

Approved 04/03/2023

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 Albrecht-Benson 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

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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