoration on Parcel 190023000:** Joe Deden presented the idea of completing a prairie restoration project on the City owned parcel that also houses a welcome sign into Lanesboro. Deden reviewed the information in the presentation he created and that was included in the packet. It was noted that this could be completed at no cost to the City of Lanesboro. Members did question if there were other areas of concern within the City, and if so what is the priority level. It was noted that although there are areas noted, there is not a plan for buckthorn removal. There have been two other projects approved by the City and done by volunteers in the past. Member Goetzke motioned to approve the project as presented. Member Bakke seconded the motion. Motion carried with all in favor.

H. Continued Business:

- a. **Administrator/Clerk Job Description Update Review:** Member Goetzke motioned to approve the job description as presented. Member Walbridge seconded the motion. Concern was shared that a mention of long range capital planning should be included. Member Goetzke then rescinded the motion. Mayor Resseman motioned to table the discussion. Member Albrecht-Benson seconded the motion. Administrator Peterson will add the suggested language. Motion carried with all in favor.
- b. **Fire Truck Purchase Agreement:** Attorney O'Koren presented an amended version of the purchase agreement, noting that the requested change had not been inserted, and therefore he recommended the additional language based on direction of the City Council. Member Goetzke motioned to approve the amended contract. Member Albrecht-Benson seconded the motion. It was noted that the date on the contract would be amended as well. Mayor Resseman then motioned to amend the previous motion to include approval from the Fire Department and Fire Safety. Member Walbridge seconded the motion. The motion for the amendment carried with all in favor. A vote was then called for the amended motion, motion carried with all in favor.
- c. **Walking Bridge to Little Norway Repairs:** Mayor Resseman motioned to table the discussion until quotes are received for estimated repairs. Member Walbridge seconded the motion. Motion carried with all in favor.

I. New Business:

- a. **Appointment of Mayor Pro-Tempore for 2023:** Member Goetzke motioned to appoint Member Bakke as Mayor Pro-Tempore. Member Walbridge seconded the motion. Member Bakke then declined the nomination. Member Goetzke rescinded his motion.

Member Walbridge motioned to appoint Member Albrecht-Benson as Mayor Pro-Tempore. Mayor Resseman seconded the motion. Motion carried with all in favor.

- b. Sewer Department Underbilling Collection:** Administrator Peterson shared a recommendation from the Public Utilities Board for collection of sewer charges that had been underbilled. An error was made entering the fee into the accounting software, which is where the underbilling came from. Attorney O’Koren noted that the City does have the statutory authority to collect the underbilled charges. The Public Utilities Commission recommended collection based on the fees within the ordinance over a period of 12 months. Administrator Peterson offered a second option of charging a lower user rate for the underbilled portion, with collection over a twelve month period. Member Goetzke motioned to collect at the lower rate. Member Bakke seconded the motion. Member Goetzke then amended the motion to include payment over a 12 month period of time, along with issuing a letter to notify residents. Member Bakke seconded the amendment. An option was offered to look into any potential insurance coverage. The amendment carried with all in favor. A vote was then called for the amended motion, motion carried with members Albrecht-Benson, Bakke, Goetzke, and Walbridge voting in favor. Mayor Resseman voted against.

Next Meeting: Monday, February 6, 2023 6:00 p.m.

ADJOURN: Mayor Resseman adjourned the meeting at 7:18 p.m.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

CITY OF LANESBORO

01/30/23 11:45 AM

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Payments

Current Period: February 2023

Payments Batch 02052023PAY		\$41,963.20		
Refer	1207 OKOREN LAW OFFICE LLC			
Cash Payment	E 100-41500-304 Legal Fees			\$1,703.75
Invoice	982			
Transaction Date	1/12/2023	OPERATIONAL ACC 10100	Total	\$1,703.75
Refer	1208 LANESBORO PUBLIC UTILITES			
Cash Payment	E 220-42000-380 Utility Services (GENER sewer			\$206.40
Invoice				
Cash Payment	E 100-45200-380 Utility Services (GENER sewer			\$206.51
Invoice				
Transaction Date	1/12/2023	OPERATIONAL ACC 10100	Total	\$412.91
Refer	1209 PRESTON AUTO PARTS			
Cash Payment	E 100-43100-210 Operating Supplies (GE			\$8.48
Invoice	742446			
Cash Payment	E 220-42000-240 Small Tools and Minor E			\$31.97
Invoice	742665			
Transaction Date	1/12/2023	OPERATIONAL ACC 10100	Total	\$40.45
Refer	1210 BRUENINGG ROCK PRODUCTS IN			
Cash Payment	E 100-43100-262 Rock			\$241.60
Invoice	273271			
Cash Payment	E 100-43100-262 Rock			\$309.94
Invoice	274055			
Transaction Date	1/13/2023	OPERATIONAL ACC 10100	Total	\$551.54
Refer	1232024 MICROMARKETING LLC			
Cash Payment	E 211-45500-230 Books & Movies			\$42.50
Invoice	904485			
Transaction Date	1/13/2023	OPERATIONAL ACC 10100	Total	\$42.50
Refer	1232025 HAUGEN, DAVID			
Cash Payment	E 220-42000-208 Meetings / Trainings	mileage to look at truck		\$176.85
Invoice				
Transaction Date	1/17/2023	OPERATIONAL ACC 10100	Total	\$176.85
Refer	1232026 THE LINCOLN NATIONAL LIFE			
Cash Payment	E 100-43100-134 Employer Paid Life			\$43.50
Invoice				
Cash Payment	E 211-45500-134 Employer Paid Life			\$40.43
Invoice				
Cash Payment	E 100-45200-134 Employer Paid Life			\$36.82
Invoice				
Cash Payment	E 100-41500-134 Employer Paid Life			\$64.96
Invoice				
Cash Payment	E 100-41500-134 Employer Paid Life			\$30.71
Invoice				
Cash Payment	E 100-43100-134 Employer Paid Life			\$17.80
Invoice				
Cash Payment	E 100-45200-134 Employer Paid Life			\$17.81
Invoice				

CITY OF LANESBORO

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Payments

Current Period: February 2023

Transaction Date	1/17/2023	OPERATIONAL ACC 10100	Total	\$252.03
Refer	1232027	STATE OF MN		
Cash Payment	E 100-43100-430 Miscellaneous (GENERA	DOT Decals		\$8.00
Invoice				
Transaction Date	1/18/2023	OPERATIONAL ACC 10100	Total	\$8.00
Refer	1232028	BOLTON & MENK INC		
Cash Payment	E 411-43100-300 Professional Srvs (GENE			\$28,455.00
Invoice	0304791			
Cash Payment	E 100-41500-303 Engineering Fees			\$160.00
Invoice	0304788			
Transaction Date	1/18/2023	OPERATIONAL ACC 10100	Total	\$28,615.00
Refer	1232029	HUNTINGTON ELECTRIC		
Cash Payment	E 100-45200-401 Repairs/Maint Buildings			\$90.50
Invoice	6562			
Transaction Date	1/18/2023	OPERATIONAL ACC 10100	Total	\$90.50
Refer	1232030	GALE GROUP		
Cash Payment	E 211-45500-230 Books & Movies			\$28.49
Invoice	79960448			
Transaction Date	1/18/2023	OPERATIONAL ACC 10100	Total	\$28.49
Refer	1232031	DE LAGE LANDEN		
Cash Payment	E 211-45500-413 Office Equipment Rental			\$64.40
Invoice	78676628			
Transaction Date	1/18/2023	OPERATIONAL ACC 10100	Total	\$64.40
Refer	1232032	ZEP MANUFACTURING COMPANY		
Cash Payment	E 100-45200-210 Operating Supplies (GE			\$263.95
Invoice	9008192271			
Transaction Date	1/25/2023	OPERATIONAL ACC 10100	Total	\$263.95
Refer	1232033	M&M LAWN & LEISURE		
Cash Payment	E 220-42050-210 Operating Supplies (GE			\$0.00
Invoice				
Transaction Date	1/25/2023	FIRE EQUIPMENT F 10180	Total	\$0.00
Refer	1232034	UNIVERSITY OF MINNESOTA		
Cash Payment	E 250-46500-210 Operating Supplies (GE	Winter Tourism Study		\$4,000.00
Invoice	0300031030			
Transaction Date	1/25/2023	OPERATIONAL ACC 10100	Total	\$4,000.00
Refer	1232035	SEMLM		
Cash Payment	E 100-41500-433 Dues and Subscriptions			\$50.00
Invoice				
Transaction Date	1/25/2023	OPERATIONAL ACC 10100	Total	\$50.00
Refer	1232036	MN ENERGY RESOURCES		
Cash Payment	E 100-43100-380 Utility Services (GENER			\$405.28
Invoice				
Cash Payment	E 100-45200-380 Utility Services (GENER			\$485.44
Invoice				

CITY OF LANESBORO

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Payments

Current Period: February 2023

Cash Payment	E 100-45170-380 Utility Services (GENER			\$228.76
Invoice				\$797.46
Cash Payment	E 220-42000-380 Utility Services (GENER			
Invoice				
Transaction Date	1/25/2023	OPERATIONAL ACC 10100	Total	\$1,916.94
Refer	1232037 SELCO			
Cash Payment	E 211-45500-237 Computer Lease	Website Hosting 2023		\$608.82
Invoice	050878			\$250.00
Cash Payment	E 211-45500-237 Computer Lease			
Invoice	050859			
Transaction Date	1/25/2023	OPERATIONAL ACC 10100	Total	\$858.82
Refer	1232038 CHASE CARD SERVICES			
Cash Payment	E 100-41000-319 LinkMe			\$16.98
Invoice				
Transaction Date	1/27/2023	OPERATIONAL ACC 10100	Total	\$16.98
Refer	1232039 CARGILL, INCORPORATED			
Cash Payment	E 100-43100-263 Salt			\$2,870.09
Invoice	2907909925			
Transaction Date	1/30/2023	OPERATIONAL ACC 10100	Total	\$2,870.09

Fund Summary

	10100 OPERATIONAL ACCOUNT	
100 GENERAL FUND		\$7,260.88
211 LIBRARY		\$1,034.64
220 FIRE FUND		\$1,212.68
250 EDA OPERATING		\$4,000.00
411 2022 STREET & UTILITY IMPROV		\$28,455.00
		\$41,963.20
	10180 FIRE EQUIPMENT FUND	
220 FIRE FUND		\$0.00
		\$0.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$41,963.20
Total	\$41,963.20

**CITY OF LANESBORO
RESOLUTION NO. 2023-10**

RESOLUTION ACCEPTING DONATIONS

WHEREAS, The City of Lanesboro is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of operational and recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City of Lanesboro for improvements to Sylvan Park:

<u>Name of Donor</u>	<u>Amount</u>
Marge Drake Memorial Funds	\$1,710.00

WHEREAS, all such donations have been contributed to assist the city in the establishment and operation of infrastructure either alone or in cooperation with others, as allowed by law; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LANESBORO, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used towards improvements to Sylvan Park either alone or in cooperation with others, as allowed by law.
2. The City of Lanesboro is hereby directed to issue receipts to the donor acknowledging the city's receipt of the donor's donation.

Adopted by the City Council of the City of Lanesboro on February 6, 2023.

Approved:

Jason Resseman
Mayor

Attested:

Michele Peterson
City Administrator

Lodging (not residential zoned B&Bs) in Lanesboro

<u>Lic. #</u>	<u>#</u>	<u>Name:</u>	<u>Physical Address:</u>	<u>Mailing Address:</u>	<u># of Rooms</u>	<u>MN Lic.</u>	<u>Pd</u>
2023 L-1	1	Mrs. B's Historic Inn	101 Parkway Ave N	Mrs. B's Historic Inn PO Box 315 Lanesboro, MN 55949	9	X	yes
2023 L-2	2	The Stone Mill Suites	100 Beacon Street East	The Stone Mill Suites PO Box 114 Lanesboro, MN 55949	10		
2023 L-3	3	Green Gables Inn	303 Sheridan West	Evergreen Hospitality LLC 303 Sheridan West Lanesboro, MN 55949	15		
2023 L-4	4	Coffee Street Inn	305 Coffee St E	Coffee Street Inn 303 Coffee Street E Lanesboro, MN 55949	7		
2023 L-5	5	Guest Hus	610 Parkway Ave S	Guest Hus 1800 8th Ave SW Austin, MN 55912	5		
2023 L-6	6	Cottage House	209 Parkway Ave N	Cottage House PO Box 277 Lanesboro, MN 55949	14		
2023 L-7	7	Root River Inn & Suits	106 Parkway Ave S	Livingstone Holdings LLC 11549 Oregon Ave N Champlin, MN 55316	10		
2023 L-8	8	Lanesboro Lofts LLC	204 Parkway Ave N	Joseph O'Koren PO Box 420 Lanesboro, MN 55949	2		
2023 L-9	9	Art Lofts	103 1/2 Parkway Ave N	Lanesboro Arts PO Box 152 Lanesboro, MN 55949	2		
2023 L-10	10	Iron Horse Outfitters	100 Coffee Street E	Pat Shanahan PO Box 301 Lanesboro, MN 55949	4	X	yes
2023 L-11	11	Riverside Suites	208 Ashburn Street E	John Hungerholt 25276 Hwy 250 Lanesboro, MN 55949	4		
2023 L-12	12	Grandma's	100 Elmwood Street E.	Grandma's Inn 100 Elmwood St E Lanesboro, MN 55949	8		
2023 L-13	13	Historic Knotty Pine Cabins	607 Fillmore Ave S	Historic Knotty Pine Cabins PO Box 198 Lanesboro, MN 55949	2		
2023 L-14	14	Harvey High Court Pub LLC	109 Parkway Ave N	Harvey High Court Pub LLC PO Box 25 Lanesboro, MN 55949	1		
2023 L-15	15	Cozy Cottage	203 Ashburn ST E	Jeff & Patty Brogle 30805 381st Ave Peterson, MN 55962	1		
2023 L-16	16	Lanesboro Grain Co Inn	105 Elmwood St E	Janet & Jess Benson 33053 Grit Rd Lanesboro, MN 55949	1		
2023 L-17	17	Parkway Place	701 Parkway Ave S	Elliott Riggott 707 Calhoun Ave S Lanesboro, MN 55949			



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Lanesboro Arts		Date of organization May 1993	Tax exempt number 411731338
Organization Address (No PO Boxes) 103 Parkway Avenue North	City Lanesboro	State Minnesota	Zip Code 55949
Name of person making application Kara Maloney		Business phone 507-467-2446	Home phone
Date(s) of event February 10th, 2023	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name Kara Maloney	City Lanesboro	State MN	Zip Code 55949
Organization officer's name 	City 	State MN	Zip Code
Organization officer's name 	City 	State MN	Zip Code

Location where permit will be used. If an outdoor area, describe.
St. Mane Theatre - 206 Parkway Ave N. Lanesboro, MN 55949

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
St. Mane Theatre - 206 Parkway Ave N. Lanesboro, MN 55949

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Preble Farm Insurance

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Lanesboro Arts		Date of organization May 1993	Tax exempt number 411731338
Organization Address (No PO Boxes) 103 Parkway Avenue North	City Lanesboro	State Minnesota	Zip Code 55949
Name of person making application Kara Maloney		Business phone 507-467-2446	Home phone
Date(s) of event February 11th, 2023	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name Kara Maloney	City Lanesboro	State MN	Zip Code 55949
Organization officer's name	City	State MN	Zip Code
Organization officer's name	City	State MN	Zip Code

Location where permit will be used. If an outdoor area, describe.
Lanesboro Arts Gallery - 103 Parkway Ave N. Lanesboro, MN 55949

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
Lanesboro Arts Gallery - 103 Parkway Ave N. Lanesboro, MN 55949

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Preble Farm Insurance

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

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Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Lanesboro Arts		Date of organization May 1993	Tax exempt number 411731338
Organization Address (No PO Boxes) 103 Parkway Avenue North	City Lanesboro	State Minnesota	Zip Code 55949
Name of person making application Kara Maloney		Business phone 507-467-2446	Home phone
Date(s) of event June 17th, 2023	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name Kara Maloney	City Lanesboro	State MN	Zip Code 55949
Organization officer's name 	City 	State MN	Zip Code
Organization officer's name 	City 	State MN	Zip Code

Location where permit will be used. If an outdoor area, describe.

Sylvan Park - 202 Parkway Ave S. Lanesboro, MN 55949. This is a permit for the beer vendors at Art in the Park. We make sure everyone that is buying alcohol has been carded and is over the age of 21. We give wristbands to the people over age that are participating in drinking.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
Sylvan Park - 202 Parkway Ave S. Lanesboro, MN 55949

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Preble Farm Insurance

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

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PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Fax: (507) 208-4155
Bolton-Menk.com

VIA EMAIL

January 25, 2023

Michele Peterson
City Administrator/Clerk
City of Lanesboro
202 Parkway Ave. S.
Lanesboro, MN 55949

RE: Pay Request No. 26
Wastewater Treatment Facility Improvements
City of Lanesboro, Minnesota
Project No.: M24.117418

Dear Ms. Peterson,

Enclosed is a copy of Pay Request No. 26 from Wapasha Construction, Inc. for \$14,001.91. I have reviewed this request and recommend payment to the contractor. This request should be included with the City's disbursement request to the Minnesota Public Facilities Authority (PFA). The work reflected on this request represents 89.3 percent of the work to be completed under this contract. Please process this request for payment.

If you have any questions, please do not hesitate to contact me.

Sincerely,

BOLTON & MENK, INC.

Jake R. Pichelmann, P.E.
Environmental Project Manager

Enclosure

cc: Brian Malm – Bolton & Menk, Inc.
Chelsea Alger – Bolton & Menk, Inc.
File

26

To (Owner): City of Lanesboro, MN	Application Period:	01/01/23 - 01/31/23	Application Date:	1/24/2023
Project: Wastewater Treatment Facility	From (Contractor): Wapasha Construction Co.		Notice to Proceed Date:	10/15/2020
	Contract: General Contract		Via (Engineer): BOLTON & MENK, INC.	
Owner's Contract No.: N/A	Contractor's Project No.: 3615		Engineer's Project No.: M24.117418	

Application for Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
	-	
	-	
TOTALS	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS		
		\$0.00

- | | |
|--|-----------------|
| 1. ORIGINAL CONTRACT PRICE | |
| 2. Net change by Change Orders | |
| 3. CURRENT CONTRACT PRICE (Line 1 ± 2) | |
| 4. TOTAL COMPLETED AND STORED TO DATE
(Column G on Progress Estimate) | |
| 5. RETAINAGE: | |
| a. 5 % x | \$ 7,069,518.14 |
| b. 5 % x | \$ - |
| c. Total Retainage (Line 5a + Line 5b) | |
| 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c) | |
| 7. LESS PREVIOUS PAYMENTS (Line 6 from prior applications) | |
| 8. AMOUNT DUE THIS APPLICATION | |
| 9. BALANCE TO FINISH, PLUS RETAINAGE
(Column G on Progress Estimate + Line 5 above) | |

\$	7,920,777.00
\$	0.00
\$	7,920,777.00
\$	7,069,518.14
\$	353,475.91
\$	0.00
\$	353,475.91
\$	6,716,042.23
\$	6,702,040.32
\$	14,001.91
\$	1,204,734.77

Contractor's Certification

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of:

\$14,001.91

(Line 8 or other - attach explanation of other amount)

is recommended by:

(Engineer)

(Date)

01-25-2023

Payment of:

\$14,001.91

(Line 8 or other - attach explanation of other amount)

is approved by:

(Owner)

(Date)

Approved by:

Date:

01/24/2023

PMVP

EJCDC No. C-620

Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.



Michele Peterson <mpeterson@lanesboro-mn.gov>

The Filthy 50 - 2023

1 message

The Filthy 50 <thefilthy50@gmail.com>

Sun, Dec 18, 2022 at 10:33 AM

To: Michele Peterson <mpeterson@lanesboro-mn.gov>, Jason Resseman <jresseman@lanesboro-mn.gov>

Hello Jason and Michele,

I hope you are both well and staying warm as the temps begin to drop. Tiz the season of giving so I'll briefly mention that our 2022 event proceeds were split between Lanesboro High School Athletics, Eagle Bluff Environmental Learning Center, and a 5 year old cancer patient named Phinley. We will be releasing more info on that soon, but thought you all would like to know.

That is not the only reason I am reaching out. Our committee met yesterday and we are interested in bringing The Filthy 50 gravel road bicycle ride back to Lanesboro on Saturday, October 14th 2023. This will be our 10th Filthy 50 event so it's bound to be something special. The plan would look identical to what we did for the past 2 years.

We would greatly appreciate it if you could get this added to the January City Council meeting agenda. If it's too late for that and we need to wait until February or March, that's completely understandable. Just let me know what works for you all.

Items we would need council approval on when we meet include:

1. Our request to return the event to the city on Saturday, October 14th, 2023.
2. Our request to close a half block of Coffee St. (between Parkway and the alley behind Pedal Pusher's Cafe) from 7am until 10pm.
3. Our request to close a block of Parkway (from Elm to Coffee) from 10am until 8pm. (Once approved, we would work with MNDOT on completion of the forms for the permit as we have in the past.)

Thank you both for working with us on getting these requests in front of the city council. We appreciate it and hope to see The Filthy 50 back in Lanesboro in the fall.

-Trenton



CITY OF LANESBORO

202 Parkway Ave. S • P.O. Box 333 • Lanesboro, MN 55949 • (507) 467-3722 Fax (507) 467-2557 • lanesboro@acegroup.cc

www.lanesboro-mn.gov

JOB DESCRIPTION - City Administrator/Clerk

Date Approved:

Headquarters – Department: Administration

Immediate Supervisor: City Council and Public Utility Commission

NATURE OF WORK

Performs complex professional work plans, organizes, coordinates and directs City Governmental and Public Utility Operations and related work as required. Work involves setting policies and goals under the direction of the City Council and Public Utility Commission. Organizational supervision is exercised over all City personnel. Work involves administering and coordinating a variety of municipal activities as provided for by Statute and authorized by the City Council and Public Utility Commission. Responsibilities include oversight over all municipal operations. Serves as City representative to Federal, State, County and other regulatory agencies and operates with considerable latitude for independent action. Activities include providing information to residents on City policy, plans and procedures.

TRAINING AND EXPERIENCE

Requires knowledge of accepted principles and practices of municipal operations, as well as accounting and finance. Ability to analyze, interpret and prepare financial data and other reports. Technical knowledge of system, office, and other record keeping procedures, including proficiency on computer required. Must be able to lead others and develop talent. Must be able to communicate effectively both orally and in writing with the City Council, Public Utility Commission, department leaders, staff, and the general public.

REQUIRED EDUCATION

A Bachelor's degree in public administration or business administration/management is strongly preferred, however an equivalent degree with applicable coursework may be considered. An Associates Degree and at least 5 years' experience in City Government may also be considered.

REQUIRED EXPERIENCE

Preferred experience of at least (4) four years working in City Government, Business, Accounting or equivalent field as well as Supervisory experience. Knowledge of governmental operations including grant writing, land use, and comprehensive planning.

WORK PERFORMED AND AREAS OF RESPONSIBILITY

1. Performs Various Administrative Functions to Assure Continuity of Operations

- a. Oversees and coordinates the administration of City and Utility departments, including personnel, equipment, and facilities to ensure adequate service is provided to the City's citizens.
- b. Develops, administers, and enforces City policies and procedures, administrative rules, and drafts City ordinances for City Council and Public Utility Commission approval.
- c. Prepares and analyzes bids for products and services, selects firms or individuals. Provides and executes contracts. Oversees and manages the work of consultants and contractors.
- d. Creates and applies fiscal and internal audit controls and procedures for departments.
- e. Maintains communication with the City Council, Public Utility Commission, and other related Boards by providing relevant ongoing fiscal information.
- f. Arranges and publishes notices of meetings and hearings as required. Provides proper notice to all affected parties and records minutes of proceedings.
- g. Is responsible for City Seal and executes, along with the Mayor, all legal papers on behalf of the City with approval of the City Council. Assists independent auditors with an audit of City financial records.
- h. Leads and directs staff, including assigning and prioritizing workload, evaluating performance, training, and approving time off.
- i. Develops and maintains a record retention schedule for public records. City Council designee for personnel records per State data privacy.
- j. Directs all municipal elections, including ballot preparation and receipt of candidate filings. Prepares polling place, posts, and publishes election notices, administers oaths of office, and maintains election records.
- k. Research information for implementing laws and rules on developing programs and policies on own or directed by the City Council. Maintains Ordinances and Policies for City and Public Utility Commission and circulates amendments to subscribers.
- l. Attends seminars and meetings on subjects of importance to the City and represents the City with other governmental agencies and offices.
- m. Coordinates special projects.

2. Responsible for Systems and Procedures Activities

- a. Acts as Secretary for City Council, Public Utility Commission, Planning & Zoning Commission, and Heritage Preservation Commission by preparing meeting agenda packets and recording meeting minutes. Transmits communications to affected individuals to ensure proper information flow.
- b. Oversees applications and approval for various licenses and special permits. Oversees liquor license paperwork upon Council approval. Processes and reviews Improvement and Zoning permits.
- c. Establishes policies, procedures, and forms for the office.

d. Coordinates yearly budget, capital improvement plan, and levy certification and activity in accordance with accepted standards and financial guidelines, within the scope of the approved budget and capital program. Prepares Truth in Taxation, Budget Hearing, Board of Review paperwork, and other reports as necessary for City Council, Public Utilities, and residents.

e. Serves as the Zoning Administrator for the City.

3. Performs Miscellaneous Clerical Activities

a. Types correspondence, reports, letters, and ordinances on behalf of the City Council and Public Utility Commission.

b. Greets the public and determines the nature of business, provides information, researches files, and responds to complaints.

4. Performs all other like or lesser job-related duties as necessary or assigned.

RESPONSIBILITY FOR GOOD WILL AND PUBLIC RELATIONS

Daily contact both over the phone and one-on-one with customers, government agencies, financial institutions, and staff. Considerable ability to positively or negatively impact goodwill. Must be able to deal with irate individuals in a fair and courteous manner. Works closely with department heads, communicates City and Public Utility Commission policy and City Council and Public Utility Commission intentions with regularity, requiring good communication skills and tact. Produces documents, manuscripts and flyers for the public, requiring accuracy and creativity. Expected to promote positive public relations and good will by providing a high-quality service and by assisting residents where possible.

Walking Bridge to Little Norway

Options for Repair:

1. Dig down to solid ground on the West side of the bridge to pour a new footing. Replace or repair existing boards as necessary.
 - 1.1. Concern - Stability of the shore line
 - 1.2. Concern - Erosion continues, so how long would the repair last?
 - 1.3. Concern - How far down would digging need to be done to find solid ground.
 - 1.4. Concern - Bridge is not ADA compliant
 - 1.5. Benefit - Low cost, and minimal work
 - 1.6. Benefit - No additional fill would need to be brought in..
 - 1.7. Question - Would this repair be subject to permit approval from the DNR?
2. Replace Bridge. Build a new bridge by utilizing 60' beams with cross members. Install new decking, and build new railings. (Figures for beams, decking and railings are not available at this time). Bring in fill (we do have fill available to utilize) in order to level the site to meet ADA requirements. Cement barriers could be buried to be used as footings (estimated cost \$300 for the footings). Finally a 10' by 36" sidewalk should be installed from Norway Drive to the bridge. Based on 2022 sidewalk figures the sidewalk would be estimated at \$250.00.
 - 2.1. Concern - Total cost for project is not budgeted for.
 - 2.2. Concern - Bridge is located within the Flood Fringe District and therefore would need to meet the requirements of the ordinance.
 - 2.3. Concern - Amount of fill needed to allow for ADA compliance, and how that impacts any needed permitting for the flood district (may require additional engineering).
 - 2.4. Benefit - Ensures longevity of the bridge, in keeping the footings away from the shoreline..
 - 2.5. Benefit - Ensures safety of the users, and allows for the bridge to be ADA compliant therefore accessible to everyone.

Walking Bridge to Little Norway



Walking Bridge to Little Norway



**BOLTON
& MENK****CRB SIDEWALK ESTIMATE**2022 STREET & UTILITY IMPROVEMENTS
CITY OF PLAINVIEW, MN
BMI PROJECT NO.: 0H1123756

Updated: 12/29/2022

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
BEACON STREET - ORIGINAL DESIGN (GRASS BLVD)					
1	4" CONCRETE WALK	1251	SF	\$9.50	\$11,884.50
				SUBTOTAL:	\$11,884.50
BEACON STREET - ADD CONCRETE BLVD					
1	4" CONCRETE WALK	485	SF	\$9.50	\$4,607.50
				SUBTOTAL:	\$4,607.50
ADD PEDESTRIAN BRIDGE TO BEACON STREET - ORIGINAL PLAN					
1	REMOVE CONCRETE C&G	50	LF	\$3.00	\$150.00
2	CONCRETE C&G	50	LF	\$27.00	\$1,350.00
3	4" CONCRETE WALK	1937	SF	\$9.50	\$18,401.50
4	6" CONCRETE WALK	50	SF	\$13.00	\$650.00
5	TRUNCATED DOMES	18	SF	\$65.00	\$1,170.00
				SUBTOTAL:	\$21,721.50



West Metro Fire Rescue District

4251 Xylon Ave N. New Hope MN 55428 • 763-230-7005

APPARATUS PURCHASE CONTRACT

The City of Lanesboro, MN (Buyer) hereby agrees to purchase (1) 2011 E-One Quest custom fire apparatus (Apparatus) from West Metro Fire-Rescue District, MN (Seller) for the sum of \$200,000.00 US dollars (Two Hundred Thousand US Dollars and Zero Cents). City of Lanesboro agrees to a down payment of \$20,000.00 US dollars (Twenty Thousand US Dollars and Zero Cents) due 30 business days after execution of contract.

Vehicle Information: Engine 11

Year: 2011 Make: E One Model: Quest Type: Custom Rescue Pumper

VIN# 4EN6AAA82B1006282 Color: Red

Odometer at time of contract: Miles 28,345 Hours: 2138

SO#:136282

Buyer shall make payment in full prior to the release of the Apparatus via Wire Transfer to West Metro Fire Rescue District. Acct # 104755774064 Routing # 091000022

A vehicle Manufacturer's Certificate of Origin (MCO), free of lien, shall be provided by seller within twenty days of final payment by buyer.

Seller agrees to release apparatus to buyer after seller has received their new apparatus and have it in service not later than April 26th, 2023.

Seller agrees to provide 8 hours of training to the buyer's fire department on the apparatus operation.

Buyer agrees to arrange for, and incur costs associated with transportation and delivery of the apparatus.

Apparatus has passed a standard NFPA Pump Test. Ground ladders, pike poles, intercom controllers and headsets, and all discharge caps and intake plugs shall remain with the apparatus at the time of release.

Apparatus is being sold AS IS WHERE IS, FOB West Metro Fire-Rescue District, MN Seller makes no representation of condition nor are there any expressed or implied warranties relating to the Apparatus.

Any material changes in condition between date of contract and date of release such as fire or collision, will be cause to renegotiate contract.



Date 1/19/2023

Signature

Assistant Fire Chief Joshua Kunde
West Metro Fire Rescue District
4251 Xylon Ave North
New Hope, MN 55422
(763) 230-7005

Date

Signature

Print Name

City of Lanesboro
202 Parkway Ave S.
PO Box 333
Lanesboro, MN 5594

Lanesboro Street Department Equipment Replacement

Vehicle Replacement Schedule as of 01/01/2023;								
Inventory Item	Identification number	Model	Year Purchased	Expected Life	Replace Year	Original Value	Annual Replacement Amount	Accumulated Replacement
2017 Farmall Tractor	ZFAL04829	65C	2017	5	2022	\$ 45,000	\$ 9,000.00	\$ 36,500.00

Bids Received for Tractor:				
Equipment	Detail	Total Cost	Trade Value	Balance
2023 John Deere	5075E Cab Utility Tractor and 520 M Loader	\$ 81,722.37	\$ 51,852.37	\$ 29,870.00
2023 Farmall	75C and L620 Loader and 84" Bucket	\$ 65,000.00	\$ 45,000.00	\$ 20,000.00
2021 Farmall	75C and L620 Loader and 84" Bucket (State return, therefore 2 year warranty just like a new purchase) 189 Hours on it currently	\$ 59,000.00	\$ 45,000.00	\$ 14,000.00

Option 1:

Trade the current 2017 Farmall Tractor for the 2021 Farmall 75C, and keep the tractor on a 5 year replacement plan.

Option 2:

Trade the current 2017 Farmall Tractor for the 2021 Farmall 75C, and purchase a skid steer with cost split between LPU and the City. The skid steer would be a new piece of equipment. The thought would be that the tractor would receive less hours, and therefore could be put on a 7 year rotation, rather than 5. The skid steer would then be placed on a 5 year replacement plan.

Bids Received for Skid Loader:			
Equipment	Detail		Total Cost
2023 Case Skidsteer	SV280B		\$ 61,000.00
2023 Case Skidsteer	SV185B		\$ 56,000.00
2023 John Deere	324G Skid Steer		\$ 61,900.00
2023 Kubota	SSV75 Skid Steer with 80" Lo Pro Bucket w/Edge		\$ 51,575.00
2023 Kubota	SSV65 Skid Steer with 74 " Lo Pro Bucket w/Edge		\$ 44,500.00

Attachments	Connoughty	Hammel	John Deere
Forks	\$ 999.00		
Snowpusher	\$ 2,650.00		
Snowblower	\$ 7,600.00	\$ 7,000.00	\$ 10,250.00
Grapple - 66"	\$ 3,500.00		

\$400 Trade in Value through Connoughty for old forks

Notes staff recommended options

Potential New Vehicle Replacement Schedule:						
Inventory Item	Identification number	Model	Year Purchased	Expected Life	Replace Year	Original Value
2021 Farmall		75C	2023	7	2030	\$25,750.00
2023 Kubota		SSV75	2023	5	2028	\$48,898.97
Total Annual Replacement Amount						\$8,462.00

Summary:

The goal is to replace the tractor as planned and purchase the skid steer in partnership with Lanesboro Public Utilities. Total cost for the skid steer and attachments would be \$32,662 for both the City and Public Utilities. The 2023 budget provided for a total replacement fund for the tractor in the amount of \$36,500, as well as \$10,000 to go towards other miscellaneous equipment. The \$10,000 was put into the budget to start setting funds aside for a skid steer. In addition Connoughty would take our current set of forks in trade for \$400. Therefore given the total Vehicle Replacement Fund Balance of \$46,500 (for the tractor), we would have the ability to purchase the tractor at \$14,000 (Balance \$32,500), and purchase the skid steer with all attachments pending approval from LPU for a total cost share of \$32,662.

Timeline	Anticipated Project Year	Item	Detail	Comments	Estimated Cost	Annual Budget Amount	Accumulated Budget Balance as of 01/01/2023
5 Year		Ponds Shoreline Restoration		Staff have considered attempting this as an in house project as time allows, Admin will apply for MN DNR Legacy Funds to fund project.		\$0.00	\$0.00
		Bathhouse Renovation	Update and install Accessible bathroom facilities			\$0.00	\$26,654.00
5 Year		Dining Room Flooring Bass Pond Trail resurfacing and shoreline restoration		Staff have considered attempting to restore the shoreline in house as time allows, Admin will apply for MN DNR Legacy funds to fund project. MNDNR is looking into possible grants to complete the necessary work.		\$0.00	\$0.00
		Dredge Basspond		Possible pavilion with tables Consider working Lanesboro Arts		\$0.00	\$0.00
		Previous Skate Park Location - Utilization Amphitheater in Gateway Park Baseball field	Bleachers, landscaping, fencing, awnings			\$0.00	\$0.00
		Humidity Control System Pavilion Replacement in Sylvan Park Cabin in Sylvan Park	Rebuild on existing cement Replace roofing	Partner with School class to rebuild one each year.	\$55,000.00	\$4,500.00	\$4,500.00
		Community Center Heating & Cooling Bothun Family land acquisition Walking Bridge to Little Norway Museum Flowerbeds and Landscaping		Idea is to have a retaining wall installed to level off the ground for a seating area or bike racks. Staff can powerwash the deck, trim the trees and volunteers could stain the deck.			
		Museum Deck	Powerwash, Stain, and trim trees				
		Holiday Lights in Sylvan Park Maintenance of Bunny Trail		STS crew has been coming once a year to rake and weed eat the path. Our staff is spraying path to control weeds as well.			
		Dam Parking Area	Install of ramp entrance	Partnership with the MN DNR, staff will work with DNR staff to complete installation. Ramps were funded by the DNR. Riprap will be purchased using grant funds the the DNR.			
		Remodel Kitchenette in Gym Keyless entry to building and facilities Paint interior of Community Center Landscaping of Welcome signs into Lanesboro River entrance at Riverview Campground Update of bathroom facilities in depot and community center	Automated flushers, replacement of partition walls, flooring. Repair of washouts near river, installation of park			\$0.00	\$288.63
		Farmers Park					\$27,513.47
		ARPA Funds			Total	\$13,000.00	\$12,949.35
		Park & Rec Funding					\$83,405.45
5 Year	On Going	Building Improvement	General Maintenance	Emergency Services		\$2,700.00	\$45,350.00
5 Year	On Going	Safety Equipment - Replacement and new	Replace and maintain equipment			\$10,000.00	\$10,000.00

Capital Improvement Plan as of 01/01/2023

<u>Timeline</u>	<u>Anticipated Project Year</u>	<u>Item</u>	<u>Detail</u>	<u>Comments</u>	<u>Estimated Cost</u>	<u>Annual Budget Amount</u>	<u>Accumulated Budget Balance as of 01/01/2023</u>
					Total	\$12,700.00	\$55,350.00
5 Year	2023	Painting Hydrants	Volunteers to complete project	Water STS crew is lined up to complete the work, paint was purchased previously.			
5 Year	2023	Paint Interior of Water Treatment Facility	Engineers to complete inspection of the interior of the water tower			\$2,000.00	\$2,000.00
5 Year	2023	North Water Tower Inspection	Contractor to complete work			\$2,000.00	\$412,580.98
5 Year	2028	North Water Tower Recoating	Contractor to complete work			\$2,000.00	\$2,000.00
10 Year	2033	South Water Tower Recoating	Contractor to complete work			\$2,000.00	\$47,000.00
5 Year	2023	Valve Replacement	Contractor to complete work	1) Intersection of Hillcrest and Calhoun 2) Parkway Avenue - work to be completed as part of the improvements to Kirkwood Street E			
10 Year	As needed	Water Loss - Drip Lines	Complete inspections within improvement projects		\$7,000.00	\$0.00	\$0.00
10 Year	2032	Replace Hydrants	Estimated cost of \$7,000 per hydrant		\$125,000.00	\$2,000.00	\$2,000.00
10 Year	2032	Water Meter Replacement		Standard Meters estimated at \$230 each, with \$1,000 for larger meters. Software estimated at \$5,000. Meters have a lifespan of 17 years. Option to try replacing the battery to extend life of meters.			
					Total	\$10,000.00	\$465,580.98
5 Year	On Going	Videocing and Cleaning Sewer Mains	Contractor to complete work	Sewer These areas showed the worst conditions in the most recent inspections.		\$8,000.00	\$15,866.84
5 Year	On Going	Repair of sewer lines	Consider cost to line the existing piping from Dupont to Coffee Street, and Hillcrest going north in alley way.				
10 Year	On Going	Rehabilitation of Manholes	Contractor to complete work	A minimum of 6 need to be completed at once		\$6,000.00	\$26,000.00
5 Year	On Going	Storm Water Runoff Inspection		Consideration to complete any inspections if building permits are applied for.		\$14,000.00	\$14,000.00
		Miscellaneous		Funds previously set aside for items completed		\$28,000.00	\$55,866.84
					Total		
5 Year	2023/2024	Meter Replacement		Electric	\$158,275.00	\$112,500.00	\$131,500.00
5 Year	2025	Replace Power Plant Relays		Switchgear installed in 2005	\$30,992.00	\$5,000.00	\$30,000.00
10 Year		Testing Breakers		Pause Funding		\$4,000.00	\$9,000.00
10 Year		Southern Hills Electrical Expansion		Need 6 transformers at an estimated \$4300, plus line costs and installation			
10 Year		Lamon Subdivision		Awaiting submission of preliminary plat to determine what is needed.			
10 Year		Carbon Neutrality - Battery Storage				\$2,000.00	\$2,000.00
10 Year		Paint Light Poles and Fuel Tank				\$2,000.00	\$2,000.00
10 Year		Building Maintenance				\$5,000.00	\$5,000.00
					Total	\$30,500.00	\$179,500.00



CAPITAL IMPROVEMENT PLAN

RECONSTRUCTION PROJECTS (by Project)

CITY OF LANESBORO, MN



Date Updated: 1/19/22
Note: All costs are in 2023 dollars

Project No.	Street	From	To	Improvement Length					Estimated Total Project Cost
				Street & Site Costs		Utility Costs			
				36' Street w/ Curb \$740.00	25' Street w/ Curb \$818.00	16' Alley (w/o Curb) \$360.00	Storm Sewer \$180.00	Sanitary Sewer \$230.00	
10	Alley (Elmwood-Hillcrest)	Parkway Ave	Kenilworth Ave			335		335	\$274,700.00
	Alley (Off Hillcrest)	Alley	Kenilworth			370			\$133,200.00
	Kenilworth Ave	Elmwood St	Hillcrest St	370			370		\$510,600.00
				Total:					\$918,500.00
11	Alley (Elmwood-Hillcrest)	Kenilworth Ave	Fillmore Ave			360		360	\$212,400.00
	Alley (Elmwood-Hillcrest)	Fillmore Ave	Calhoun Ave			415		415	\$244,850.00
	Alley (Elmwood-Hillcrest)	Calhoun Ave	Auburn Ave					340	\$156,400.00
	Fillmore Ave	Alley	Hillcrest St			180			\$64,800.00
	Calhoun Ave	Elmwood St	Hillcrest St			170		340	\$139,400.00
				Total:					\$817,850.00
12	Hillcrest Ave	Kenilworth Ave	Fillmore Ave	455			455	190	\$546,250.00
	Hillcrest Ave	Fillmore Ave	Calhoun Ave	400				400	\$480,000.00
	Hillcrest Ave	Calhoun Ave	Auburn Ave	375				280	\$428,150.00
				Total:					\$1,454,400.00
13	Ridgeview Ln	Hillcrest St	Kirkwood St	175	1195		1370	710	\$1,454,650.00
	Ridgeview Ln	Kirkwood St	Pleasant St		500		500		\$395,000.00
				Total:					\$1,849,650.00
14	COMPLETED								
Total:									
15	COMPLETED								
Total:									
16	Pleasant St	Rochelle Ave	Parkway Ave				385		\$392,700.00
	Alley (Viking-Rochelle)	Rochelle Ave	Sheridan St			510		390	\$273,300.00
				Total:					\$666,000.00
17	Rochelle Ave	Pleasant St	Sheridan St	400			400		\$460,000.00
	Total:								
18	Alley (Parkway-Kenilworth)	Kirkwood St	Pleasant St			430		430	\$253,700.00
	Alley (Parkway-Kenilworth)	Pleasant St	Sheridan St			400		400	\$236,000.00
	Pleasant St	Parkway Ave	Kenilworth Ave	385			385	385	\$531,300.00
				Total:					\$1,021,000.00
19	Kenilworth Ave	Kirkwood St	Pleasant St	420			420		\$483,000.00
	Kenilworth Ave	Pleasant St	Sheridan St	410			410		\$471,500.00
				Total:					\$954,500.00
20	Alley (Kenilworth-Fillmore)	Kirkwood St	Pleasant St			425		425	\$250,750.00
	Alley (Kenilworth-Fillmore)	Pleasant St	Sheridan St			425		425	\$250,750.00
	Pleasant St	Kenilworth Ave	Fillmore Ave	375			375	375	\$517,500.00
				Total:					\$1,019,000.00
21	Fillmore Ave	Kirkwood St	Pleasant St	430			430		\$494,500.00
	Fillmore Ave	Pleasant St	Sheridan St	420			420		\$483,000.00
				Total:					\$977,500.00
22	Alley (Fillmore-Calhoun)	Kirkwood St	Pleasant St			425		425	\$250,750.00
	Alley (Fillmore-Calhoun)	Pleasant St	Sheridan St			420		420	\$247,800.00
	Pleasant St	Fillmore Ave	Calhoun Ave	380			380	190	\$480,700.00
				Total:					\$979,250.00



CITY OF LANESBORO

CAPITAL IMPROVEMENT PLAN

RECONSTRUCTION PROJECTS (by Project)

CITY OF LANESBORO, MN



**BOLTON
& MENK**

Date Updated: 1/19/22
Note: All costs are in 2023 dollars

Project No.	Street	From	To	Improvement Length				Utility Costs		Estimated Total Project Cost
				36" Street w/ Curb	25' Street w/ Curb	16" Alley (w/o Curb)	Storm Sewer	Sanitary Sewer	Watermain	
				\$740.00	\$610.00	\$360.00	\$180.00	\$230.00	\$230.00	
1	Ashburn St	Parkway Ave	Kenilworth Ave				385	385	385	\$246,400.00
	Ashburn St	Kenilworth Ave	Fillmore Ave					375	375	\$240,000.00
	Ashburn St	Fillmore Ave	Calhoun Ave				375	375	375	\$240,000.00
	Parkway Ave	N Terminous	Beacon St				430	190		\$164,800.00
	Parkway Ave	Beacon St	Coffee St				375	375	375	\$240,000.00
	Parkway Ave	Coffee St	Elmwood St				370	370	370	\$236,800.00
	Parkway Ave	Elmwood St	Kirkwood St				1610	1610	1610	\$1,030,400.00
	Parkway Ave	Kirkwood St	Pleasant St				470	470		\$192,700.00
	Parkway Ave	Pleasant St	Sheridan St				470	470	470	\$300,800.00
	Parkway Ave	North Terminous	Ashburn St			170	310			\$117,000.00
	Fillmore Ave	North Terminous	Ashburn St			120	250			\$88,200.00
	Calhoun Ave	North Terminous	Ashburn St			80	160			\$57,600.00
							Special Project Adjustments (City Share of MnDOT Roadway Improvements, etc.)			\$1,833,000.00
							Total:			\$4,987,700.00
2							COMPLETED			
3	Beacon St	Fillmore Ave	East Terminous	165				365	365	\$290,000.00
	Fillmore Ave	Ashburn St	Beacon St	150			150	150	150	\$207,000.00
4	Coffee St	Parkway Ave	Kenilworth Ave					345	345	\$158,700.00
	Kenilworth Ave	Beacon St	Coffee St	340			340	240		\$446,200.00
	Kenilworth Ave	Ashburn St	Beacon St	150			150	150	150	\$207,000.00
							Total:			\$811,900.00
5	Calhoun Ave	Ashburn St	Beacon St			125	125	190	190	\$154,900.00
	Calhoun Ave	Beacon St	Coffee St					185	375	\$128,800.00
6	Coffee St	Kenilworth Ave	Fillmore Ave					190	190	\$87,400.00
	Coffee St	Fillmore Ave	Calhoun Ave					390		\$89,700.00
	Coffee St	Calhoun Ave	East Terminous						530	\$121,900.00
							Total:			\$299,000.00
7	Millwaukee Rd	Coffee St	Elmwood St			410				\$147,600.00
	Elmwood St	Parkway Ave	Kenilworth Ave	335			335	130	335	\$415,150.00
	Kenilworth Ave	Coffee St	Elmwood St	375			375	375	375	\$517,500.00
8	Dupont St	Kenilworth Ave	East Terminous			1240	1240	740	950	\$1,058,300.00
	Alley (Kenilworth-Fillmore)	Coffee St	Dupont St			160		160		\$94,400.00
	Fillmore Ave	Coffee St	Elmwood St		150		150			\$118,500.00
	Calhoun Ave	Coffee St	Dupont St			170			170	\$100,300.00
							Total:			\$2,360,500.00
9	Elmwood St	Kenilworth Ave	Auburn Ave		1130		1130	930	1130	\$1,366,500.00
	Auburn Ave	Elmwood St	Hillcrest St		320		320		320	\$326,400.00
							Total:			\$1,692,900.00



CITY OF LANESBORO

CAPITAL IMPROVEMENT PLAN

RECONSTRUCTION PROJECTS (by Project)

CITY OF LANESBORO, MN



BOLTON & MENK

Date Updated: 1/19/22

Note: All costs are in 2023 dollars

Project No.	Street	From	To	Improvement Length					Utility Costs			Estimated Total Project Cost
				Improvement		Street & Site Costs			Sanitary Sewer		Watermain	
				36' Street w/ Curb	Cost per Lineal Foot	25' Street w/ Curb	15' Alley (w/o Curb)	Storm Sewer	\$130.00			
23	Calhoun Ave	Kirkwood St	Pleasant St	430				430	170	430	\$533,600.00	
	Calhoun Ave	Pleasant St	Sheridan St	400				400		400	\$460,000.00	
Total:											\$993,600.00	
24	Alley (Calhoun-Auburn)	Calhoun Ave	Pleasant St				420		420		\$247,800.00	
	Alley (Calhoun-Auburn)	Pleasant St	Sheridan St				400		400		\$236,000.00	
	Pleasant St	Calhoun Ave	Auburn Ave	330				330	165		\$341,550.00	
Total:											\$825,350.00	
25	Auburn Ave	Pleasant St	Sheridan St			285		285	465	620	\$474,700.00	
26	Viking Ave	Sheridan St	Whittier St	495				495	495	495	\$683,100.00	
	Terrace St	TH 16	Viking Ave				375				\$135,000.00	
Total:											\$818,100.00	
27	Alley (Viking-Rochelle)	Sheridan St	Whittier St	495							\$366,300.00	
	Whittier St	West Terminus	Viking Ave				260		260	260	\$213,200.00	
	Whittier St	Viking Ave	Rochelle Ave	425				425		425	\$488,750.00	
Total:											\$1,068,250.00	
28	Rochelle Ave	Sheridan St	Whittier St	490				490	490	490	\$676,200.00	
	Alley (Rochelle-Parkway)	Sheridan St	Whittier St				480		480		\$283,200.00	
	Whittier St	Rochelle Ave	Parkway Ave	305				305		305	\$350,750.00	
Total:											\$1,310,150.00	
29	Parkway Ave	Sheridan St	Whittier St	460				460	470	460	\$529,000.00	
	Alley (Parkway-Kenilworth)	Sheridan St	Whittier				470				\$277,300.00	
Total:											\$806,300.00	
30	Alley (Kenilworth-Fillmore)	Sheridan St	Whittier				480		480		\$783,200.00	
	Fillmore Ave	Sheridan St	Whittier	450				450		450	\$517,500.00	
Total:											\$800,700.00	
31	Alley (Fillmore-Calhoun)	Sheridan St	Whittier				480		480		\$283,200.00	
	Calhoun Ave	Sheridan St	Whittier	450				450		450	\$517,500.00	
Total:											\$800,700.00	
32	Alley (Calhoun-Auburn)	Sheridan St	Whittier				470		450		\$272,700.00	
	Auburn Ave	Sheridan St	Whittier	515				515	515	515	\$710,700.00	
Total:											\$983,400.00	
33	Sheridan St	West Terminus	Viking Ave							225	\$51,750.00	
	Sheridan St	Viking Ave	Rochelle Ave						365	365	\$167,900.00	
	Sheridan St	Rochelle Ave	Parkway Ave						210	390	\$138,000.00	
	Sheridan St	Parkway Ave	Kenilworth Ave							380	\$87,400.00	
	Sheridan St	Kenilworth Ave	Fillmore Ave							380	\$87,400.00	
	Sheridan St	Fillmore Ave	Calhoun Ave							380	\$87,400.00	
	Sheridan St	Calhoun Ave	Auburn Ave							230	\$52,900.00	
	Total:											\$672,750.00
34	Railroad Trunk Sanitary Main	Parkway Ave	WWTP				100		1620		\$408,600.00	
	Total:											\$408,600.00

Notes: 1) Refer to attached Project Area Maps for illustrations of referenced projects.

2) Street & Site costs include estimated pavement, aggregate base, curb & gutter, sidewalk (1 side), driveways, turf establishment, watermain, sanitary sewer and storm sewer

3) Utility costs include mainline pipe as well as service line replacement.

4) Costs presented above are in 2023 dollars include estimated design, administration & legal costs.

31.60 ESTABLISHMENT OF ECONOMIC DEVELOPMENT AUTHORITY

Provision of State Law Adopted: The provisions of Minnesota Statutes, Chapter ~~340.090~~ 469, et.seq., relating to the definition of terms, procedural requirements, designation of powers, and all other matters pertaining to the Economic Development Commission for the City of Lanesboro, and to the extent they are not limited by this Ordinance, are adopted and made a part of this Ordinance as if set out in full.

Establishment of Economic Development Authority: The City Council has, by enabling resolution adopting this Ordinance, and pursuant to MSA Section. 469.089 et.seq., established an Economic Development Authority for the City of Lanesboro. Modification of Resolution Establishing the Economic Development Authority: The resolution establishing the Economic Development Authority, and this Ordinance, may be modified at any time, subject to MSA Section 469.092 Subd. 5, as long as any modification is made in accordance with MSA Section 469.092.

Authority: Pursuant to MSA Section 469.094, the City Council does hereby give the Economic Development Authority the power for economic development, housing, or redevelopment as provided in MSA Section 469.094, 469.001 to 469.047, and 469.090 to 469.108. At the time of the establishment of this Economic Development Authority, the City of Lanesboro does not have, in existence, any housing or redevelopment authority or commission as allowed under Minnesota law. However, in the event any such commissions or authorities are established, the City Council does reserve the right to divide the economic development, housing and redevelopment powers between any of those future entities, by ordinance, in accordance with MSA Section 469.094 and other applicable statutes.

Powers: The City Council does impose the following limits upon the actions of the Economic Development Authority hereby established:

- (a) The Economic Development Authority must not exercise any powers contained in sections 469.001 to 469.047, 469.090 to 469.108 and 469.124 to 469.134, or any other powers that the Economic Development Authority may exercise pursuant to statute, without the prior approval of the City Council.
- (b) Except when previously pledged by the Economic Development Authority, the Economic Development Authority may be required to transfer any portion of the reserves generated by activities of the Authority that the City Council determines is not necessary for the successful operation of the Authority to the debt service fund of the city, to be used solely to reduce tax levies for bonded indebtedness of the City.
- (c) The sale of all bonds or obligations issued by the Authority must be approved by the City Council before issuance.
- (d) The Authority shall follow the budget process for city departments as provided by the City and as implemented by the City Council and Mayor.
- (e) The official actions of the Authority must be consistent with the adopted comprehensive plan of the City, and any official controls implementing the comprehensive plan.

(f) The Authority must submit all planned activities for influencing the action of any other governmental agency, subdivision, or body to the City Council for approval.

Commissioners(Appointment, Terms, Vacancies. Pay, Removal):

The Economic Development Authority shall consist of a ~~three commissioners, one of whom must be a member of the City Council. All commissioners shall be appointed by the Mayor with the approval of the City Council. One initial City Council member shall be appointed for a term of three years. The remaining two Commissioners shall be appointed for terms of four, and six years respectively. Thereafter, all Commissioners shall be appointed for six year terms.~~ five-member authority, two of whom must be members of the city council, shall be appointed by the mayor with the approval of the city council. Those initially appointed shall be appointed for terms of two, three, four, five, and six years respectively. Thereafter all commissioners shall be appointed for six-year terms.

Compensation and Reimbursement:

A Commissioner, including the President, shall be paid for attending each regular or special meeting of the Authority in an amount to be determined by the City Council. In addition to receiving pay for meetings, the Commissioners may be reimbursed for actual expenses incurred in doing official business of the Authority. All money paid for compensation or reimbursement must be paid out of the Authority's budget.

Removal for Cause:

A Commissioner may be removed by the City Council for inefficiency, neglect of duty, or misconduct in office. A Commissioner shall be removed only after a hearing. A copy of the charges must be given to the Commissioner at least ten days before the hearing. The Commissioner must be given an opportunity to be heard in person or by counsel at the hearing. When written charges have been submitted against a Commissioner, the City Council may temporarily suspend the Commissioner. If the City Council finds that those charges have not been substantiated, the Commissioner shall be immediately reinstated. If a Commissioner is removed, a record of the proceedings, together with the charges and findings, shall be filed in the Office of the City Clerk.

Officer: Duties: Organizational Matters. The Authority may adopt by-laws and rules of procedure, and shall adopt an official seal.

Officers: The Authority shall elect a President, a Vice-President, a Treasurer, a Secretary, and as Assistant Treasurer. The Authority shall elect a President, Treasurer, and Secretary annually. A Commissioner must not serve as President and Vice-President at the same time. The other offices may be held by the same Commissioner. The offices of Secretary and Assistant Treasurer need not be held by a Commissioner.

Duties and Powers: The officers have the usual duties and powers of their offices. They may be given other duties and powers by the Authority.

Treasurer's Duties:

- (a) Shall receive and is responsible for Authority money:
- (b) Is responsible for the acts of the Assistant Treasurer:
- (c) Shall disburse Authority money by check only:
- (d) Shall keep an account of the source of all receipts, and the nature, purpose and authority of all disbursements: and
- (e) Shall file the Authority's detailed Financial Statement with the Secretary at least once a year at times set by the Authority.

Assistant Treasurer: The Assistant Treasurer has the powers and duties of the Treasurer if the Treasurer is absent or disabled.

Treasurer's Bond: The Treasurer shall give Bond to the State conditioned for the faithful discharge of official duties. The Bond must be approved as to form and surety by the Authority and filed with the Secretary. The Bond must be for twice the amount of money likely to be on hand at any one time, as determined at least annually by the Authority provided that the Bond must not exceed \$300,000.00.

Public Money: Authority money is public money.

Checks: An Authority check must be signed by the Treasurer and one other officer named by the Authority in a resolution. The check must state the name of the payee and the nature of the claim that the check is issued for.

Financial Statement: The Authority's detailed Financial Statement must show all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the Authority's credits and assets, and its outstanding liabilities in a form required for the City's financial statements. The Authority shall examine the statement together with the Treasurer's vouchers. If the Authority finds that the statement and vouchers are correct, it shall approve them by resolution and enter the resolution in its records.

Powers: The Economic Development Authority shall have all powers under MSA Sections 469.101, §469.102, §469.103, §469.105, and §469.106.

Fire Department Budget Share

Actual Budget 2023						
Township / City	2021 Population Per State Depographer	Percentage Served	Population Served	Paid in 2023	2023 Per Capita	2023 % Share of Budget
Total Budget				\$ 161,651.12		
Lanesboro	723	100%	723	\$ 114,986.00	\$ 159.04	71%
Whalan	69	100%	69	\$ 2,979.60	\$ 45.84	29%
Pilot Mound	388	48%	186	\$ 7,838.64	\$ 45.84	
Arendahl	303	47%	142	\$ 7,380.24	\$ 45.84	
Carrolton	382	57%	217	\$ 8,251.20	\$ 45.84	
Holt	248	100%	248	\$ 11,872.56	\$ 45.84	
Norway	384	6%	23	\$ 870.96	\$ 45.84	
Amherst	430	36%	154	\$ 6,463.44	\$ 45.84	
Preble	213	11%	23	\$ 1,008.48	\$ 45.84	
Total	3140		1785	\$ 161,651.12		100%

*Population data recieved from the MN State Demographer Website 01/11/2023

Proposed Budget for 2024 and 2025			
Township / City	Total Budget	% Share of Budget	Per Capita
Lanesboro	\$ 110,565.00	65%	\$ 153.00
Whalan	\$ 3,864.00	35%	\$ 56.00
Pilot Mound	\$ 10,429.44		\$ 56.00
Arendahl	\$ 7,974.96		\$ 56.00
Carrolton	\$ 12,152.00		\$ 56.00
Holt	\$ 13,888.00		\$ 56.00
Norway	\$ 1,290.24		\$ 56.00
Amherst	\$ 8,624.00		\$ 56.00
Preble	\$ 1,312.08		\$ 56.00
Total Budget	\$ 170,099.72		

Share of Annual Budget	2020/2021 as approved	2022/2023 as approved	2023 Actual	2024/2025 Proposed
Lanesboro	49%	49%	71%	65%
Rural Board	51%	51%	29%	35%

CITY OF LANESBORO

REMOTE WORK MODEL POLICY

Prepared 2023

Purpose

Lanesboro is committed to providing excellent customer service for our residents, as well as attracting and retaining critical employee talent, increasing productivity and efficiency and saving on workspace and costs. A remote work policy provides these benefits to the city and is hereby adopted according to the guidelines below.

This policy governs the practice of working remotely from locations other than a city facility, including an employee's home. Remote work should not adversely affect other operational needs of the City. It is voluntary for the employee and at the sole discretion of the City Council.

General Guidelines

Remote work as defined for this policy includes:

- Working all scheduled hours off-site, or
- Working some scheduled hours off-site and some on city premises.

Regardless of location, a remote worker remains responsible for all job duties, responsibilities and obligations associated with their position, even if such duties require the employee to come into a city facility while performing work remotely. Employees and supervisors should seek to find solutions to maximize benefit to the city and to the employee.

All City employees who meet the eligibility criteria will be considered for remote work on a case-by-case basis, where creative work arrangements have been shown to accomplish both work and personal goals, and meet the criteria and guidelines set forth below. Remote schedules may need to change to accommodate the needs of the city or when employee job duties change. When making the decision to approve remote work, the City Council will consider the following guidelines:

- The remote work arrangement must be set in advance and approved by the City Council
- Remote work requires the same focus on job duties as if the employee were in the office; constant interruptions from household members, pets or other distractions may disqualify an employee from remote work.
- There must be adequate department coverage during all standard hours.
- There must be no adverse impact on internal or external customers.
- There must be no known safety issues associated with working remotely.
- There must not be any known security issues with technology or otherwise, in order to protect nonpublic government data.
- Employees working under a Performance Improvement Plan are not eligible for remote work.
- Internal and external customers must be given direction on whom to contact in the employee's absence if the employee is not available during all business hours. The City of Lanesboro uses Zoom to facilitate communication with both internal and external customers as necessary.
- The schedule must not result in additional overtime for the employee or co-workers.
- The employee will receive no more than eight hours of holiday pay for each city holiday.

- The employee may be allowed to work outside the State of Minnesota.
- The City Council or City Administrator may end the remote work arrangement at any time, with at least 30 days notice to the employee.

Remote work arrangements may vary depending on the position and department. Supervisors are responsible for determining the work schedules within their departments, subject to the approval of the City Administrator. Because the primary focus is serving the needs of the customers, it is important to realize remote work arrangements may not be possible for some positions.

Employees and supervisors should also consider various types of scheduling options for efficiency and productivity, including:

- Entire weeks in the office or working remotely
- Certain days in the office; remaining days working remotely
- Whether to have entire teams of employees in the office on the same day each week or at the beginning of each month

It's also important for the supervisor to consider perceptions of fairness among team members. For example, allowing one employee to work remotely every Friday may be perceived as unfair by other members of the team.

A remote work agreement is included in this policy as Appendix B. It is to be completed and signed by the City Council and the employee prior to beginning the remote work.

Eligibility for Flexibility in the Place of Work

Individuals requesting remote work arrangements must be employed with the City for a minimum of 3 months of continuous, regular employment and be successfully performing their job duties, as determined with supervisor input.

There may be additional considerations when an employee requests remote work as a reasonable accommodation and the city will consider those requests on a case by case basis.

Supervision and Performance Evaluation

For employees who are working remotely at least half of their schedule, supervisors must hold regular meetings to discuss work progress and issues for the first three months. These meetings can be conducted by phone, virtual computer technology or in person. Evaluation of remote worker performance beyond the initial three months will be consistent with that received by employees working at the office.

If work performance declines or becomes unsatisfactory, the remote work arrangement may be terminated at the discretion of the city.

Work Hours, Calendars and Meetings

The employee and supervisor will agree on the number of days of remote work that will be allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone, virtual computer software or email within a reasonable time period during the agreed upon work schedule. Depending on the employee's position and the needs of the City, the work schedule may include core hours during which the employee must be available or the schedule can include greater flexibility for the employee to work outside the city's normal business hours.

Remote workers who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in a manner designated by the City. Such employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of 40 hours per week, will require advance approval of the supervisor. Failure to comply with this requirement may result in termination of the remote work arrangement.

Remote workers who are exempt from the overtime requirements of the FLSA must follow the City's normal payroll and timekeeping policies and are generally accountable for their normal work week hours.

All remote workers must use sick, vacation or compensatory time off as needed to cover periods of time off, following the city's normal paid leave policies.

Remote workers must attend all required meetings, including those which normally would be held on a remote workday, and are also responsible for obtaining information from optional meetings when such meetings impact their work with the city. Supervisors are responsible for setting expectations for their work teams regarding whether meeting attendance will be in-person, remote or a combination, considering these guidelines:

- Meetings of a sensitive, highly interactive, or complex nature are best held entirely in-person (e.g., brainstorming, troubleshooting, project "kick-off" meetings, performance reviews, disciplinary meetings).
- Allowing some workers to attend remotely and others to attend in-person could result in perceptions of unfairness or in some employees missing out on key information (such as when the in-person staff continue to discuss the topic after remote workers log off). Supervisors need to be prepared to address these issues.
- In-person business meetings with others cannot be held at an employee's home.

Work Environment and Technology

For employees working remotely on a routine basis, the employee must establish an appropriate work environment to avoid problems associated with safety or poor ergonomics (see Appendix A for a diagram of an ergonomic workstation). The City will not be responsible for costs associated with initial setup of the employee's remote office such as remodeling, furniture, lighting, repairs, or modifications to the office space. Employees will be offered appropriate guidance in setting up a workstation designed for safe, comfortable work.

The City will supply the employee with the appropriate office supplies (pens, paper, etc.) for their assigned job responsibilities. The organization will also reimburse the employee for all appropriate business-related expenses such as phone calls, shipping costs, etc. reasonably incurred in accordance with job responsibilities.

The City will provide reserved office space for remote workers who are remote entirely from home but need to come into the office on an occasional basis.

City Employment Policy and Benefits Coverage

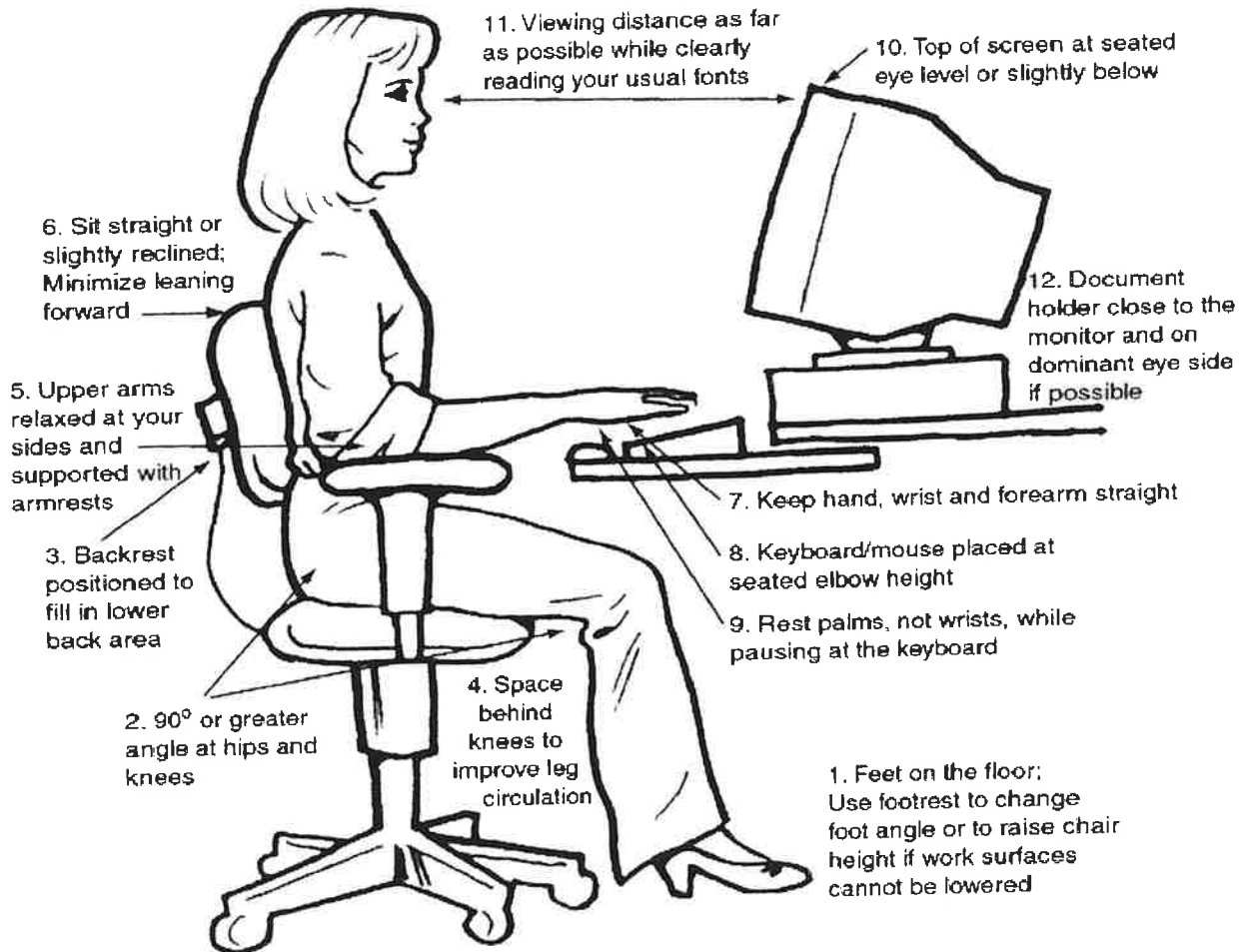
The City's normal policies and procedures (for example, computer use, data practices, respectful workplace, outside employment, etc.) apply to employees working remotely. Employees should ask their supervisors if they have any questions about whether or how a particular city policy applies to a remote work environment.

An employee working remotely is generally covered by the City's Workers' Compensation insurance while acting in the course and scope of employment and must report any injury to their supervisor as soon as possible.

Office Ergonomics Guide Sheet

You may not be aware of it, but over time, working at your computer may be needlessly overstressing parts of your body. Sore muscles, eyestrain, tension and fatigue could be reduced by modifying your workstation.

The diagram below is an overview of an ergonomic workstation for a computer user. Ideally you should position your work surfaces and computer accessories to fit you after you are first sitting properly in your ergonomically adjusted chair.



City of Lanesboro

Remote Work Agreement

Employee Name:		Date:	
Department:			

This Agreement is not a contract and can be changed or canceled by the City at any time, at the sole discretion of the City.

REMOTE WORK SCHEDULE		
Effective date of remote work schedule (mm/dd/yyyy):		
The following will be your normal remote work schedule. All overtime work must be pre-approved by your supervisor.		
<i>Day of the Week</i>	<i>Work Hours</i> Example: 8:00 AM – 4:30 PM	<i>Location</i> R = Remote work O = City Office
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

EQUIPMENT/SUPPLIES

Item Type	Serial Number (if applicable)	Description of Item

COMMUNICATION/AVAILABILITY

List communication expectations of remote workers, including expected response time, etc.

PERFORMANCE EXPECTATIONS

List how employee’s work will be monitored or evaluated, including any details on measuring performance.

CANCELLATION

This Remote work Agreement can be canceled at any time by either party. If you wish to cancel this Remote work Agreement, you must provide sufficient advance notice to your supervisor.

SPECIAL CONDITIONS

List any additional instructions, conditions, restrictions, or exceptions relating to this Remote work Agreement.

CITY REMOTE WORK TERMS AND CONDITIONS

I agree to perform services for the City of Lanesboro as a remote worker. I understand and agree that remote work is a management tool to be used at the sole discretion of the City and is voluntary. As such, I understand and agree that my remote work arrangement may be changed or canceled at any time, at the City's sole discretion.

I have read, understood, and agreed to the Remote Work policy and the terms and conditions specified in this agreement, including the requirement to set up an appropriate remote workstation as shown in Appendix A to the policy.

I understand that I am expected to comply with all City policies, guidelines, rules, regulations, and state and federal laws while I am remote working in the same manner as if I was not remote working.

I have read and agreed to the terms and conditions of this Agreement.

Supervisor Signature:		Date:	
City Administrator Signature:		Date:	
Mayor Signature:		Date:	
Employee Signature:		Date:	

Original to Personnel File

Copy to Employee

Copy to Supervisor