

**Lanesboro City Council
Regular Meeting Agenda
Monday, April 3, 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

Public Hearing for consideration of amendments to the Lanesboro Economic Development Authority (6:00 p.m.)

Call the Regular Meeting to Order: (5 Min)

- A. Agenda: Additions or Corrections
- B. Public Comments
- C. Approval of Minutes:
 - a. Minutes of the Regular Meeting, March 6, 2023
- D. Consent Agenda
 - a. Accounts Payable
 - b. Lanesboro Arts Temporary Liquor License: 04/15/23, 07/15/23, 08/19/23, 10/21/23
 - c. Lanesboro Area Chamber of Commerce Temporary Liquor License - Buffalo Bill Days: August 3-6 2023
 - d. Lanesboro Area Chamber of Commerce Lawful Gambling - Buffalo Bill Days
 - e. Resolution 2023-13 Accepting Donations

Agenda Request: Lanesboro FFA

Arbor Day Proclamation - Mayor Resseman

Project Reports: (5 Min)

- A. Wastewater Treatment Facility, Fee Amendment
- B. 2022 Street & Utility Improvements, Fee Amendment

Department Reports: (15 min)

- A. Park
- B. Chamber of Commerce
- C. Chill-Inn Lanesboro

Continued Business: (40 Min)

- A. Walking Bridge to Little Norway Repairs:
- B. Capital Improvement Plan Workshop
- C. Investment Opportunities
- D. Lanesboro Public Utilities expense reimbursement request

New Business: (10 Min)

- A. Economic Development Authority, Resolution 2023-12 and Ordinance 31.60
- B. Resolution 2023-14 Appointing EDA Board Members
- C. Fire Department, Resolution 2023-15& Resolution 2023-17 Removal, Resolution 2023-16 Leave of Absence
- D. Zoning Request for Parcel 190129020
- E. Street/Parking Closure Request Policy and Application
- F. 2023 Minnesota Basic Code of Ordinances Update

Miscellaneous (5 min)

- A. Local Board of Appeal and Equalization April 12th, 2023 at 6:00 p.m.
- B. 2022 Audit Review for City and Public Utilities, May 2, 2023 at 6:00 p.m.

Next Meeting: Tuesday, May 2, 2023 at 6:00 p.m.

Adjourn Regular Meeting

Request for City Council Action

Agenda Date: April 3, 2023

Prepared By: Michele Peterson

Public Hearing

1 Public Hearing - Economic Development Authority Ordinance Amendment

Action: This is an opportunity for community members to share their thoughts on amending the current ordinance to allow 5 members on the board, instead of 3 currently.

Approval of the Minutes

Documentation (Y/N)

1 Minutes of the March 6, 2023 Regular Meeting

Y

Action: Approve the Minutes as presented

Consent Agenda

1 Accounts Payable

Y

Action: Approve the Accounts Payable for April 5, 2023

A/P List

2 Lanesboro Arts Temporary Liquor License 04/15, 07/15, 08/19, 10/21

Y

Action: Approve the Temporary Liquor Licenses as presented

Copy of Licenses

3 Lanesboro Area Chamber of Commerce Temporary Liquor License - Buffalo Bill Days, Aug 3-6, 2023

Y

Action: Approve the Temporary Liquor License as presented

Copy of License

4 Lanesboro Area Chamber of Commerce Lawful Gambling - Buffalo Bill Days

Y

Action: Approve the Gambling Permit as presented

Copy of Application

5 Resolution 2023-13 Accepting Donations

Y

Action: Accept the resolution as presented

Resolution

Agenda Request

A Lanesboro FFA

N

Action: Officers from the Lanesboro FFA would like to request permission to install signs at the entrances of town noting Proud FFA Community. These would be place on the same posts as the current sign posts.

Proclamation

A Arbor Day

Y

Action: Mayor Resseman will read aloud the Arbor Day Proclamation

Proclamation

Project Reports

A Wastewater Treatment Facility. Fee Amendment

Y

Action: Consider request to increase total engineering fees for this project.

Memo

B 2022 Street & Utility Improvements. Fee Amendment

Y

Action: Consider request to increase total engineering fees for this project.

Memo

Department Reports

A Park Department given by Member Walbridge

No

Action: Review department update, Park Board meeting is Tuesday, March 28 at 4:30 p.m.

- B Chamber of Commerce given by Director Zalasinski No
Action: Department update only, not actionable
- C Chill-Inn Lanesboro given by Alison Leathers No
Action: Committee update only, not actionable

Continued Business

- A Walking Bridge to Little Norway Repairs Y
Action: Summary includes links to additional detailed information. Given the cost estimate for replacement, consideration should be given to adding this item to the Capital Improvement Plan for future funding. Summary
- B Capital Improvement Plan and Budget Workshop No
Action: Schedule a time to hold the workshop.
- C Investment Opportunities Y
Action: Review Money Market Investment Rates, Consider the 4M Fund through the League of Minnesota Cities. Consider Resolution 2023-18 Authorizing Membership in the 4M Fund.
- D Lanesboro Public Utilities expense reimbursement request N
Action: Consider the request from Lanesboro Public Utilities for \$30,000 to go towards electric meter replacement.

New Business

- A Economic Development Authority, Resolution 2023-12 and Ordinance 31.60 Y
Action: Consider approving Resolution 2023-12. Consider approving the amended ordinance 31.60 Resolution and Ordinance
- B Resolution 2023-14 Appointing EDA Board Members Y
Action: Review applications from potential volunteers, as well as consider a Council Member to be appointed to the board. Approve the Resolution with those two appointments. Resolution
- C Fire Department - Resolution 2023-15 Volunteer Removal and Resolution 2023-16 Approving a Leave of Absence and Resolution 2023-17 Volunteer Removal Y
Action: Approve the resolutions as presented. Resolutions
- D Zoning Request for Parcel 190129020 Y
Action: Consider approving zoning parcel as industrial based on the recommendation from the Planning & Zoning Commission.(Old wastewater treatment facility site) Application
- E Street/ Parking Closure Request Policy and Application Y
Action: Review the policy as presented, policy would then be brought back to Council for a vote at the May meeting. Draft Policy and Application
- F Minnesota Basic Code of Ordinances Y

Action: Consider purchase, Administration Supplies budget expense, of the updated MN Basic Code of Ordinances. If purchase is approved Administration would then codify our existing ordinances with the updated versions, and then present to Council for adoption. Our current adopted code is from 2014.

Order Form

Miscellaneous		
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A	<u>Local Board of Appeal and Equalization</u>	N
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Action: Reminder that this meeting covering 2023 Assessments payable in 2024 will be held Wednesday, April 12, 2023 at 6:00 p.m.

B	2022 Audit Review for City and Public Utilities	N
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Action: Notice that Smith Schafer will be at the May meeting to review the 2022 audit for the City and Lanesboro Public Utilities.

Lanesboro City Council

Regular Meeting

Monday, March 6, 2023

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

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

Absent: None

Visitors: City Engineer Brian Malm, Hannah Wingert, Bonita Underbakke, Deane Benson, Attorney Joseph O’Koren, Lester Dunn, Alison Leathers, Sandy Webb, Jon Buggs, John Wilford, Jon Pieper, Michael Boho, Darla Taylor, and Jonathon Lavine

Regular Meeting:

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

A. Agenda: Member Walbridge motioned to approve the agenda as presented. Member Goetzke seconded the motion. Motion carried, with all in favor.

B. Public Comments:

- a. Deane Benson: Mr. Benson shared concern for comments made during the December 5 City Council meeting by Member Bakke. Benson replayed a recording of the meeting, Member Bakke had shared that there was a meeting that he took off time from work for a meeting that had been canceled, as well as Bakke had attended various meetings of the Ambulance Department. Mr. Benson shared that he had canceled the meeting as well and does not recall Bakke being in attendance at other Ambulance meetings. For this reason Benson does not feel that Member Bakke fulfilled his duty as a Council Member or as Liaison to the department.
- b. Jon Buggs: Mr. Buggs shared concern for the ongoing project to renovate the building previously occupied by the Methodist Church. The project had received funding from the EDA, and therefore Buggs was concerned for the lack of activity on the project.

C. Approval of Minutes:

- ❖ Minutes of the Regular Meeting, February 6, 2023: Member Goetzke motioned to approve the minutes as presented. Member Goetzke seconded the motion. Motion carried, with all in favor.

D. Consent Agenda:

- 1. Accounts Payable
- 2. 2023 B&B Lodging Licenses
- 3. Temporary Liquor License - Lanesboro Area Community Foundation
- 4. SE MN Arts Council Grant Application - Fiscal Agent Request on behalf of Lanesboro Business Promotion Group “Downtown Art Pocket Park”

Member Goetzke motioned to approve the Consent Agenda items as presented. Member Walbridge seconded the motion. Motion carried with all in favor.

E. Project Reports:

- a. Wastewater Treatment Facility

- **Pay Request #27:** City Engineer Brian Malm recommended approval of pay request #27 in the amount of \$119,547.82 which put the project at 90% complete. Member Goetzke motioned to approve the pay request as recommended. Member Bakke seconded the motion. Motion carried with all in favor.
- **Fee Amendment:** Malm presented a memo reviewing a request for an increase in construction related engineering in the amount of \$100,000. The final completion date for the project is scheduled for late May or June, depending on weather conditions. To date construction related engineering has incurred an expense of \$614,000, while the current budgeted amount is not to exceed \$614,000. Malm did not feel that the current budgeted amount would be adequate to complete the project. He shared that there are contingency funds within the project that would cover this additional fee request. The additional fees would be billed at an hourly rate, which would not exceed the \$100,000 if approved, however could potentially be less. Member Goetzke motioned to approve the request. Member Walbridge seconded the motion. Member Albrecht-Benson inquired if Malm could provide additional detail for the various costs associated with construction related engineering completed to date. Member Goetzke then rescinded his motion. Member Goetzke motioned to table the discussion until further can be provided. Mayor Resseman seconded the motion. Motion carried with all in favor.

b. Street and Utility Improvements 2022:

- **Change Order #2:** City Engineer Brian Malm reviewed the proposed change order as presented in the memo. A portion of the change order is for private paving in the alley off of Coffee Street. These property owners will be required to sign a consent assessment agreement in order for work to be completed. Without this addition to the project, the change order would have been a decrease to the overall project budget. Discussion continued with concerns for the retaining wall, fencing, sidewalk, schedule, and contingency funds. Member Goetzke motioned to approve Change Order #2 as presented. Member Albrecht-Benson seconded the motion. Motion carried, with all in favor.
- **Fee Amendment:** Malm reviewed the memo presented sharing the request to increase the construction related engineering fees by \$174,000. Discussion continued regarding project milestones and the liquidated damages that would be assessed if the milestones are not met. Member Albrecht-Benson motioned to approve the request. Member Albrecht-Benson rescinded the motion. Member Albrecht-Benson motioned to table the discussion. Mayor Resseman seconded the motion. Members requested further details for fees completed and expected for construction related engineering. Motion carried with all in favor.

- c. Hwy 250 Reconstruction 2026:** City Engineer Brian Malm reviewed the memo regarding the upcoming project. Currently MnDoT is conducting a scoping study for the project. Within this process there will be public engagements scheduled. Additional information regarding the project will be brought forward as the process progresses.

F. Department Reports:

- a. Fire:** Member Bakke shared that the department has received three different offers to purchase the pumper truck being replaced this year. A review of the proposals will be

shared at the April Council meeting. The Lanesboro Fire Department and Preston Ambulance will be holding an open house to celebrate the new Emergency Services Building on April 29th, 2023. Member Albrecht-Benson inquired about call volume, Bakke noted this detail could be given in future reports.

- b. **Police:** Administrator Peterson shared the following update from the Preston Police Department: In 2022 the department purchased a 2022 Dodge Charger which was fully equipped, Purchased 3 Tasers, Approved hire of a Part-Time Officer. Looking forward to 2023 the department is looking at the following: Mandated hardware updates, Office computer updates, Ordering a replacement squad for Chief Sass, Squad car radar updates, Education opportunities for elderly education. Finally it was noted that one of the three full-time officers has resigned, and therefore the department is currently looking to hire another full-time officer as well as additional part-time officers.
- c. **EDA:** Member Goetzke shared the following: There is a minimum amount available for additional revolving loan funds, however the board is planning to request additional funds. Currently there is one account past due, and work is being done to place a lien against the property. Several letters have been received from potential or existing businesses noting the need for additional funding. The LEAN group has a new chairperson, Michael Seiler. The winter tourism assessment made possible by the Blandin Grant is underway with a survey being conducted. An event to summarize and prioritize the survey results is being scheduled.

G. Continued Business:

- a. **Walking Bridge to Little Norway Repairs:** Several letters of support have been received for maintaining the bridge. Members noted concern for who is the actual property owner of the bridge. Mayor Resseman motioned to table the discussion to allow time for discovery of any possible survey details from the Dam restoration project. Member Walbridge seconded the motion. Motion carried with all in favor. Mayor Resseman motioned to close the bridge immediately due to safety concerns. Member Walbridge seconded the motion. Motion carried with all in favor.
- b. **31.60 EDA Ordinance:** Attorney O’Koren shared information received from the League of MN Cities with regards to questions raised last month regarding possible language to allow for fluctuations in total members without a change in the ordinance as well as whether or not there was a definitive period of time to amend the number of members. The statute is specific in the process to create an Economic Development Authority, therefore it would not be possible to amend the total number of members without amending the ordinance. As well there is not a set period of time that would require amendment of the ordinance should there be a lack of volunteers to serve on the board. Upon further investigation O’Koren noted that a hearing is required to amend the enabling resolution. Mayor Resseman motioned to table the discussion to allow for holding a public hearing. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- c. **Remote Work Policy:** Members discussed the need for such a policy as well as how many positions within the City would be eligible for remote work. Member Goetzke motioned to approve the policy as presented. Mayor Resseman seconded the motion. Motion carried with Mayor Resseman and Members Bakke and Goetzke voting in favor. Members Albrecht-Benson and Walbridge voted against the motion.
- d. **Capital Improvement Plan, Mayor’s List:** Mayor Resseman shared his list of capital improvements he would like to see addressed within the community. The River

Restoration would be his highest priority item. Members requested to list an agenda item for April to schedule a Capital Improvement Plan workshop. Member Goetzke shared concern for actions being taken when just one Council member requests information or action, versus the entire Council requesting. He felt that the full Council should be the one directing staff and / or Council time.

- e. **Fund 230 Remaining Balance:** Administrator Peterson shared the comments from the Financial Advisor as well as the Auditor. There are no restrictions placed on the remaining fund balance, therefore the Council can choose how the funds are dispersed. Member Albrecht-Benson shared her opinion that the funds should be utilized to support the Ambulance service moving forward and shared concerns for the current vehicle. Mayor Resseman shared his opinion that the funds should be invested to gain interest and be dedicated for future Emergency Services use. Member Goetzke motioned to request investment rates and options. Mayor Resseman seconded the motion. Motion carried with all in favor.

H. New Business:

- a. **Resolution 2023-11 Authorizing the Submittal of the USDA Rural Business Enterprise Grant on behalf of the Lanesboro Economic Development Authority:** Mayor Resseman motioned to approve the resolution as presented. Member Goetzke seconded the motion. Motion carried with all in favor.
- b. **EDA Appointments:** Mayor Resseman motioned to table the discussion due to the continuance of updating the ordinance amending the total number of appointed board members. Member Albrecht-Benson seconded the motion. Members discussed the timing of the ordinance amendment as well as future meetings of the EDA. Motion carried with all in favor.
- c. **Request from Lanesboro Public Utilities:** Chairperson Jon Pieper of the Lanesboro Public Utility Commission submitted a letter requesting \$30,000 to help with the cost of replacing the electric meters in town. Pieper noted that currently the Utilities are subsidizing street projects by helping pay the bond payments with an annual transfer of \$70,000. He requested the Council consider reducing that amount of the annual transfer for future budget years. Pieper also noted work will be completed to maintain the north water tower.

I. Miscellaneous:

- a. **Arts + Culture for Construction Mitigation, Hwy 250:** Administrator Peterson shared the announcement that the initiative from MnDOT to minimize the impact of construction on a community received preliminary approval. Therefore the planning for the project will continue to move forward. Lanesboro Arts has also helped in attaining the approval.

Next Meeting: Monday, April 3, 2023 6:00 p.m.

ADJOURN: Mayor Resseman adjourned the meeting at 8:03 p.m.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

CITY OF LANESBORO

03/27/23 11:49 AM

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Payments

Current Period: April 2023

Payments Batch 04032023PAY

\$34,745.17

Refer	302268	USA BLUEBOOK				
Cash Payment	E 220-42000-404	Repairs/Maint Machinery			\$907.14	
Invoice	209888					
Cash Payment	E 100-43100-224	Street Maint Materials			\$109.73	
Invoice	209888					
Transaction Date	3/16/2023	OPERATIONAL ACC	10100	Total	\$1,016.87	
Refer	302269	DE LAGE LANDEN				
Cash Payment	E 211-45500-413	Office Equipment Rental			\$64.40	
Invoice	79239363					
Transaction Date	3/17/2023	OPERATIONAL ACC	10100	Total	\$64.40	
Refer	302270	VIS PLUMBING & HEATING				
Cash Payment	E 100-43100-210	Operating Supplies (GE			\$5.83	
Invoice						
Transaction Date	3/20/2023	OPERATIONAL ACC	10100	Total	\$5.83	
Refer	302271	MERCEDES-BENZ FINANCIAL				
Cash Payment	E 100-43100-460	Lease Payment			\$17,964.61	
Invoice	36239					
Transaction Date	3/21/2023	OPERATIONAL ACC	10100	Total	\$17,964.61	
Refer	302272	MOTOR PARTS & EQUIPMENT				
Cash Payment	E 100-43100-404	Repairs/Maint Machinery			\$137.43	
Invoice	3763					
Cash Payment	E 100-43100-404	Repairs/Maint Machinery			\$58.69	
Invoice	3783					
Cash Payment	E 100-43100-404	Repairs/Maint Machinery			\$11.22	
Invoice	3781					
Transaction Date	3/21/2023	OPERATIONAL ACC	10100	Total	\$207.34	
Refer	302273	S & A PETROLEUM INC				
Cash Payment	E 100-43100-212	Motor Fuels			\$702.64	
Invoice						
Cash Payment	E 220-42000-212	Motor Fuels			\$83.04	
Invoice						
Cash Payment	E 100-45200-212	Motor Fuels			\$12.78	
Invoice						
Cash Payment	E 100-43100-212	Motor Fuels			\$573.42	
Invoice						
Cash Payment	E 100-45200-212	Motor Fuels			\$270.15	
Invoice						
Transaction Date	3/21/2023	OPERATIONAL ACC	10100	Total	\$1,642.03	
Refer	302274	GALE GROUP				
Cash Payment	E 211-45500-230	Books & Movies			\$27.74	
Invoice	80890533					
Transaction Date	3/22/2023	OPERATIONAL ACC	10100	Total	\$27.74	
Refer	302275	WAGNER, ROBERT				
Cash Payment	E 220-42000-401	Repairs/Maint Buildings			\$1,085.99	
Invoice						

CITY OF LANESBORO

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Payments

Current Period: April 2023

Transaction Date	3/22/2023	OPERATIONAL ACC 10100	Total	\$1,085.99
Refer	302276 KID POWER			
Cash Payment	E 235-49900-496 BBD Kids Games	1/2 Pedal Pull		\$385.00
Invoice				
Transaction Date	3/27/2023	OPERATIONAL ACC 10100	Total	\$385.00
Refer	302277 FOREVER BOUNCIN INFLATABLES			
Cash Payment	E 235-49900-496 BBD Kids Games			\$1,990.00
Invoice				
Transaction Date	3/27/2023	OPERATIONAL ACC 10100	Total	\$1,990.00
Refer	302278 PRESTON EQUIPMENT CO			
Cash Payment	E 100-45200-210 Operating Supplies (GE			\$27.73
Invoice	01-140118			
Transaction Date	3/27/2023	OPERATIONAL ACC 10100	Total	\$27.73
Refer	302279 MN ENERGY RESOURCES			
Cash Payment	E 220-42000-380 Utility Services (GENER			\$458.36
Invoice				
Cash Payment	E 100-45170-380 Utility Services (GENER			\$147.26
Invoice				
Cash Payment	E 100-45200-380 Utility Services (GENER			\$596.96
Invoice				
Cash Payment	E 100-43100-380 Utility Services (GENER			\$226.21
Invoice				
Transaction Date	3/27/2023	OPERATIONAL ACC 10100	Total	\$1,428.79
Refer	302280 MACQUEEN EQUIPMENT			
Cash Payment	E 100-43100-404 Repairs/Maint Machinery			\$404.53
Invoice	p48364			
Transaction Date	3/27/2023	OPERATIONAL ACC 10100	Total	\$404.53
Refer	302281 HAAKENSON ELECTRIC			
Cash Payment	E 100-43100-401 Repairs/Maint Buildings			\$556.95
Invoice	6806			
Transaction Date	3/27/2023	OPERATIONAL ACC 10100	Total	\$556.95
Refer	302282 SCHULTZ BUILDERS, LLC			
Cash Payment	E 100-43100-401 Repairs/Maint Buildings			\$7,666.65
Invoice	5674			
Transaction Date	3/27/2023	OPERATIONAL ACC 10100	Total	\$7,666.65
Refer	302283 ZEP MANUFACTURING COMPANY			
Cash Payment	E 100-45200-210 Operating Supplies (GE			\$134.95
Invoice	9008382091			
Transaction Date	3/27/2023	OPERATIONAL ACC 10100	Total	\$134.95
Refer	302284 CHASE CARD SERVICES			
Cash Payment	E 100-41000-319 LinkMe			\$18.98
Invoice				
Transaction Date	3/27/2023	OPERATIONAL ACC 10100	Total	\$18.98
Refer	302285 KELLY PRINTING			

CITY OF LANESBORO

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Payments

Current Period: April 2023

Cash Payment	E 100-41500-210 Operating Supplies (GE	city envelopes		\$116.78
Invoice 230136				
Transaction Date	3/27/2023	OPERATIONAL ACC 10100	Total	\$116.78

Fund Summary

10100 OPERATIONAL ACCOUNT

100 GENERAL FUND	\$29,743.50
211 LIBRARY	\$92.14
220 FIRE FUND	\$2,534.53
235 BUFFALO BILL DAYS FUND	\$2,375.00
	<u>\$34,745.17</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$34,745.17
Total	<u>\$34,745.17</u>



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 Ave N	City Lanesboro	State MN	Zip Code 55949
Name of person making application Kara Maloney		Business phone 507-467-2446	Home phone
Date(s) of event April 15th	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 (2023 Gallery Opening Exhibition Receptions)

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.
Krage Preble Farm Insurance - Auto Owners 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

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Name of organization		Date of organization		Tax exempt number	
Lanesboro Arts		May 1993		411731338	
Organization Address (No PO Boxes)		City	State	Zip Code	
103 Parkway Ave N		Lanesboro	MN	55949	
Name of person making application		Business phone		Home phone	
Kara Maloney		507-467-2446			
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer				
July 15th	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit				
Organization officer's name	City	State	Zip Code		
Kara Maloney	Lanesboro	MN	55949		
Organization officer's name	City	State	Zip Code		
		MN			
Organization officer's name	City	State	Zip Code		
		MN			

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

Lanesboro Arts Gallery - 103 Parkway Ave N. Lanesboro, MN 55949 (2023 Gallery Opening Exhibition Receptions)

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.

Krage Preble Farm Insurance - Auto Owners 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
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Organization Address (No PO Boxes)		City	State	Zip Code	
103 Parkway Ave N		Lanesboro	MN	55949	
Name of person making application		Business phone		Home phone	
Kara Maloney		507-467-2446			
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer				
August 19th, 2023	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit				
Organization officer's name	City	State	Zip Code		
Kara Maloney	Lanesboro	MN	55949		
Organization officer's name	City	State	Zip Code		
		MN			
Organization officer's name	City	State	Zip Code		
		MN			

Location where permit will be used. If an outdoor area, describe.
Lanesboro Arts Gallery - 103 Parkway Ave N. Lanesboro, MN 55949 (2023 Gallery Opening Exhibition Receptions)

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.
Krage Preble Farm Insurance - Auto Owners 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 Ave N		City Lanesboro	State MN	Zip Code 55949	
Name of person making application Kara Maloney		Business phone 507-467-2446		Home phone 	
Date(s) of event October 21, 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 (2023 Gallery Opening Exhibition Receptions)

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.

Krage Preble Farm Insurance - Auto Owners 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 Area Chamber of Commerce		Date of organization 01/01/1998	Tax exempt number 2524371
Organization Address (No PO Boxes) 202 Parkway Ave S	City Lanesboro	State MN	Zip Code 55949
Name of person making application Darla Taylor		Business phone 507-467-3722	Home phone
Date(s) of event August 3-6, 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 Joe Goetzke	City Lanesboro	State MN	Zip Code 55949
Organization officer's name Alison Leathers	City Lanesboro	State MN	Zip Code 55949
Organization officer's name 	City 	State MN	Zip Code

Location where permit will be used. If an outdoor area, describe.
202 Parkway Ave S. Outdoor Beer and Brat Tent, North of Lanesboro Community Center.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
None

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Yes, MN Liquor Liability Assigned Risk \$300,000

APPROVAL

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

Lanesboro	04/03/2023
City or County approving the license	Date Approved
\$25.00	08/03/2023-08/06/2023
Fee Amount	Permit Date
Event in conjunction with a community festival <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	dtaylor@lanesboro-mn.gov
725	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

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Lanesboro Area Chamber of Commerce

Previous Gambling Permit Number: X- 35154-22-027

Minnesota Tax ID Number, if any: 2524371

Federal Employer ID Number (FEIN), if any: 41-1829430

Mailing Address: PO Box 333

City: Lanesboro State: MN Zip: 55949 County: Fillmore

Name of Chief Executive Officer (CEO): Andrej Zalasinski

Andrzej

CEO Daytime Phone: 507-467-2696

CEO Email: director@lanesboro.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): dtaylor@lanesboro-mn.gov

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐

Fraternal

☐

Religious

☐

Veterans

☒

Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒
A current calendar year Certificate of Good Standing

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐
IRS income tax exemption (501(c)) letter in your organization's name

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐
IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Lanesboro Community Center

Physical Address (do not use P.O. box): 202 Parkway Ave S Lanesboro, MN 55949

Check one:

☒

City: Lanesboro

Zip: 55949

County: Fillmore

☐

Township: _____

Zip: _____

County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Aug 6, 2023

Check each type of gambling activity that your organization will conduct:

☐

Bingo

☐

Paddlewheels

☐

Pull-Tabs

☐

Tipboards

☒

Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input checked="" type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: <u>Lanesboro</u>	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: <u>City Administrator/Clerk</u> Date: <u>04/03/23</u>	Title: _____ Date: _____
The city or county must sign before submitting application to the Gambling Control Board.	TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: March 2 2023
 (Signature must be CEO's signature; designee may not sign)

Print Name: Andrej Zalaskinski

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

**CITY OF LANESBORO
RESOLUTION NO. 2023-13**

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 Lanesboro Library:

<u>Name of Donor</u>	<u>Amount</u>
Friendship Club	\$50.00

WHEREAS, All such donations have been contributed to assist the city in the establishment and operation of recreational facilities and operational programs 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 to establish and operate the Lanesboro Library operational programs either alone or in cooperation with others, as allowed by law.
2. The Library Board is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the City Council of the City of Lanesboro on April 3, 2023.

Approved:

Jason Resseman
Mayor

Attested:

Michele Peterson
City Administrator

City of Lanesboro

Arbor Day Proclamation

WHEREAS: Arbor Day provides an opportunity to celebrate the importance of trees and forests to our economy, culture, history, and future of the state; and

WHEREAS: Trees are of great value as they provide clean air and water, shade and energy savings, wildlife habitat, recreational opportunities, wood products, and jobs, while also capturing and storing carbon from the atmosphere, thereby offsetting greenhouse gas emissions; and

WHEREAS: Properly planting and caring for a diverse mix of trees makes community forests more resilient by minimizing the impacts of diseases, insects, and other stressors such as climate change and providing long-term community and environmental benefits; and

WHEREAS: Thoughtfully choosing, planting, and caring for a diverse mix of trees now supports resilient communities into the future.

NOW, THEREFORE, I, Jason Resseman, Mayor of the City of Lanesboro, do hereby proclaim Friday, April 28, 2023, as:

ARBOR DAY

in the City of Lanesboro, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER: I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 3rd day of April in the year 2023

Jason Resseman, Mayor



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

MEMORANDUM

Date: March 27, 2023
To: Michele Peterson, City Administrator
From: Brian P. Malm, P.E., Principal Engineer
Subject: Fee Amendment – WWTF Improvements
City of Lanesboro, MN
Project No.: M24.117418

Based on current status of the project, and engineering fees expended to date, we expect to exceed the estimated engineering costs for construction services included in the City's PFA financing package for this project.

The City's PFA financing package included a total of \$650,000 in construction related engineering fees. This amount was an estimate based on the project being completed by May 2022. Based on current progress, we estimate construction will not be completed until May of 2023 (final site work, fence, and landscaping work). Through 3/17/23, we have incurred \$683,508 in construction related engineering fees¹.

Construction engineering related tasks to date have included the following:

- Project administration and client liaison
- Pre-construction and monthly progress meetings
- Shop drawing review
- Pay application review
- Labor and wage compliance and monitoring
- Daily construction observation and record keeping
- Construction staking and surveying
- Coordination of material and quality-control testing
- Preparation of O&M manual and training
- Operational training and assistance
- MPCA correspondence

To complete the project, we are requesting a fee amendment in the amount of \$100,000, bringing the total amount of construction related engineering services for this project to \$750,000. As noted above, this amount is based on the assumption that the Contractor will complete the project by the end of May 2023.

¹ The \$614,000 in construction related engineering fees referenced in the prior memo dated 2/27/23, was actually through 12/31/22, not "to date" as indicated in the memo.

Construction engineering related tasks required to complete the project include the following:

- Project administration and client liaison
- Monthly progress meetings
- Shop drawing review
- Pay application review
- Labor and wage compliance and monitoring
- Daily construction observation and record keeping
- Continued operational assistance and support
- Record drawings
- Project close-out and documentation
- MPCA correspondence and final inspection

The City's PFA financing package for the project includes contingencies in the amount of \$396,039. Based on current construction status, we do not expect construction costs to exceed the as-bid amount. Therefore, there should be adequate contingencies in the City's financing package to cover the additional engineering fees.

We request Council consideration and approval of the attached work order, authorizing an additional \$100,000 in engineering fees for construction services.

Please let me know if you have any questions or would like any additional information to support this request.



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: [507] 208-4332
Bolton-Menk.com

MEMORANDUM

Date: March 27, 2023
To: Michele Peterson, City Administrator
From: Brian P. Malm, P.E., Principal Engineer
Subject: Fee Amendment – 2022 Street & Utility Improvement Project
City of Lanesboro, MN
Project No.: OH1.123756

Based on current status of the project, and engineering fees expended to date, we expect to exceed the estimated engineering costs for construction services included in the City's PFA financing package for this project.

The City's PFA financing package included a total of \$730,000 in design and construction engineering fees, with \$299,300 set aside for construction services. This amount was an estimate based on an assumed construction period of 5 months. Based on current progress, we estimate construction will actually take a total of 8 months to complete. Through 3/17/23, we have incurred \$277,630 in construction related engineering fees.¹

Construction engineering related tasks to date have included the following:

- Project administration and client liaison
- Pre-construction and weekly progress meetings
- Shop drawing review
- Quantity calculations and documentation
- Pay application preparation
- Labor and wage compliance and monitoring
- Daily construction observation and record keeping
- Construction staking and surveying
- Coordination and completion of material and quality-assurance testing
- Regulatory agency correspondence

To complete the project, we are requesting a fee amendment in the amount of \$174,000, bringing the total amount of engineering services for this project to \$904,000. As noted above, this amount is based on the assumption that the Contractor will complete the project within an 8-month construction period.

Construction engineering related tasks required to complete the project include the following:

¹ The \$274,100 in construction related engineering fees referenced in the prior memo dated 2/27/23, was actually through 1/31/23, not "to date" as indicated in the memo.

Name: Fee Amendment – 2022 Street & Utility Improvement Project

Date: 3/27/23

Page: 2

- Project administration and client liaison
- Weekly progress meetings
- Shop drawing review
- Quantity calculations and documentation
- Pay application preparation
- Labor and wage compliance and monitoring
- Daily construction observation and record keeping
- Construction staking and surveying
- Coordination and completion of material and quality-assurance testing
- Regulatory agency correspondence
- Record drawings
- Project close-out and documentation

The City's PFA financing package includes contingencies in the amount of \$164,302, and the City's local financing for the project includes an additional contingency of \$26,294, for a total of \$190,596 in contingency funding. In addition, the construction contract includes a construction allowance amount of \$60,000 that has not been utilized yet, along with several other contingency bid items to cover unforeseen conditions. Based on current construction status, we do not expect construction costs to exceed the bid amount, leaving financing contingencies available to cover the additional engineering fees.

We request Council consideration and approval of the attached work order, authorizing an additional \$174,000 in engineering fees for construction services.

Please let me know if you have any questions or would like any additional information to support this request.

Pedestrian Bridge Summary of Findings

The Fillmore County Recorder was able to help, and shared some [survey](#) documents with our office, as well as [deed](#) information. After reviewing the documents, it did appear that we own the land and therefore the bridge. Bolton & Menk surveyors also reviewed the documents, and support that idea.

I was able to get two quotes for replacing the bridge structure itself. The first came in at \$61,000 or [\\$75,000](#), while the second came in at [\\$83,700](#). This would not include any ground work, or footings necessary to install the bridge.

[Bolton & Menk structural engineering team](#) shared concern that the current railings would not meet modern standards. As well to address the safety concerns, consideration would need to be given to the foundation/abutment issues. A site visit and recommendation memo could be provided at an estimated cost of \$4k - \$5k. This would provide estimates for repair of the foundation and abutment concerns, as well as railings and overall structure.



Investment Opportunities Summary

Funds from the previous Ambulance fund are currently earning 1.2% APY (this is due to the total account balance for the City), and are estimated at \$170,000 (final figure will be verified with the completion of the 2022 audit). The following are potential investment opportunities (Interest rates are estimated with current rates, and are subject to change):

Product	Investment	APY	Term	Yield (Estimated)	Details
ICS Sweep Account (current)	\$170,000	1.00%	Ongoing	\$1,707.81 per year	Flexible, no penalty for withdrawal, APY depends on balance.
ICS Money Market	\$170,000	1.5%	Ongoing	\$2,567.60 per year	Flexible, no penalty for withdrawal, APY depends on balance.
CD	\$170,000	4.15%	22 months	\$8,389 total, \$7,190.75 per year.	Penalty for early withdrawal
CD	\$170,000	3.75%	12 months	\$6,375 per year.	Penalty for early withdrawal
CD	\$170,000	3.75%	24 months	\$6,375 per year, \$12,989 for 24 months	Penalty for early withdrawal
4M Fund	\$170,000	4.67%	Ongoing	\$7,939 per year	Flexible, no penalty for withdrawal.

Should the funds be retained by Lanesboro for any period of time, I would suggest that we approve the following resolution to authorize membership in the 4M fund. There are many cities that participate in this opportunity, with good results. Other cities noted that CD purchases have also been utilized. My concern with a CD is the required time for investment, as well as possible penalties if withdrawal is needed.

I would recommend the Council members be prepared to offer their thoughts on how the funds would be best utilized to benefit our community. Once that has been determined, a resolution noting this commitment of the funds would be recommended.



4M Fund

MINNESOTA MUNICIPAL MONEY MARKET FUND

SAFETY. SERVICE. PERFORMANCE.

Search



Funds

4M Liquid Asset Fund

4M PLUS Fund

4M LTD Fund

Term Series Fund

Online Access Information

4M Fund Forms

Contact Us

Sponsored and governed by the [League of Minnesota Cities](#), the **4M Fund** is a cash management and investment program for Minnesota public funds.

Managed in accordance with Minnesota statutes and customized specifically for public entities, the 4M Fund provides safety, daily liquidity, and highly competitive yields, as well as:

- Customized investment accounting
- Web transactions and online reporting
- Checking options available for most participants
- Wide range of options from daily cash management to long-term investments
- Direct deposit of all state aids
- Dedicated customer service team

4M Fund Investment Options

4M Liquid Asset Fund, an overnight money market option providing access to reduced cost banking services.

4M PLUS Fund, a slightly longer-term money market option with an enhanced yield.

4M Limited Term Duration (4M LTD) Fund, seeks to provide excess income over money market and deposit products while maintaining limited price volatility.

Term series investment pools, a short-term investment option that seeks higher yields and provides a fixed rate and a specific date to meet investment needs.

Additional Complementary Investment Services

Participants in the 4M Fund also have access to [additional investment services](#) designed to complement the investment options available through the 4M Fund.

To find out more about the above additional services, contact:

PMA Financial Network, LLC: Kent Johnson at (763) 497-1490 or (800) 783-4273, ext. 1300, or kjohnson@pmanetwork.com.
[PMA Financial Network, LLC qualifies as a municipal advisor and can invest bond proceeds.]

RBC Capital Markets, LLC: John Styrbicki or Michael Meyer at (612) 371-7845 or (800) 388-7125, or john.styrbicki@rbc.com or michael.a.meyer@rbc.com.
[RBC Capital Markets, LLC is also qualified to invest bond proceeds and is a Primary Dealer of the U.S. Federal Reserve.]

Online Account Access

[4M Fund Online Access - GPS](#)

News

[PMA Monthly Market Update - March 2023](#)

Fund Performance

7-Day Average Rate as of 3/23/2023

Fund	Rate
4M Liquid Fund	4.670%
4M Plus Fund	4.669%
4M LTD Fund Net Yield	3.110%

The 7-Day Average Rate refers to income generated over the previous seven day period; the income is then annualized.

Rates

CD Rates as of 03/22/2023

Term	Rate
3 months	5%
6 months	5%
1 year	5.0%
2 years	5.00%
3 years	5.10%
5 years	5.5%

Agency Rates as of 03/22/2023

Term	Rate
2 years	6%
3 years	6%
5 years	6%

The 4M Liquid Asset Fund and 4M PLUS Fund (the "Funds"), as well as the Term Series Fund (Term Series), seek to maintain a net asset value of \$1.00 per share. However, an investment in either Fund is neither insured nor guaranteed by the U.S. government and there is no assurance that the Funds will be able to maintain a stable net asset value of \$1.00 per share. The 4M Limited Term Duration Fund (LTD Fund) seeks to provide current income while maintaining limited price volatility.

The LTD Fund has a floating net asset value, and the net asset value of a Participant's investment could decline below the amount originally invested by the Participant. You should consider the applicable Fund's investment objectives, risks, charges and expenses detailed in the Information Statement before you invest.

Lanesboro City Council

Resolution 2023-18

Authorizing Membership in the 4M Fund

WHEREAS, Minnesota Statutes (the Joint Powers Act) provides that governmental units may jointly exercise any power common to the contracting parties; and

WHEREAS, the Minnesota Municipal Money Market Fund (the 4M Fund) was formed in 1987, pursuant to the Joint Powers Act and in accordance with Minnesota Investment Statutes, by the adoption of a joint powers agreement in the form of a Declaration of Trust; and

WHEREAS, the Declaration of Trust, which has been presented to this Council, authorizes municipalities of the State of Minnesota to become Participants of the Fund and make use from time to time including the 4M Liquid Asset Fund, the 4M Plus Fund, the 4M Limited Term Duration (LTD) Fund, the Term Series, the Fixed Rate Programs, and other Fund services offered by the Fund; and

WHEREAS, this Council deems it to be in the best interest for the municipality to make use of, from time to time, the approved services provided by the 4M Fund's service providers including the Investment Advisor (PMA Asset Management, LLC), the Administrator (PMA Financial Network, LLC) the Distributor (PMA Securities, LLC) or the Fixed Rate Program Providers, PMA Financial Network, LLC and PMA Securities, LLC and the Custodian, U.S. Bank National Association, ("Service Providers") and/or their successors.

WHEREAS, this Council deems it advisable for this municipality to enter into the Declaration of Trust and become a Participant of the Fund for the purpose of joint investment with other municipalities so as to enhance the investment earnings accruing to each; now, therefore BE IT RESOLVED AS FOLLOWS:

Section 1. This municipality shall become (or renew its membership as) a Participant of the Fund and adopt and enter into the Declaration of Trust, a copy of which shall be filed in the minutes of this meeting. The appropriate officials are hereby authorized to execute those documents necessary to effectuate entry into the Declaration of Trust and the participation of all Fund programs.

Section 2. This municipality is authorized to invest monies from time to time and to withdraw such monies from time to time in accordance with the provisions of the Declaration of Trust. The following officers of the municipality or their successors are designated as "Authorized Officials" with authority to effectuate investments and withdrawals in accordance with the Declaration of Trust:

Print Name/Title Signature

Print Name/Title Signature

Print Name/Title Signature

(Additional names may be added on a separate list. The treasurer shall advise the Fund of any changes in Authorized Officials in accordance with Fund procedures.)

Section 3. The Trustees of the Fund are designated as having official custody of those monies invested in accordance with the Declaration of Trust.

Section 4. That the municipality may open depository and other accounts, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral

Dear City Council Members,

I am writing you as the Chair of Lanesboro Public Utilities (LPU). LPU is replacing electrical meters in the City of Lanesboro. The capital fund to do so is approximately \$30,000 short of the estimated cost. LPU is requesting the city council assist with funding and cover the shortfall.

The Lanesboro electric users have been helping the city cover bond costs on the Zenith Street project. In 2023, the users are covering \$70,000 of the existing bond.

With additional capital funds needed for expansion of the electrical system, LPU board members would like to see this number reduced in 2024. Any reductions in payments would be placed in a capital fund.

With \$170,000 in the ambulance capital fund, LPU members hope the city council would consider our requests.

I will be at the next city council meeting to update the council and answer any questions.

Sincerely,

Jon Pieper

Chair LPU

**City of Lanesboro
RESOLUTION 2023-12**

**RESOLUTION MODIFYING ECONOMIC DEVELOPMENT
AUTHORITY ENABLING RESOLUTION**

WHEREAS, the City of Lanesboro enacted an Economic Development Authority Ordinance and Enabling Resolution effective February 24, 1992;

WHEREAS, pursuant to Minn. Stat. 469.090 et. seq., the City of Lanesboro desires to amend their Economic Development Authority Commission from a three (3) member board to a five (5) member board;

WHEREAS, pursuant to Minn. Stat. 469.090 et. seq., the City of Lanesboro held a public hearing on the proposed modification on April 03, 2023 at 6:00 p.m., at the Lanesboro Community Center;

WHEREAS, pursuant to Minn. Stat. 469.090 et. seq., the City of Lanesboro published in the Fillmore County Journal, once a week, for two consecutive weeks, and not more than 30 days prior to the public hearing, the Notice of the time and place of hearing, a statement of the purpose of the hearing, and a summary of the resolution;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Lanesboro, that the Economic Development Authority Committee is hereby amended from three (3) members to five (5) members.

Adopted this 3 day of April, 2023

Jason Resseman
Mayor

ATTEST: _____
Michele Peterson
City Administrator

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.

Lanesboro City Council

**Resolution 2023-14
Appointing Members
Of the
Economic Development Authority**

WHEREAS, the City of Lanesboro's City Council does appoint members to the Economic Development Authority;

AND WHEREAS, there are two current openings to be filled on the Economic Development Authority;

AND WHEREAS,
has expressed interest in serving on the Economic Development Authority;

NOW, THEREFORE BE IT RESOLVED that the City Council does appoint
to a six-year term commencing April 3, 2023 going
through December 31, 2028.

Adopted by the council this 3rd day of April 2023.

Jason Resseman
Mayor

Attest: _____
Michele Peterson, MCMC
City Administrator/Clerk

What committee are you interested in being a member of?

Economic Development Authority (EDA)

Why do you feel that you would be a valuable committee member for the committee you have selected?

As a new business owner in Lanesboro, I would like to see our city flourish so that my business can have the opportunity to grow. I have a responsibility to myself, my family, my employees, and the community I work within to drive new business and opportunities to Hero Insurance and Planning and the business surrounding me. My background and my business requires a vast amount of analysis, financial planning, developing solutions that do not exist. I do this working in partnership with the IRS, the governmental agencies, and insurance and financial companies/industries. For this reason, I felt the Economic Development Authority committee would be the committee where I would be able to bring my strengths to bear. The EDA was established in 1992, and has focus and responsibilities to:

- *To confer with and advise the City Council and Planning Commission on all matters concerning the industrial and commercial development of the City.*
- *To publicize, with the consent of the Council, the industrial and commercial advantages, and opportunities of the City.*
- *To collect data and information as to the type of industries and commerce best suited for the City.*
- *To periodically survey the overall condition of the City from the standpoint of determining whether the City is a healthy environment for industry and to determine the general receptiveness of the city, or any portion thereof, to a particular type of industry.*
- *To publicize information as to the general advantages of industrial and commercial development in the community.*
- *To cooperate with all industries and businesses in the City and in the solution of any City related problems which they may have, and to encourage the expansion, development and management of such industries and business so as to promote the general welfare of the City.*
- *To coordinate city-wide in the undertaking of necessary surveys and studies in the furtherance of commercial and industrial development.*
- *To aid the City Council and Planning Commission in the proper zoning and orderly development of areas suitable for industrial and commercial development.*

While there are more criteria, I believe the above represents a fun challenge and one I would feel I could bring my knowledge and experience and feel confident/comfortable taking on the challenge.

How would your background, or Knowledge positively reflect on the committee?

Education:

- **Northwestern University,**
 - BS - Applied Mathematics
 - Master's - Actuary Science
- **St. Mary's University of Minnesota:**
 - Masters - Project Management
- **Licenses:**
 - Life & Health Insurance License
 - Series 7 Securities License (FINRA)
 - Series 63 (Uniform Securities State Laws)
- **In addition, I hold many professional designations:**
 - CSA, LTCP, CLTC, ChFC, CLU, CAI, etc.

Current Board of Directors member of:

- MNSure (State of MN Insurance)
- M Financial (Investment and Actuarial Services)
- Lion Street (Property Purchase and development)
- The Rock Church (New property search team)

Experience:

- Lead search team for a new church location, negotiate building pricing, arrange financing, develop facility to meet the needs of the church and the surrounding community, etc.
- Purchased a 65,000 sq ft. building in Eden Prairie in 2021, redeveloped building, currently renting over 80% of the building.
- Raised 10 million dollars for the U of M diabetes institute.
- Raised \$25 million dollars for SynerFuse through private funds (No VC or Equity Partners) – developed a spinal stimulator device (Medical Device). Currently have 6 successful surgical implementations. Raising another \$16m currently, and management the investment side.
- *More examples available upon request*

My experience is in raising and obtaining capital, and business development for myself, my clients, and charitable organizations will be an invaluable asset to the City of Lanesboro and the EDA committee.

My education and licensing reflects my unique ability to analyze financial matters of investments, feasibility, statistics, and probability.

What are your strengths and weakness and how do you feel the will reflect on the issues for which the committee will deal with?

Strengths:

I believe my strengths lie in my education, experience, entrepreneurship, ability to analyze financial endeavors, care for the surrounding communities I work within.

Weaknesses:

I am not a people pleaser, I am direct.

Please share any thoughts or ideas that you have for the committee you are applying for?

- I am very interest in exploring the feasibility of doing an investment cooperative / coop fund here in Lanesboro.
- Exploring Venture Capital dollars into the city to build businesses, housing, employment opportunities.
- Year-round viability for businesses in Lanesboro
- Infrastructure projects that improve the city and protect and respect the heritage of the city.

Most terms on committees are for 2-years, would you be able to fulfill your full-term and consistently attend meetings for your committee?

I am 100% in control over my schedule. Once I make a commitment, I follow-through. If selected for the board, I will be present for all monthly meeting and important events unless I am medically unable to attend, or an emergency prevents my attendance.

Thanks for your consideration!

Michael Boho

City of Lanesboro
RESOLUTION 2023-15
RESOLUTION REMOVING VOLUNTEER FIREFIGHTER FROM
LANESBORO FIRE DEPARTMENT AFTER TEMPORARY LEAVE OF
ABSENCE

WHEREAS, the City of Lanesboro operates a municipal fire department subject to City authority;

WHEREAS, the Lanesboro Fire Department By-Laws allow fire department members to take up to a two-year leave of absence upon application and acceptance by the majority of fire department members present at a regular meeting;

WHEREAS, Volunteer Fire Department member Ryan Peterson requested a two-year leave of absence from the Lanesboro Fire Department on March 8, 2021, which was granted;

WHEREAS, Volunteer Fire Department member Ryan Peterson's two-year leave of absence expires on March 31, 2023;

WHEREAS, Volunteer Fire Department member Ryan Peterson has not requested reinstatement from his leave of absence;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Lanesboro, Minnesota, that Volunteer Fire Department Member Ryan Peterson is hereby removed from the Lanesboro Fire Department following his two-year leave of absence.

Adopted this 3 day of April, 2023

Jason Resseman
Mayor

ATTEST: _____
Michele Peterson
City Administrator

City of Lanesboro
RESOLUTION 2023-17
RESOLUTION REMOVING VOLUNTEER FIREFIGHTER FROM
LANESBORO FIRE DEPARTMENT AFTER TEMPORARY LEAVE OF
ABSENCE

WHEREAS, the City of Lanesboro operates a municipal fire department subject to City authority;

WHEREAS, the Lanesboro Fire Department By-Laws allow fire department members to take up to a two-year leave of absence upon application and acceptance by the majority of fire department members present at a regular meeting;

WHEREAS, Volunteer Fire Department member Creighton Horihan requested a two-year leave of absence from the Lanesboro Fire Department on February 1, 2020, which was granted;

WHEREAS, Volunteer Fire Department member Creighton Horihan's two-year leave of absence expired on February 28, 2022;

WHEREAS, Volunteer Fire Department member Ryan Peterson has not requested reinstatement from his leave of absence;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Lanesboro, Minnesota, that Volunteer Fire Department Member Creighton Horihan is hereby removed from the Lanesboro Fire Department following his two-year leave of absence.

Adopted this 3 day of April, 2023

Jason Resseman
Mayor

ATTEST: _____
Michele Peterson
City Administrator

**City of Lanesboro
RESOLUTION 2023-16**

**RESOLUTION APPROVING VOLUNTEER FIREFIGHTER'S
REQUEST FOR LEAVE OF ABSENCE**

WHEREAS, the City of Lanesboro operates a municipal fire department subject to City authority;

WHEREAS, the Lanesboro Fire Department By-Laws allow fire department members to request up to a two-year leave of absence upon application and acceptance by the majority of fire department members present at a regular meeting;

WHEREAS, Volunteer Fire Department member Jason Harvey has requested a leave of absence from the Lanesboro Fire Department;

WHEREAS, the Lanesboro Fire Department has accepted Jason Harvey's request for a leave of absence, which was approved by a majority of fire department members present at a regular fire department meeting held on March 13, 2023;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Lanesboro, Minnesota, that Jason Harvey's request for a leave of absence from the Lanesboro Fire Department is GRANTED.

Adopted this 3 day of April, 2023

Jason Resseman
Mayor

ATTEST: _____
Michele Peterson
City Administrator

CITY OF LANESBORO

Application # _____
Tax ID number # _____
FEE: _____

REQUEST FOR ZONING AMENDMENT

Applicant(s): City of Lanesboro Date: 2/15/2023
Applicant(s) Address: 202 Parkway Ave S.
City, State, Zip: Lanesboro, MN 55949 Phone: 507-467-3722
Legal Description of property: (if applicable) Parcel - 190129020
Property address if different from applicant(s): (if applicable) 101 Root River Drive

Please note the type of Amendment you are requesting:

- ☒ X Zoning District boundary amendment (indicate on zoning map) -City to Industrial
☐ _____ Zoning District Regulation amendment (note section #'s below)
☐ _____ Zoning Ordinance Provision amendment (note section #'s below)
☐ _____ Comprehensive or Land Use Plan amendment. (note section #'s below)

Briefly describe the requested amendment and the expected effect of the proposal: (include copy of map or indicate ordinance section #'s if applicable)

I/We hereby certify that I/we am/are the owner or authorized agent of the aforementioned property.*

Date: 2/15/2023

[Signature]
(Signature of Applicant(s))

**Authorized agent may be the City of Lanesboro or a person with a contingency on a purchase agreement for said property. Zoning amendment, if approved, will take effect after purchase of property is final.*

FILING REQUIREMENTS:

1. Completed application form indicating location of the property, and a narrative statement explaining the nature of and reason for the request. Application must be signed by the applicant and the property owner.

2. General development plan showing the potential development of the property indicating proposed streets, buildings and landscaping.

3. Fee of \$ N/A.

ALL MATERIALS MUST BE SUBMITTED INCLUDING AN 8 1/2 X 11 OR AN 11 X 17 FORMAT SUITABLE FOR PHOTOCOPYING OR AS AN ELECTRONIC FILE.

PROCEDURE:

1. By Applicant:
 - Submit all filing requirements to the Planning Department at least 30 calendar days prior to an

available Planning Commission meeting date for a thorough site evaluation.

- Attend all Planning Commission and City Council meetings at which the application is scheduled for action.

2. By City Staff:

- Conduct a thorough site evaluation and review.
- Schedule public hearing before the Planning Commission. Mail notice of public hearing to property owners within 350 foot radius of applicant's property.
- Place application on an available City Council agenda. Notify applicant of meeting date.

- Inform applicant of City Council action. If request is granted, provide applicant with a copy of the resolution and ordinance stating the conditions upon which approval is granted. If denied, provide applicant an explanation of the basis for denial.


- **Purpose for Fees :** The application fees are used for staff time for case review and preparation of documents and for postage to mail the required notices to required properties. These fees do not include recording fees or publication fees.

Acknowledgment and Signature:

The undersigned applicant hereby represents upon all of the penalties of the law, for the purpose of inducing the City of City of Lanesboro to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinance of the City of City of Lanesboro, and the laws of the State of Minnesota, and that the undersigned applicant will pay all fees and charges incurred by the City for the examination and review of this application

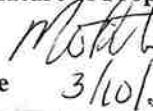
Signature of Applicant(s)

Date

 3/10/2023

Signature of Property Owner

Date

 3/10/2023

An application shall only be considered complete if it includes all necessary information regarding the Applicant's request, application fee, an escrow payment, and an executed agreement to pay city professional fees.

For Office Use Only:

Approval ☒ Denial _____ recommended by the Planning Commission on 3/15/23 (date) by

(Chair, Planning Commission) _____.

Approval _____ Denial _____ by the City Council on 4/3/23 (Date) by

(Mayor) _____.

Complete Application accepted on : _____ (date).

CITY OF LANESBORO
FINDINGS OF FACT ON APPLICATION FOR LAND USE VARIANCE

Application by: City of Lanesboro

Public Hearing date: March 15, 2023

Findings of Fact on the following considerations under. "*Practical difficulties*,"

1. Does the property owner **propose to use the property in a reasonable manner** not permitted by an official control?

Yes/No. Discuss: The intended use of the property is in line with the regulations within the industrial district. Due to the fact the property was previously owned by the City of Lanesboro, it was not included in the original Zoning District map approved by the City Council.

2. Is the plight of the landowner **due to circumstances unique to the property** not created by the landowner?


Yes/No. Discuss: The property was previously owned by the City of Lanesboro, and therefore was not included in the Zoning District map approved by the Lanesboro City Council. Additionally when reviewing the Future Land Use Map within the City's adopted Comprehensive Plan of 2020, this area is shown to be zoned industrial.

3. Will the variance, if granted, alter the **essential character** of the locality?

Yes/No. Discuss: The zoning amendment if granted would be in agreement with the 2020 Comprehensive Plan for future land use of the area. Additionally, the property directly to the west is currently zoned industrial, as well as the property to the northwest of parcel 190129020. The parcel does not border any other district than Industrial, therefore the essential character of the locality would not be altered.

The above is an accurate reflection and summary of the official findings contained in the record of the Planning & Zoning Commission created on March 15, 2023

Dated: 03/15/2023



Michele Peterson, City Administrator/ City Clerk

CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION



Purpose: This policy is intended to assist the City Council in making sound street and parking closure decisions, while maintaining the best interest of all residents and businesses of the city, with the least disruption to the community as a whole.

Street/Parking Closure permits from the City of Lanesboro will be reviewed by the Public Works Supervisor, please advise as to the type of safety warning and barrier devices that will be needed for your project.

The Event/Street Closure permit application is attached on the following pages. Please read the instructions completely and include the required diagram in your application. Please complete **ALL** items below. Incomplete applications **WILL NOT** be processed.

You can submit your Event/Street Closure permit application by the following:

Email: mpeterson@lanesboro-mn.gov

Mail: PO Box 333, Lanesboro, MN 55949

Drop off: City Office, 202 Parkway Avenue South, Lanesboro, MN 55949

Applicant Fees: \$100 per barricade and \$20 per cone damage deposit;

The Damage Deposit is refundable if the area used is left clean and in good condition and there is no damage to a barricade or cone. No staking of tents or other holes in the Streets or Right of Ways (ROW - area adjacent to a street including sidewalks. A \$500.00 per hole fine will be imposed if found. *Please make checks payable to The City of Lanesboro.

No disruption to City Streets or Sidewalks by Tent Stakes, signage, etc.

The applicant agrees to comply with all of the terms and conditions and stipulations of this permit, all ordinances of the city and statutes of the state and all other applicable laws and understands that failure to comply will result in immediate revocation of this permit. If the applicant does not adhere within the constraints of the conditions set forth on their approved Street/Parking Closure or failure to clean up from the event; applicant will be found in violation of the policy and this may result in denial of future permits for a period of one year from date of violation.

Indemnification.

The City shall not be liable to Applicant, its agents, servants, guests, employees, or invitees for any damage to person or property caused by any act, omission, or neglect (including the service and consumption of alcohol) of Applicant, its agents, servants, guests, employees, or invitees. Without limiting or being limited by any other indemnity in this Agreement, but rather in confirmation and furtherance thereof, Applicant agrees to indemnify, defend, and hold City harmless of, from, and against any and all losses, damages, liabilities, claims, actions, causes of action, demands, liens, costs, or expenses (including, but not limited to, court costs, reasonable attorney's fees, and litigation expenses) in connection with any injury to or death of any person or damage to or theft, loss, or loss of the use of any property occurring on or about the Permit Area arising from Applicant's

occupancy or use of the Permit Area, or from any activity, work, or thing done, permitted or suffered by Applicant, in or about the Permit Area, or from any breach or default on the part of Applicant in the performance of any covenant, or agreement on the part of Applicant to be performed pursuant to the terms of this Agreement, or due to any other act of omission or willful misconduct of Applicant or any of its agents, servants, guests, employees or invitees. It is further explicitly understood by Applicant that Applicant accepts sole responsibility for its actions, and the actions of their agents, servants, guests, employees or invitees, regarding the service or consumption of alcohol on or within the Permit Area. This indemnification provision is a material term of this Permit Application and Agreement.

Waiver and Assumption of Risk.

The Applicant knows, understands, and acknowledges the risks and hazards associated with using the Permit Area and hereby assumes any and all risks and hazards associated therewith. Applicant hereby irrevocably waives any and all claims against the City or any of its officials, employees, or agents for any bodily injury (including death), loss or property damage incurred by the Applicant as a result of using the Permit Area, and hereby irrevocably releases and discharges the City and any of its officials, employees or agents from any and all claims of liability. This Waiver and Assumption of Risk provision is a material term of this Permit Application and Agreement.

Applications must be submitted 60 days prior to the event date. Applications will be authorized on a first come basis. If the requested event coincides with an approved or established event within the city, the application will be denied, you may be able to work within the scope of the existing event if the chair of the event deems your activity appropriate.

No Assignment.

This Agreement shall not be assigned by Applicant unless agreed to in a separate signed writing by City.

Amendments.

Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION



CITY OF LANESBORO APPLICATION FOR EVENT/PERMIT TO CLOSE STREET

The following application is submitted to the City of Lanesboro as a request to hold an event and/or for a street closing on a public right-of-way.

Applicant Information:

Applicant/Organization _____

Applicants Address _____

Applicant Email: _____

Provide two contact numbers for individuals that can be reached during the event:

Contact Person _____ Contact Phone _____

Contact Person _____ Contact Phone _____

DESCRIPTION OF PURPOSE/EVENT

*Please attach a sketch of the proposed layout and traffic control for the event to this application.

Please provide name and a signature from the property owners within the proposed area to be closed noting they are in agreement with the closure. Please include additional information if necessary on a separate document:

Name	Address	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION



LOCATION _____

BETWEEN _____ &/TO _____
CROSS STREET CROSS STREET

DATE _____ TIME _____
START DATE START TIME

DATE _____ TIME _____
END DATE END TIME

*This will generally be referred to as the "Permit Area."

A certificate of General Liability Insurance in the amount of \$1,000,000 naming the City as an additional insured for the event must be provided to the City Office. The policy should provide that it cannot be canceled upon ten (10) days written notice filed with the City Office. Insurance may be available through the League of Minnesota Cities GatherGuard program. <https://www.lmc.org/insurance-trust/coverages/gatherguard/>

Applicant Signature

Date

To request use of City-owned barricades and or cones, please complete the following, you will be responsible for setting up and moving the barricades and cones for the event.

of Cones needed: _____

of Barricades needed: _____

Pick up Date: _____ Pick up Time: _____

Return Date: _____ Return Time: _____

CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION



CITY OF LANESBORO - OFFICE USE ONLY

Date Deposit Paid: _____

Special Conditions:

Detour and Barricade signage conditions:

Date Issued: _____ Permit Expires: _____

Authorized By: _____

Minnesota Basic Code of Ordinances

Renewal: 2023 Edition

The 2023 Edition of the Minnesota Basic Code of Ordinances (MBC) is ready for adoption. This is the first update of the code in four years. **As a current subscriber of the MBC, this is the official invoice for the renewal for your city.** Please complete and return with payment in order to receive the updated version. Electronic version of the MBC are only available in conjunction with purchase of the printed version. *(If not renewing, please let us know by emailing rbollhauer@amlegal.com)*

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MS Word and PDF files on USB (optional)	\$ 35		\$
MBC hosted Online with link to city website (optional)	\$200/yr		\$
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