

**Lanesboro City Council  
Regular Meeting Agenda  
Tuesday, May 2, 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

**Call the Regular Meeting to Order: (5 Min)**

- A. Agenda: Additions or Corrections
- B. Public Comments
- C. Approval of minutes:
  - 1. Minutes of the Regular Meeting, April 3, 2023
  - 2. Minutes of the Local Board of Appeal and Equalization, April 12, 2023
- D. Consent Agenda:
  - 1. Accounts Payable
  - 2. Ordinance 30.111 City Fee Schedule
  - 3. Summary of Ordinance 31.60 Establishment of Economic Development Authority
  - 4. Resolution 2023-19 Appointing of Volunteer Fire
  - 5. Agreements of Assessment and Waiver if Irregularity and Appeal
  - 6. Bicycling Across Minnesota Special Event (BAM)

**2022 Audit Review - City of Lanesboro and Lanesboro Public Utilities**

**Project Reports: (9 Min)**

- A. Wastewater Treatment Facility, Pay Request #28
- B. 2022 Street and Utility Improvements, Pay Request #6
- C. 2026 Hwy 250: Letter of Intent

**Department Reports: (9 min)**

- A. P&Z
- B. HPC
- C. Library

**Continued Business: (10 Min)**

- A. Walking Bridge Structural Evaluation

**New Business: (10 Min)**

- A. Park Seasonal Employment
- B. 2024 Budget Planning Process
- C. 2023 Rural Taxing District Update and Review, Ordinance 35.02
- D. Draft Review of Ordinance 150.06 Historic Preservation

**Miscellaneous**

**Next Meeting: Monday, June 5, 2023 at 6:00 p.m.**

**Adjourn Regular Meeting**

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# Request for City Council Action

Agenda Date: May 2, 2023 Prepared By: Michele Peterson

## Approval of the Minutes

Documentation (Y/N)

- 1 Minutes of the April 3, 2023 Regular Meeting  
Action: Approve the Minutes as presented
- 2 Minutes of the April 12, 2023 Local Board of Appeal and Equalization  
Action: Approve the Minutes as presented

Y

Y

## Consent Agenda

Documentation (Y/N)

Y, A/P List

- 1 Accounts Payable  
Action: Approve the Accounts Payable for May 5, 2023
- 2 Ordinance 30.111 City Fee Schedule  
Action: Approve the Ordinance as presented
- 3 Summary of Ordinance 31.60 Establishment of Economic Development Authority  
Action: Approve the summary as presented
- 4 Resolution 2023-19 Appointing Volunteer Fire  
Action: Approve the resolution as presented
- 5 Agreements of Assessment and Waiver if Irregularity and Appeal  
Action: Approve the agreements as presented, these cost estimates were reflected in Change Order #2 for the Street and Utility project approved March 2, 2023.
- 6 Bicycling Across Minnesota Special Event (BAM)  
Action: Approve the special event as recommended by the Park Board.

Y

Y

Y

Y

Y

## 2022 Audit Review

- 1 Smith Schafer presents a review of the 2022 Financials for the City and Public Utilities  
Action: Accept the report as presented

N

## Project Reports

- A Wastewater Treatment Facility, Pay Request #28  
Action: Approve the Pay Request as recommended
- B 2022 Street and Utility Improvements, Pay Request #6  
Action: Approve the Pay Request as recommended
- C 2026 Hwy 250, Letter of Intent  
Action: Approve the Letter of Intent as presented

Y

Y

Y

Department Reports
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A P&Z

Action: No action, department update only

B HPC

Action: No action, department update only

C Library

Action: No action, department update only

Continued Business
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A Walking Bridge Structural Review Report

Y

Action: Review findings and options in the report prepared by Bolton & Menk

New Business
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A Park Seasonal Employment

N

Action: Approve recommendation for seasonal employment from the Park Board

B 2024 Budget Planning Process

N

Action: Consider plan to have a budget workshop before the July (or June if preferred) meeting to review capital improvement priorities, as well as review expenses and revenue for 2023 in preparation for the initial 2024 budget discussion in August.

C 2023 Rural Taxing District Update and Review. Ordinance 35.02

Y

Action: Review the draft ordinance, with an update to the percentage for the rural district. Ordinance will be posted, with a Public Hearing and vote at the June meeting. Detail on how percentage determined. Authority background information.

D Draft Review of Ordinance 150.06 Historic Preservation

Y

Action: Review the amended ordinance, call for a hearing for the June meeting, with a vote to be completed thereafter.

**Lanesboro City Council**

**Regular Meeting**

**Monday, April 3, 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, Alison Leathers, Michael Boho, Darla Taylor, Jonathon Lavine, Kristi Ruen, Lindsey Ruen, Caden Johnson, Michael Rein, Stacey Schultz, Melissa VanderPlas, Andrzej Zalasinski, Scott Taylor, Karen Heimdahl, and Sandy Danielson

**Public Hearing for consideration of amendments to the Lanesboro Economic Development Authority:**

Mayor Resseman opened the hearing to consider amending the board from a three member board to a five member board. No comments were shared. Mayor Resseman closed the hearing at 6:02 p.m.

**Regular Meeting:**

Mayor Resseman called the Regular Meeting to order at 6:02 p.m.

- A. Agenda:** Member Walbridge motioned to approve the agenda with the following additions: Hwy 250 to Project Reports and July meeting schedule to Miscellaneous. Member Bakke seconded the motion. Motion carried, with all in favor.
- B. Public Comments:** No comments were shared.
- C. Approval of Minutes:**
  - ❖ Minutes of the Regular Meeting, March 6, 2023: Member Goetzke motioned to approve the minutes with an amendment to the motion and second for the approval of the minutes from February 6, 2023. Member Albrecht-Benson seconded the motion. Motion carried, with all in favor.
- D. Consent Agenda:**
  - 1. Accounts Payable
  - 2. Lanesboro Arts Temporary Liquor License: 04/15/23, 07/15/23, 08/19/23, 10/21/23
  - 3. Lanesboro Area Chamber of Commerce Temporary Liquor License - Buffalo Bill Days: August 3-6 2023
  - 4. Lanesboro Area Chamber of Commerce Lawful Gambling - Buffalo Bill Days
  - 5. Resolution 2023-13 Accepting Donations

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

- E. Agenda Request - Lanesboro FFA:** Lyndsey Ruen, Caden Johnson, and Michael Rein requested permission to have “Proud FFA Community” signs installed on the entrance signs into Lanesboro on Hwy 16. Ideally there would also be signs posted on County Road 8, and Hwy 250, additional consideration will be given to see if there is a way to post in these locations as well. Mayor

Resseman motioned to approve the request. Member Bakke seconded the motion. Motion carried with all in favor.

**F. Arbor Day Proclamation - Mayor Resseman:** Mayor Resseman read the proclamation aloud.

**G. Project Reports:**

**a. Wastewater Treatment Facility**

- **Fee Amendment:** Malm presented a memo and table reviewing a request for an increase in construction related engineering in the amount of \$100,000. Members discussed contract enforcement in the future, lowest bidding law requirements, and best value bidding requirements. Member Albrecht-Benson moved to approve the increase as requested. Member Bakke seconded the motion. Motion carried with all in favor.

**b. Street and Utility Improvements 2022:**

- **Fee Amendment:** Malm reviewed the memo and table presented sharing the request to increase the construction related engineering fees by \$175,000. Discussion continued regarding the timing of the project as well as supply chain issues. It was noted that any change to the scope of work would be completed through change orders. Member Goetzke motioned to approve the increase as requested. Member Bakke seconded the motion. Motion carried with all in favor.

**c. Hwy 250 Reconstruction 2026:** Council members discussed two opportunities for moving forward, a partnership agreement or a cooperative agreement with MNDOT. Member Goetzke motioned to move forward with a partnership agreement. Member Albrecht-Benson seconded the motion. A letter of intent will be included in the May packet for approval, with the partnership agreement coming before the Council in June. Motion carried with all in favor.

**H. Department Reports**

**a. Park:** Member Walbridge provided the update for the department, the following items were discussed at the March 28 meeting:

- **Job Description and Title:** The Park Board recommended a job title change from Maintenance worker to Park and Facility Manager, as well as an amended job description for Mark Lawstuen. Member Walbridge motioned to approve the recommendation from the Park Board. Member Goetzke seconded the motion. Motion carried with all in favor.
- **Defibrillator:** The Park Board is searching for funding mechanisms to purchase a second defibrillator for the Library entrance so that it can be utilized in the Park if necessary.
- **Holiday Light Display:** The board is discussing the opportunity to have a light display during the holiday season this year.
- **Fee Schedule:** The board recommended increases to the rental rates for the community center as well as camping rates. The ordinance will be posted, and brought back to the Council at the May meeting.
- **Tennis Courts:** The board approved Bolton & Menk completing a site investigation to determine what type of a new facility could be put in this location, as well as how it could be built.
- **AirStream Rally:** This event will be happening May 11-14, Sylvan campground and a portion of Riverview Campground has been reserved for the campers.
- **Bicycling Across Minnesota:** This event will be coming to Lanesboro on August 16, 2023.

- b. **Chamber of Commerce:** Chamber Director Zalasinski introduced Scott Taylor, a member of the Finance Committee for the Chamber. Taylor reviewed the report included in the packet showing total revenue and expenses for 2022. Discussion was had as to how an internal audit can be conducted, it was noted that currently the Deputy Clerk reviews all submissions and notifies the Chamber if any properties are delinquent. In addition the details of the submissions can not be shared outside of Administration, only summary information can be provided to the Chamber for review.
- c. **Chill-Inn Lanesboro:** Alison Leathers shared she currently serves as the chairperson for the Business Promotion Group in Lanesboro, as well as the Chill-Inn initiative. Leathers reviewed the history noting the Chill-Inn initiative began over a year ago, and has now led to the creation of a winter video, as well as a winter tourism study being conducted by the University of Minnesota Extension office. The hope is to understand the community's perspective on winter tourism, and what that could potentially look like. Additionally funds will be put towards training, potential software, as well as a marketing plan. This is made possible by a grant from the Blandin Foundation. Representatives from Lanesboro plan to meet with two other communities that also received a grant in order to share ideas and goals with each other. Tomorrow there will be a public event from 5 to 8 p.m. to allow an opportunity to share thoughts on winter tourism.

The council took a five minute recess at 7:21 p.m.

**I. Continued Business:**

- a. **Walking Bridge to Little Norway Repairs:** Discussion was had regarding the history of the project as well as consideration for short and long term solutions. Brian Malm volunteered to donate the fee to have a structural engineer evaluate the bridge to determine the overall safety of the bridge. This will include a site visit as well as a recommendation memo completed no later than the June meeting. Member Goetzke motioned to accept the offer. Member Bakke seconded the motion. Motion carried with all in favor. Member Goetzke motioned to barricade the bridge, so that it can not be utilized until it is determined if it is safe to use. Member Bakke seconded the motion. Motion carried with Mayor Resseman and Members Bakke, Walbridge, and Goetzke voting in favor. Member Albrecht-Benson voted against.
- b. **Capital Improvement Plan Workshop:** Administrator Peterson will work to schedule a workshop for a Tuesday or Thursday evening.
- c. **Investment Opportunities:** Member Goetzke motioned to approve Resolution 2023-18, Authorizing Membership in the 4M Fund. Mayor Resseman seconded the motion. Motion carried with all in favor. Member Goetzke motioned to transfer the \$170,000 from the 230 Ambulance Fund into the account. Mayor Resseman seconded the motion. Discussion was had regarding the Ambulance departments' needs. Members suggested they would like to see a formal request for those funds before considering transferring to another department. Motion carried with all in favor.
- d. **Lanesboro Public Utilities expense reimbursement request:** Mayor Resseman motioned to table the discussion until a timeline for the meter replacement has been identified. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

**J. New Business:**

- a. **Economic Development Authority**

- **Resolution 2023-12:** Member Goetzke motioned to approve the resolution as presented. Mayor Resseman seconded the motion. Motion carried with all in favor.
  - **Ordinance 31.60:** Member Albrecht-Benson motioned to approve the amendments to ordinance 31.60. Member Bakke seconded the motion. Motion carried with all in favor.
  - b. **Resolution 2023-14 Appointing EDA Board Members:** Member Albrecht-Benson motioned to approve resolution 2023-14 appointing Michael Boho to the Lanesboro Economic Development Authority. Member Walbridge seconded the motion. Motion carried with all in favor. Mayor Resseman suggested appointing himself as the Mayor to the EDA Board. Member Goetzke motioned to appoint Mayor Resseman as recommended. Member Bakke seconded the motion. Motion carried with Mayor Resseman and Members Bakke, Walbridge, and Goetzke voting in favor. Member Albrecht-Benson voted against.
  - c. **Fire Department**
    - **Resolution 2023-15 Removal, Resolution 2023-17 Removal, Resolution 2023-16 Leave of Absence:** Member Albrecht-Benson motioned to approve all three resolutions as presented. Mayor Resseman seconded the motion. Motion carried with all in favor.
  - d. **Zoning Request for Parcel 190129020:** Member Albrecht-Benson motioned to approve the recommendation from the Planning & Zoning Commission to zone parcel 190129020 as Industrial. Mayor Resseman seconded the motion. Motion carried with all in favor.
  - e. **Street/Parking Closure Request Policy and Application:** Member Goetzke motioned to approve the policy as presented. Member Walbridge seconded the motion. Motion carried with all in favor.
  - f. **2023 Minnesota Basic Code of Ordinances Update:** Mayor Resseman motioned to approve purchasing the updated version of ordinances. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- K. **Miscellaneous:**
- 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.**
  - c. **July meeting schedule:** Mayor Resseman motioned to move the July meeting from Monday July 3 to Tuesday July 11th at 6:00 p.m.
  - d. **Emergency Services open house:** There will be an open house on Saturday, April 29th, 2023 at the new Emergency Services building.

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

**ADJOURN:** Mayor Resseman adjourned the meeting at 8:04 p.m.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

Draft 04/13/2023

**Lanesboro City Council  
Local Board of Appeal and Equalization  
Wednesday, April 12, 2021 6:00 p.m.**

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

**Present:** Chase Bakke, Mitchell Walbridge, and Joe Goetzke

**Absent:** Jason Resseman and Mindy Albrecht-Benson

**Visitors:** Jason McCaslin, Justin Kraling

**Local Board of Appeal and Equalization:** Member Walbridge opened the Local Board of Appeal and Equalization meeting at 6:00 p.m. Fillmore County Assessor Jason McCaslin provided a presentation of the changes being implemented as well as statistical data for area communities. The Assessor's office will be reviewing the assessment values for all properties in Lanesboro during May, June, and July this year.

Member Goetzke motioned to close the Local Board of Appeal and Equalization at 6:22 p.m. Member Bakke seconded the motion. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

## CITY OF LANESBORO

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## Payments

Current Period: May 2023

<b>Payments Batch 05012023PAY</b>		<b>\$18,572.58</b>	
Refer	3312041 THE LINCOLN NATIONAL LIFE	Ck# 025315 4/14/2023	
Cash Payment	E 100-43100-134 Employer Paid Life Invoice		\$43.50
Cash Payment	E 211-45500-134 Employer Paid Life Invoice		\$40.43
Cash Payment	E 100-45200-134 Employer Paid Life Invoice		\$36.82
Cash Payment	E 100-41500-134 Employer Paid Life Invoice		\$64.96
Cash Payment	E 100-45200-134 Employer Paid Life Invoice		\$17.80
Cash Payment	E 100-43100-134 Employer Paid Life Invoice		\$17.81
Cash Payment	E 100-41500-134 Employer Paid Life Invoice		\$30.71
Transaction Date	4/12/2023	OPERATIONAL ACC 10100	<b>Total</b> \$252.03
Refer	3312042 ONSITE SANITATION-ROCHESTER		
Cash Payment	E 100-45200-410 Rentals (GENERAL) Dam Parking Lot		\$28.93
Invoice	0001512327		
Cash Payment	E 100-45200-410 Rentals (GENERAL)		\$5.79
Invoice	0001513870		
Cash Payment	E 100-45200-410 Rentals (GENERAL)		\$5.79
Invoice	0001513871		
Cash Payment	E 100-45200-410 Rentals (GENERAL)		\$12.00
Invoice	0001513872		
Cash Payment	E 100-45200-410 Rentals (GENERAL)		\$81.00
Invoice	0001516419		
Cash Payment	E 100-45200-410 Rentals (GENERAL)		\$81.00
Invoice	0001516420		
Cash Payment	E 100-45200-410 Rentals (GENERAL)		\$168.00
Invoice	0001516422		
Transaction Date	4/12/2023	OPERATIONAL ACC 10100	<b>Total</b> \$382.51
Refer	3312043 BOLTON & MENK INC		
Cash Payment	E 411-43100-300 Professional Srvs (GENE Invoice 0309960		\$2,975.00
Cash Payment	E 411-43100-300 Professional Srvs (GENE Invoice 0306270		\$7,690.66
Transaction Date	4/13/2023	OPERATIONAL ACC 10100	<b>Total</b> \$10,665.66
Refer	3312044 LISA ARMSTRONG	Ck# 025317 4/17/2023	
Cash Payment	R 100-45200-34750 Auditorium Use Fees Refund Lights Fee- Lights didn't work		\$150.00
Invoice			
Transaction Date	4/17/2023	OPERATIONAL ACC 10100	<b>Total</b> \$150.00
Refer	3312045 BRUENINGG ROCK PRODUCTS IN		
Cash Payment	E 100-43100-262 Rock Invoice 279281		\$4,678.67
Transaction Date	4/17/2023	OPERATIONAL ACC 10100	<b>Total</b> \$4,678.67

## CITY OF LANESBORO

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## Payments

Current Period: May 2023

Refer	3312046	DE LAGE LANDEN	Ck# 025318 4/24/2023		
Cash Payment	E 211-45500-413	Office Equipment Rental			\$68.40
Invoice	79550420				
Cash Payment	E 100-41500-413	Office Equipment Rental			\$164.59
Invoice	79503359				
Transaction Date	4/17/2023	OPERATIONAL ACC 10100	Total		\$232.99
Refer	3312047	HILLYARD/HUTCHINSON			
Cash Payment	E 100-45200-210	Operating Supplies (GE			\$569.88
Invoice	605088397				
Transaction Date	4/18/2023	OPERATIONAL ACC 10100	Total		\$569.88
Refer	3312048	GALE GROUP			
Cash Payment	E 211-45500-230	Books & Movies			\$29.24
Invoice	81039129				
Transaction Date	4/19/2023	OPERATIONAL ACC 10100	Total		\$29.24
Refer	3312050	EARL F. ANDERSEN			
Cash Payment	E 100-43100-226	Sign Repair Materials			\$313.55
Invoice	0132348-IN				
Transaction Date	4/21/2023	OPERATIONAL ACC 10100	Total		\$313.55
Refer	3312051	SEED FIRST			
Cash Payment	E 100-43100-210	Operating Supplies (GE			\$200.00
Invoice	3931				
Transaction Date	4/21/2023	OPERATIONAL ACC 10100	Total		\$200.00
Refer	3312052	BERKLEY RISK ADMINISTRATORS			
Cash Payment	E 100-43100-300	Professional Svcs (GENE Insurance Claim Deductible			\$250.00
Invoice					
Transaction Date	4/21/2023	OPERATIONAL ACC 10100	Total		\$250.00
Refer	3312053	MN ENERGY RESOURCES			
Cash Payment	E 220-42000-380	Utility Services (GENER			\$195.92
Invoice					
Cash Payment	E 100-45200-380	Utility Services (GENER			\$421.92
Invoice					
Cash Payment	E 100-43100-380	Utility Services (GENER			\$129.26
Invoice					
Cash Payment	E 100-45170-380	Utility Services (GENER			\$100.95
Invoice					
Transaction Date	4/25/2023	OPERATIONAL ACC 10100	Total		\$848.05

CITY OF LANESBORO  
Payments

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Current Period: May 2023

Fund Summary

	10100 OPERATIONAL ACCOUNT	
100 GENERAL FUND		\$7,572.93
211 LIBRARY		\$138.07
220 FIRE FUND		\$195.92
411 2022 STREET & UTILITY IMPROV		\$10,665.66
		<u>\$18,572.58</u>

Pre-Written Checks	\$635.02
Checks to be Generated by the Computer	<u>\$17,937.56</u>
Total	\$18,572.58

### 30.111 CITY OF LANESBORO FEE SCHEDULE (Draft March 2023)

WHEREAS, all fees payable to the City, by reason of this Code, shall be governed by this Chapter; except that if any Code Chapter or State law provides for or requires the payment of a fee to the City and this Chapter makes no reference thereto, then such other Code Chapter or law shall govern; and

WHEREAS, all fees shall be due and payable in full at the time specified in the applicable Code Chapter or State law, and if no such time is provided, fees shall be due and payable upon demand of the City Administrator or other authorized City Officer.

NOW THEREFORE, the City Council of the City of Lanesboro, Minnesota, ordains fees for Services are listed below and shall be as follows:

Type of Fee	Fee Amount
<b>Fire</b>	
Hourly Rate	\$300.00
<b>Park</b>	
Community Center	
Auditorium, Includes use of Kitchen	<del>\$500.00</del> 650.00
Non Profit, Includes use of Kitchen	\$250.00
Community Room	<del>\$100.00</del> 125.00
Non Profit	\$50.00
Chamber	\$75.00
Non Profit	\$50.00
Kitchen	\$75.00
Non Profit	\$50.00
Gazebo	\$50.00
Non Profit	\$25.00
Key Deposit	\$150.00
Security Deposit	\$150.00
Parks	
Daily Tent Camping	<del>\$20.00</del> 25.00
Weekly Tent Camping	<del>\$95.00</del> 125.00
Nightly Camper/RV	<del>\$30.00</del> 40.00
Weekly Camper/RV	<del>\$155.00</del> 200.00
Ballfield Parking	\$35.00/Space Seasonal
<b>Planning &amp; Zoning</b>	
Variance	\$100.00
Conditional Use Application	\$100.00
Rezoning Application	\$250.00

Subdivision (5 or less)	\$500.00
Subdivision (Each over 5)	\$100.00
Preliminary Plot	\$500.00
Final Plot	\$500.00
Street Vacation	\$200.00
B & B Initial Application	\$100.00
Home Occupation Application	\$100.00
Sandwich Board Permit -Annual	\$25.00
Annual Property Owner owned Mobile Food Unit	\$25.00
Per Occurrence Visiting Mobile Food Unit	\$20.00
Annual Visiting Mobile Food Unit	\$65.00
Building Permits:	
Up to \$500	\$10.00
\$501 - \$3,000	\$20.00
\$3001 - \$10,000	\$50.00
\$10,001 - \$30,000	\$100.00
Over \$30,000	\$200.00
<b>Miscellaneous</b>	
Repairs to Public Streets, Curbs, or Sidewalks due to installation and repairs	\$350.00 in addition to Market Rate per square foot
Golf Cart License – Annual	\$20.00
Chicken Permit - Annual	\$20.00
Lodging License – Annual	\$35.00
Animal License – Annual	\$5.00
Tobacco License – Annual	\$60.00
3.2 Off Sale – Annual	\$10.00
3.2 On-Sale – Annual	\$50.00
Wine License – Annual	\$250.00
On-Sale – Annual	\$1,350.00
Club on Sale – Annual	\$250.00
Off Sale – Annual	\$100.00
Sunday Sale – Annual	\$100.00
Copies	\$.10/page
Fax	\$.25/page
Research Fees	\$20.00/hour
NSF Charge	\$20.00

All fees and charges in effect as of the date of the adoption of the city code for the city shall remain in effect unless otherwise modified by the provisions of this ordinance.

SUMMARY OF AMENDMENT TO ORDINANCE CITY CODE CHAPTER 31  
DEPARTMENTS, BOARDS AND COMMISSIONS

31.60

**AN ORDINANCE AMENDING CITY CODE 31.60 ESTABLISHMENT OF ECONOMIC DEVELOPMENT  
AUTHORITY,**

The following is a summary of the above stated ordinance, the full version of which is available for inspection by any persons during regular office hours at the office of the City Clerk at the Lanesboro City Hall.

The City of Lanesboro has amended the total board members allowed from a three member board to a five member board to consist of two appointed Council Members and three community volunteers..

Michele Peterson City Clerk/Administrator

**City of Lanesboro  
RESOLUTION 2023-19**

**RESOLUTION APPROVING VOLUNTEER FIREFIGHTER TO SERVE  
ON THE LANESBORO FIRE DEPARTMENT**

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

**WHEREAS**, the Lanesboro Fire Department By-Laws specify that membership on the Fire Department may be obtained by recommendation of at least 2/3 of the fire department members present at a regular fire department meeting, and which recommendation is approved by the City Council;

**WHEREAS**, the Lanesboro Fire Department has received a recommendation to appoint Jon Kettner as a member of the Fire Department, which recommendation was made by at least 2/3 of the members present at a regular fire department meeting held on April 17, 2023;

**WHEREAS**, Jon Kettner appears to be a suitable, fit, and able-bodied candidate to serve as a member on the Lanesboro Fire Department;

**WHEREAS**, Jon Kettner is over the age of 18, and is not over the age of 70;

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Lanesboro, Minnesota, that Jon Kettner is appointed as a member of the Lanesboro Fire Department.

Adopted this 2 day of May, 2023

\_\_\_\_\_  
Jason Resseman  
Mayor

ATTEST: \_\_\_\_\_  
Michele Peterson  
City Administrator

## Agreement of Assessment and Waiver of Irregularity and Appeal

This agreement is made this 11 day of April, 2023, between the City of Lanesboro, MN, hereinafter referred to as the City, and G-Cubed Development, Inc., hereinafter referred to as Owner.

In consideration of the action of the City, at the owner's request, to cause the replacement of asphalt paving at their property, located at 100 Coffee Street West, Lanesboro, MN, as shown on Exhibit A, and to assess 100% of the cost of the improvement to the Owner, Owner agrees to pay said percentage, estimated to be \$6,072.21 over a period of 20 years at the rate of 2.00% per annum from the date of this agreement.

Owner expressly waives objection to any irregularity with regard to the said improvement assessment and any claim that the amount thereof levied against owner's property is excessive, together with all rights to appeal in the courts.

Owner further agrees to grant the City and its contractor right of entry to their property for the purpose of performing the work.

Owner acknowledges that this document will be filed with the Fillmore County Assessor and will become a certified assessment of record against the real estate.

In testimony, whereof, Groff Griffin, has hereunto set their hand, the day and year first above written.

  
Owner

Adopted by the council this 11 day of April, 2023.

\_\_\_\_\_  
Jason Resseman, Mayor

\_\_\_\_\_  
Michele Petersen, City Administrator/Clerk

# Agreement of Assessment and Waiver of Irregularity and Appeal

This agreement is made this 11 day of April, 2023, between the City of Lanesboro, MN, hereinafter referred to as the City, and Tilted Tiki Inc, hereinafter referred to as Owner.

In consideration of the action of the City, at the owner's request, to cause the replacement of asphalt paving at their property, located at 105 Parkway Avenue North, Lanesboro, MN, as shown on Exhibit A, and to assess 100% of the cost of the improvement to the Owner, Owner agrees to pay said percentage, estimated to be \$9,182.17 over a period of 20 years at the rate of 2.00% per annum from the date of this agreement.

Owner expressly waives objection to any irregularity with regard to the said improvement assessment and any claim that the amount thereof levied against owner's property is excessive, together with all rights to appeal in the courts.

Owner further agrees to grant the City and its contractor right of entry to their property for the purpose of performing the work.

Owner acknowledges that this document will be filed with the Fillmore County Assessor and will become a certified assessment of record against the real estate.

In testimony, whereof Chris Gotsch has hereunto set their hand, the day and year first above written.

[Signature]  
Owner

Adopted by the council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Jason Resseman, Mayor

\_\_\_\_\_  
Michele Petersen, City Administrator/Clerk

## Agreement of Assessment and Waiver of Irregularity and Appeal

This agreement is made this 29<sup>th</sup> day of MARCH, 2023, between the City of Lanesboro, MN, hereinafter referred to as the City, and Ridge Road Enterprises, LLC, hereinafter referred to as Owner.

HARVEY HIGH COURT LLC

In consideration of the action of the City, at the owner's request, to cause the repacement of asphalt paving at their property, located at 109 Parkway Avenue North, Lanesboro, MN, as shown on Exhibit A, and to assess 100% of the cost of the improvement to the Owner, Owner agrees to pay said percentage, estimated to be \$8,779.67 over a period of 20 years at the rate of 2.00% per annum from the date of this agreement.

Owner expressly waives objection to any irregularity with regard to the said improvement assessment and any claim that the amount thereof levied against owner's property is excessive, together with all rights to appeal in the courts.

Owner further agrees to grant the City and its contractor right of entry to their property for the purpose of performing the work.

Owner acknowledges that this document will be filed with the Fillmore County Assessor and will become a certified assessment of record against the real estate.

In testimony, whereof, JASON HARVEY, has hereunto set their hand, the day and year first above written.

  
Owner

Adopted by the council this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Jason Resseman, Mayor

\_\_\_\_\_  
Michele Peterson, City Administrator/Clerk

## Agreement of Assessment and Waiver of Irregularity and Appeal

This agreement is made this 29 day of March, 2023, between the City of Lanesboro, MN, hereinafter referred to as the City, and Elizabeth M. Bucheit, hereinafter referred to as Owner.

In consideration of the action of the City, at the owner's request, to cause the replacement of asphalt paving at their property, located at 107 Parkway Avenue North, Lanesboro, MN, as shown on Exhibit A, and to assess 100% of the cost of the improvement to the Owner, Owner agrees to pay said percentage, estimated to be \$6,662.21 over a period of 20 years at the rate of 2.00% per annum from the date of this agreement.

Owner expressly waives objection to any irregularity with regard to the said improvement assessment and any claim that the amount thereof levied against owner's property is excessive, together with all rights to appeal in the courts.

Owner further agrees to grant the City and its contractor right of entry to their property for the purpose of performing the work.

Owner acknowledges that this document will be filed with the Fillmore County Assessor and will become a certified assessment of record against the real estate.

In testimony, whereof, Elizabeth M. Bucheit, has hereunto set their hand, the day and year first above written.

  
Owner

Adopted by the council this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Jason Resseman, Mayor

---

Michele Petersen, City Administrator/Clerk

## Agreement of Assessment and Waiver of Irregularity and Appeal

This agreement is made this 18 day of APRIL, 2023, between the City of Lanesboro, MN, hereinafter referred to as the City, and John Capron, hereinafter referred to as Owner.

In consideration of the action of the City, at the owner's request, to cause the replacement of asphalt paving at their property, located at 119 Parkway Avenue North, Lanesboro, MN, as shown on Exhibit A, and to assess 100% of the cost of the improvement to the Owner, Owner agrees to pay said percentage, estimated to be \$5,066.74 over a period of 20 years at the rate of 2.00% per annum from the date of this agreement.

Owner expressly waives objection to any irregularity with regard to the said improvement assessment and any claim that the amount thereof levied against owner's property is excessive, together with all rights to appeal in the courts.

Owner further agrees to grant the City and its contractor right of entry to their property for the purpose of performing the work.

Owner acknowledges that this document will be filed with the Fillmore County Assessor and will become a certified assessment of record against the real estate.

In testimony, whereof, John Capron, has hereunto set their hand, the day and year first above written.

  
Owner

Adopted by the council this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Jason Resseman, Mayor

\_\_\_\_\_  
Michele Petersen, City Administrator/Clerk

**BICYCLING AROUND MINNESOTA**

**c/o Marilyn J. Doyle  
4308 Zenith Avenue South #1  
Minneapolis, MN 55410-1456  
[marilyn.j.doyle@gmail.com](mailto:marilyn.j.doyle@gmail.com)  
651.491.8399**

**April 21, 2023**

Honorable Mayor Jason Resseman  
and City Council Members  
202 Parkway Avenue South  
Lanesboro, MN 55949

via email: [mpeterson@lanesboro-mn.gov](mailto:mpeterson@lanesboro-mn.gov)

**Re: Bicycling Around Minnesota - August 17 - 20, 2023  
Tour Starts / Ends in Lanesboro August 16 - 17 & 20, 2023  
Sylvan Park Campsite**

Honorable Mayor Resseman and City Council Members:

Bicycling Around Minnesota is contacting you to request formal council approval of Lanesboro as a host city for our 2023 bicycle tour. I write this as the tour assistant. City Administrator Michele Peterson presents this letter on our behalf.

**BACKGROUND**

Bicycling Around Minnesota's Tour Director Mary Derks has been in communication with Lanesboro representatives since fall of 2022 and we continue into 2023 regarding Lanesboro being a host town for our 2023 bicycle tour. City representatives have consistently been welcoming and resourceful.

By way of background, Bicycling Around Minnesota / BAM is a non-profit organization with a mission to promote bicycle safety, Minnesota's bike route network, fitness, tourism and bicycling as transportation. BAM has offered its 4-day bicycle tours since 2006 with COVID breaks 2020-22 See [bambiketour.org](http://bambiketour.org) for more and the 2023 route.

### REQUEST

The purpose of our letter is to formally request City Council approval for BAM's use of Sylvan Park as the tour campsite on August 16, 2023 and departing on the 17th. Lanesboro's Community Center adjacent to Sylvan Park is also included in our request as it would serve as an emergency shelter in case of stormy, threatening weather.

The attached proposed event schedule and site plans are self-explanatory. The site plan sets out locations for camping, meal and beer tents, entertainment area, shower truck, and event vehicle parking on August 16.

The location for Pork Belly Ventures' Shower Truck return on August 20 would be the same location as on the 16th, the east side of the Community Center building with a fire hydrant approximately 150' away and sewer connection that is 50-75' away per Ms. Peterson's Sep 30, 2022 email.

Attached at "I" is the Lanesboro's Parking Options of April 17, 2023. It shows 182 long term parking spots. 50 short term parking spots for Wed & Thu morning. Additional long term parking spots are needed — ideally 75 – 100 to bring total closer to projected needs (i.e., 257 – 282 spots). We understand the Kirkwood Road construction is due for mid-August completion thereby opening 50 spots (or  $182+50 = 232$  spots). Yes, we will encourage carpooling; however, how many will choose that option is unclear. We are optimistic more spots will surface over Buffalo Days and other Lanesboro events over the coming months. Open fields work too.

### ONGOING CONTACT WITH LANESBORO

Bicycling Around Minnesota / BAM's tour director Mary Derks and I have been in communication with City Administrator Michele Peterson since September 2022 discussing the possibilities of becoming a host town for our bike tour. Your positioning on the Minnesota's Root River Trail make Lanesboro the perfect start and end for our 2023 tour.

Michele Peterson has consistently included public utilities, other city employees and Park Board members in discussions regarding the tour logistics.

We will be contacting [www.gopherstateonecall.org](http://www.gopherstateonecall.org) for utility markings prior to tent stake out plus contacting city representatives regarding the use of fire hydrants for water source for the shower truck and location of sanitary storm sewer

for grey water. City efforts on these multiple considerations determined the shower truck location near the Community Center.

We defer to host towns for preferred vendors and have already contacted Rochester's On-Site for extra porta-potties in Sylvan Park on Aug 16-17 and 20. Rochester LRS Recycling has been contacted regarding BAM's trash & recycling for Aug 16-17. Thanks to City staff for providing these contacts.

BAM has contacting local restaurateurs to cater breakfast in at our Lanesboro campground or Community Center in case of threatening weather.

Local entertainers will also be in the mix for the evening's entertainment with Dan Chouinard, enabler of community singalongs, pianist and accordionist for countless performers.

We'll be meeting with Lanesboro Arts representatives in early May to learn their suggestions of possible musicians to join us the evening of August 16 in Sylvan Park. In case of rain, we'll have two canopy tents. In case of a serious thunderstorms, the adjacent Community Center may be needed.

We have been in on-going communication with the Lanesboro Chamber of Commerce regarding which local organization might host a Fund-raising Sylvan Park beer tent from 6-9 pm. Once an interested organization is identified, they will be contacting you regarding a temporary license for that evening. We will also contact Ms. Peterson with that information.

Another host town suggested the possibility of identifying a local organization to serve breakfast buffet on August 17, if the caterer was short-staffed. We have already presented this idea to a local restaurateur who will let us know about their serving needs. BAM has historically made a donation to organizations who lend helping hands to our event.

#### PORK BELLY VENTURES

Pork Belly Ventures provides our shower truck, cabin on wheels, meal and camper tents. They have supported Iowa's RAGBRAI for over 20 years. See [pkbelly.com](http://pkbelly.com) Pork Belly's shower trucks, cabins on wheels, and tent services are integral, proven components for BAM. We have worked with Pork Belly in the past and look forward to another year with their crew.

SAVE THE DATE

Presuming you formally approve our request, BAM looks forward to starting and ending our 2023 tour in Lanesboro . We're extending a Save the Date to Mayor Resseman to welcome BAM to Lanesboro on Wed, 8/16 (@ 7 pm) or at breakfast on Thur, 8/17 (@ 6:30 am). We typically introduce the host town mayor / representative to bicyclists as we applaud your host city. We'll follow-up later this summer.

We encourage council members to stop by the designated campsite and introduce yourself the evening of August 16th. We have 300+ riders: Average age 62. Average daily distance biked 50 - 60 miles. The majority of riders are Minnesotans with others from across the U.S. and Canada.

If there are any unanswered questions, please contact me at 651.491.8399 or [marilyn.j.doyle@gmail.com](mailto:marilyn.j.doyle@gmail.com).

Thank you.

Sincerely,



Marilyn J. Doyle  
Tour Assistant  
Bicycling Around Minnesota / BAM  
[marilyn.j.doyle@gmail.com](mailto:marilyn.j.doyle@gmail.com)  
651.491.8399

Attachments: Proposed Event Schedule, Site Plans and Maps

**Bicycling Around Minnesota / BAM**  
**August 16-17 and 20, 2023**  
**Proposed Event Schedule & Site Plan**  
**Lanesboro**

**Wed, August 16:**

11 am - 3 pm	Pork Belly Ventures (PBV) crew arrives to set up meal tents, shower truck and PBV campers' tents.
12 - 7 pm	Bicyclists arrive throughout the day to check-in. BAM's 2 luggage trucks arrive
4 - 8 pm	Sylvan Park BAM riders check-in
6 - 9 pm	Sylvan Park beer tent
7:00 - 9 pm	Sylvan Park - BAM Welcome & Entertainment

**Thu, August 17**

6:30 - 8:00 am	Sylvan Park Breakfast Bicyclists depart Lanesboro by 9 am
8 - 11:00 am	Pork Belly Ventures take down tents & crew departs with shower truck to Rushford. BAM 2 luggage trucks depart. BAM site clean-up.

**Sun, August 20**

- 10 am - 3 pm                      BAM bicyclists return to Lanesboro throughout the day
- 11 am - 2 pm                      BAM lunch for riders in Sylvan Park or at Sylvan  
Brewery. If these options are not feasible do to restaurants'  
demands from other weekend Lanesboro visitors, then BAM will provide  
riders' lunch prior to their Lanesboro arrival.
- 11 - 4 pm.                          Sylvan Park - Pork Belly Ventures Shower Truck at  
prior Community Center location or other location if  
City should request

**Bicycling Around Minnesota / BAM**  
**August 16 - 20, 2023**  
**Proposed Event Schedule & Site Plan**  
**Lanesboro**

- A. Pork Belly Ventures' Shower Truck
- B. 2 meal tents and 1 beer tent
- C. Entertainment - Gazebo
- D. Pork Belly Ventures' Trailers / sleeping cabin on wheels
- E-1. Pork Belly Ventures' (PBV) campground for PBV's' tent service.
- E-2 campground for other BAM participants - typically in the same area as PBV tenters; however, some may seek shaded areas and/or quieter spaces away from the tent village. Bicyclists keep their bikes at their tents. Bikes are not in a bike corral.
- F. Breakfast vendor parking for Aug 17
- G. Beer vendor parking
- H. BAM volunteers, luggage truck & entertainers' parking
- I. Lanesboro Parking Options Map - 182 long term spots as of 04/23.  
50 short term spots at Community Center for Wed / Thu am.  
Additional long term spots needed - Ideally 75 - 100 to bring total closer to 300. The Kirkwood Street road construction due for mid-Aug completion would open 50 spots if completed on schedule (i.e., 232 lt spots). Yes, some riders will carpool; however how many is unclear. We encourage carpooling

4/21/23, 1:01 PM

google map of lanesboro ma community center - Google Search

← Lanesboro Community Center

All

Street View & 360°



Fire Hydrant

A

8



# Lanesboro Parking Options



1. Poetry Parking Lot - Long Term Parking, 100 Spaces
2. Community Center Parking Lot - Short Term Parking, 50 Spaces
3. Empty Lot Parking (School) - Long Term Parking, 70 Spaces
4. Dam Parking Lot - Long Term Parking, 12 Spaces

I

10



Real People. Real Solutions.

2900 43rd Street NW  
Suite 100  
Rochester, MN 55901

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

VIA EMAIL

April 21, 2023

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

RE: Pay Request No. 28  
Wastewater Treatment Facility Improvements  
City of Lanesboro, Minnesota  
Project No.: M24.117418

Dear Ms. Peterson,

Enclosed is a copy of Pay Request No. 28 from Wapasha Construction, Inc. for \$349,429.81. I have reviewed this request and recommend payment to the contractor. This request should be included with the City's disbursement request to the Minnesota Public Facilities Authority (PFA). The work reflected on this request represents 95.5 percent of the work to be completed under this contract. Please process this request for payment.

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

Sincerely,

**BOLTON & MENK, INC.**

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

Enclosure

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

## 28

To (Owner): City of Lanesboro, MN	Application Period:	03/01/23 - 04/30/23	Application Date:	4/20/2023
Project: Wastewater Treatment Facility	From (Contractor): Wapasha Construction Co.		Notice to Proceed Date:	10/15/2020
	Contract: General Contract		Via (Engineer): BOLTON & MENK, INC.	
Owner's Contract No.: N/A	Contractor's Project No.: 3615		Engineer's Project No.: M24.117418	

## Application for Payment

## Change Order Summary

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

1. ORIGINAL CONTRACT PRICE
2. Net change by Change Orders
3. CURRENT CONTRACT PRICE (Line 1 ± 2)
4. TOTAL COMPLETED AND STORED TO DATE  
(Column G on Progress Estimate)
5. RETAINAGE:
 

a. 5 % x	\$ 7,563,178.80
b. 5 % x	-
c. Total Retainage (Line 5a + Line 5b)	
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)
7. LESS PREVIOUS PAYMENTS (Line 6 from prior applications)
8. AMOUNT DUE THIS APPLICATION
9. BALANCE TO FINISH, PLUS RETAINAGE  
(Column G on Progress Estimate + Line 5 above)

\$	7,920,777.00
\$	0.00
\$	7,920,777.00
\$	7,563,178.80
\$	378,158.94
\$	0.00
\$	378,158.94
\$	7,185,019.86
\$	6,835,590.05
\$	349,429.81
\$	735,757.14

## Contractor's Certification

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

Payment of:

**\$349,429.81**

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

is recommended by:

(Engineer)

04-21-2023

(Date)

Payment of:

\$349,429.81

(1 line 8 or other - attach explanation of other amount)

is approved by:

(Owner)

(Date)

Approved by:

Funding Agency (if applicable)

(Date)

By: Benjamin E. Eberhart Date: 04/20/2023



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2900 43rd Street NW  
Suite 100  
Rochester, MN 55901

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

April 25, 2023

Ryan Oian  
Generation X Construction  
PO Box 490  
Rushford, MN 55971

RE: 2022 Street & Utility Improvements  
City of Lanesboro, MN  
Project No.: 0H1.123756

Dear Ryan:

Enclosed is Contractor's Estimate No. 6 in the amount of \$164,585.60.

Please review the quantities and amounts shown to be assured of complete satisfaction. If everything is in order, please process through DocuSign as soon as possible.

If you have any questions, please feel free to call.

Sincerely,

**Bolton & Menk, Inc.**

**Brian Malm, PE**  
Project Engineer

Enclosures

**Contractor's Application for Payment**

<b>Owner:</b>	CITY OF LANESBORO	<b>Owner's Project No.:</b>	
<b>Engineer:</b>	BOLTON & MENK	<b>Engineer's Project No.:</b>	0H1.123756
<b>Contractor:</b>	GENERATION X CONSTRUCTION	<b>Agency's Project No.:</b>	
<b>Project:</b>	2022 STREET & UTILITY IMPROVEMENTS		
<b>Contract:</b>			
<b>Application No.:</b>	6	<b>Application Date:</b>	4/25/2023
<b>Application Period:</b>	From 12/23/2022	to	4/21/2023

1. Original Contract Price	\$	4,268,496.55
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	4,268,496.55
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	2,079,230.96
5. Retainage		
a. 5% X \$ 1,570,146.50 Work Completed	\$	78,507.33
b. 5% X \$ 509,084.46 Stored Materials	\$	25,454.22
c. Total Retainage (Line 5.a + Line 5.b)	\$	103,961.55
6. Amount eligible to date (Line 4 - Line 5.c)	\$	1,975,269.41
7. Less previous payments	\$	1,810,683.81
8. Amount due this application	\$	164,585.60
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	2,189,265.59

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

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

**Contractor:** Generation X Construction

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** Ryan Oian **Title:** \_\_\_\_\_

**Recommended by Engineer**

**By:** \_\_\_\_\_

**Name:** Brian Malm, PE

**Title:** City Engineer

**Date:** \_\_\_\_\_

**Approved by Owner**

**By:** \_\_\_\_\_

**Name:** Michele Peterson

**Title:** City Administrator

**Date:** \_\_\_\_\_



Real People. Real Solutions.

7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

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Fax: (763) 427-0833  
Bolton-Menk.com

Apr. 24, 2023

Michele Peterson  
City Administrator  
City of Lanesboro  
202 Parkway Avenue South  
Lanesboro, MN 55949

RE: Little Norway Walking Bridge Structural Evaluation

Ms. Peterson,

Enclosed are our findings and recommendations based on the structural review performed on the Little Norway Walking Bridge over the power canal in Lanesboro, MN. At the request of the City, a site visit was performed by Alec Lorenz at approximately 12:00 PM on 4/13/2023. No as-built bridge plans were available.

The existing bridge is a 48'-0" span twin steel I-beam configuration with a 4'-3" width timber deck. Beams are spaced at 3'-9" center-to-center and have a web depth of 10" and a flange width of 6". Steel channels have a web depth of 5" and a flange width of 1-7/8". Timber decking boards are an actual size of 7" x 1-1/2". Material properties of steel and timber components are unknown.

The bridge is currently supported by retrofits, in the east by steel channels on soil and in the west by steel beams on a concrete pad, but portions of the structure are not properly supported due to loss of bearing. The general condition of the bridge is serious with components unsafe for use. The original construction date is unknown.

### **Structure Condition Assessment**

#### **Decking: Poor**

Visual surface checking and end checking/splitting. Sagging observed in approximately 10-20% of boards. Staining on the underneath side and at ends of deck boards. Appears to be untreated wood of an unknown species.

#### **Superstructure: Poor**

Extensive paint failure and surface corrosion throughout. Flaking rust and pitting localized on western section near support. Inadequate lateral bracing of superstructure.

#### **Substructure: Serious**

*East Abutment:* Significant scour resulting in loss of support. Steel channel is exposed with decreased embedment and bearing on soil.

*West Abutment:* Significant scour resulting in loss of support. Concrete support has significant differential settlement causing only one side to bear with the superstructure.

## Channel: Serious

Scour observed at both abutments undermining supports. Evidence of channel widening since construction of bridge. No bank protection methods are in place on the west bank, and the bank protection methods on the east bank are inadequate.

## **General Findings & Observations**

- Bridge/Trail closed signs were in place upon arrival. Bridge closed signs were prominent and readily readable at both ends. Both entrances were closed off by wooden boards attached to the timber rail.
- Noticeable lateral movement was observed on the bridge during wind gusts and traversing.
- No section loss was observed on the timber decking components after sounding.
- The west sidewalk has heaved 3" toward the bridge with a soil void of 10" in depth and 14" in length underneath. The sidewalk timber wall has been displaced in such a manner it is now being held in place by the bridge's rail components.
- The eastern section of the superstructure had a degree of rotation of  $-0.5^{\circ}$  and the western portion had a rotation of  $3.1^{\circ}$ , resulting in a total twist of  $3.6^{\circ}$ .
- Flow in the power canal was said by a local resident to be gate controlled downstream by the hydroelectric facility.
- The depth from low member to water mark was 16" at time of inspection. It was said by a local resident that the current water elevation is typical of the normal high water mark, and that they believed the channel to have a maximum depth of approximately 10'-0".
- The current railing is substandard for a pedestrian bridge due to both load capacity and size of openings. Minor misalignment of rail components.

The Little Norway Walking Bridge is currently closed to the public due to the condition of the bridge and the discontinuity of the adjacent sidewalk. **We recommend that the bridge stay closed until completion of repair or replacement.**

From inspection, it appears that the original bridge abutments utilized a shallow foundation consisting of beams resting on soil. However, at present time, the embankments have given way and left all beams with no support from the assumed original configuration.

Questionable retrofits have been added to extend the span length and provide temporary bearing due to the channel widening and bank failure; steel channels were added to the east footing, and a concrete pad was added to the west footing. These supports are currently failing.

Scour appears to be ongoing. The west bank is failing in such a manner that the sidewalk has been undermined and a sizeable void has been left under the concrete pad and bridge causing the sidewalk to heave and the bridge to twist.

Select inspection photos are shown at the end of this report. Additional photos will be made available upon request.

## **Capacity Evaluation**

A limited capacity evaluation was performed on the superstructure to determine the potential suitability for reuse. Load rating analysis was performed per the *AASHTO Manual for Bridge Evaluation (MBE)*.

**Critical Assumptions:** Due to unknown age, beams were assumed according to the MBE as having a 26 ksi yield strength. Analysis included a lack of lateral bracing support provided by the decking or midspan brace, as well as a lack of overall lateral stability due to the twin beam configuration.

**Deck Boards:** Deck boards were found to be sufficient for pedestrian use provided any maintenance vehicles or equipment are restricted from the bridge. Select boards warrant replacement to mitigate tripping hazards.

**Beams:** The existing superstructure beams were found to be substantially inadequate for current pedestrian bridge design standards. The bridge will require a load posting indicating a limited number of people allowed on the bridge at one time. The allowed maximum number of persons we recommend on the bridge is '4'. Motorized vehicles should be restricted. Should the existing structure be reused, we recommend posting this restriction prominently on both ends. Since the railings are substandard, we also recommend posting a notice or warning of the hazardous condition i.e., ("use at your own risk").

## Recommendations

We have identified the two following primary options for reopening the bridge:

### Option 1: Install Concrete Abutments on Helical Piles. Reuse Superstructure

This will be the lowest cost solution, and it will maintain use of the existing structure. Supports will feature cast-in-place (CIP) abutments with wingwalls and set on helical piles. The lump sum price for remove/install superstructure includes removal and reinstallation of the superstructure for abutment construction and the installation of end and midspan cross braces for stability.

Estimated Construction Cost:

BID ITEM	QUANTITY	UNIT	UNIT PRICE	COST
STRUCTURAL CONCRETE (3B52)	16	CU YD	\$1,200	\$19,200
REINFORCEMENT (EPOXY COATED)	1600	LBS	\$4.00	\$6,400
HELICAL PILES	10	EACH	\$2,500	\$25,000
REMOVE/INSTALL SUPERSTRUCTURE	1	LUMP SUM	\$15,000	\$15,000
BANK PROTECTION	1	LUMP SUM	\$5,000	\$5,000
TOTAL:				\$71,000

Comments:

- The two new abutments will have an anticipated service life of 75+ years, however the existing superstructure has limited service life remaining. Because of this, **we generally discourage this option as an effective use of City funds** for the reasons noted below. Ongoing maintenance and structural inspections will be needed of the superstructure to ensure the overall safety of the bridge.
- Abutments will project out into the stream to fit the existing superstructure, thus increasing the cost to construct.

- This option will require a load posting of a limited number of pedestrians and no motorized vehicles allowed on the bridge.
- The estimated construction cost includes general bridge items only and does not include any approach trail work.

#### Option 2: Bridge Replacement – Steel Truss (Recommended Alternative)

Existing superstructure to be replaced with entirely new bridge. Supports will feature cast-in-place (CIP) abutments with shortened wingwalls and set on helical piles. The new superstructure evaluated will be approximately 55'-0" to accommodate the current channel width with a 5'-0" width timber deck. The lump sum price of the prefabricated pedestrian bridge includes all design, materials, transportation, and installation costs associated with the superstructure.

Estimated Construction Cost:

BID ITEM	QUANTITY	UNIT	UNIT PRICE	COST
STRUCTURAL CONCRETE (3B52)	14	CU YD	\$1,200	\$16,800
REINFORCEMENT (EPOXY COATED)	1400	LBS	\$4.00	\$5,600
HELICAL PILES	10	EACH	\$2,500	\$25,000
PREFABRICATED PEDESTRIAN BRIDGE	1	LUMP SUM	\$75,000	\$75,000
BANK PROTECTION	1	LUMP SUM	\$5,000	\$5,000
TOTAL:				\$127,000

Comments:

- Price for prefabricated pedestrian bridge estimated from similar projects and City feedback from suppliers.
- Anticipated service life for entire structure 75+ years.
- Abutments and span length will more appropriately fit the channel limits with consideration for future bank erosion.
- The estimated construction cost includes general bridge items only and does not include any approach trail work.

#### Additional Options:

##### *Bridge Replacement – Timber Superstructure*

Existing superstructure to be replaced with entirely new bridge. This option will be on a similar cost scale to the steel truss superstructure (with similar supports, span length, and deck width), but it will be subject to market rates of timber materials. This option will include piers in the waterway and have a lower service life (+/- 50 years). This option can be explored further upon request, but it may require hydraulic analysis to confirm feasibility.

Please don't hesitate to contact us if you have any questions regarding the interpretation of this report.  
We appreciate the opportunity to provide these services.

Sincerely,

**Bolton & Menk, Inc.**

*I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota:*



**Ryan Evans, P.E., S.E.**

Professional Structural Engineer – MN License #53920 (expires date: 06/30/2024)



Photo No. 1 – Bridge Elevation



Photo No. 2 – Bridge Closed Posting



Photo No. 3 – Typical Deck Board Size

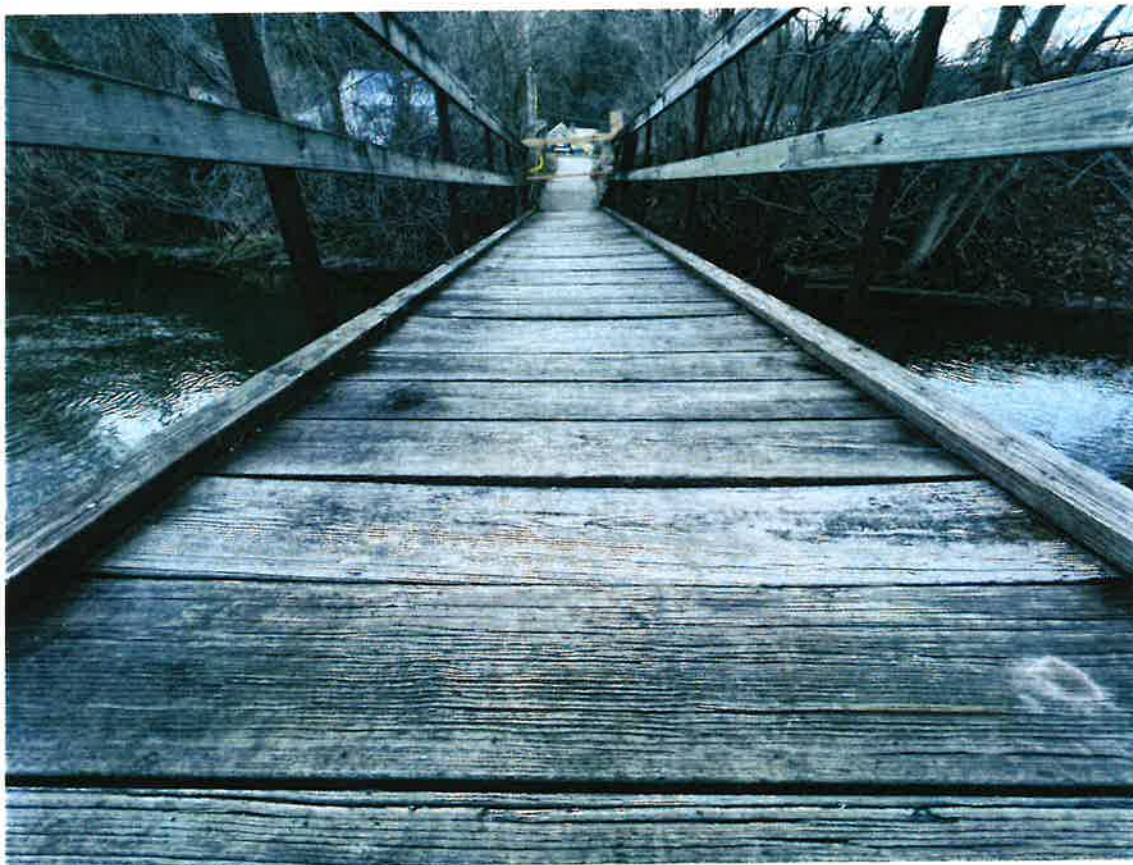


Photo No. 4 – Deck Board Sagging



Photo No. 6 – Underside Superstructure from East Abutment



Photo No. 8 – SE Corner



Photo No. 9 – SE Corner Channel Exposure



Photo No. 11 – East Footing Underside



Photo No. 13 – SW Corner Concrete Bearing Pad



Photo No.14 – SW Corner Concrete Bearing Pad Backside & Beam Flaking Rust



Photo No. 16 – West Footing Underside



Photo No. 17 – Degree of Rotation (East side measured at -0.5 degrees, 3.6 degree total twist)



Photo No. 24 – Sidewalk Heave



Photo No. 25 – Heave Displacement



Photo No. 28 – Sidewalk Timber Wall

Ordinance No. 35.02 Rural Service District  
AN AMENDED ORDINANCE FOR THE PURPOSE OF ESTABLISHING  
URBAN AND RURAL SERVICE DISTRICTS IN THE CITY OF LANESBORO, MINNESOTA

The Council of the City of Lanesboro, Minnesota ordains:

Section 1 Establishment of Districts. The City of Lanesboro hereby divides the area within its limits into an Urban Service District and a Rural Service District, constituting separate taxing districts for the purpose of all municipal property taxes except those levied for the payment of bonds and judgments and interest thereon.

Section 2 Urban Service District. The Urban Service District shall include all properties within the limits of the City of Lanesboro, except those set forth by ordinance as included in the Rural Service District.

Section 3 Rural Service District. The Rural Service District shall include only such lands, which need not be contiguous to one another, as in the judgment of the City Council at the time of adoption of the ordinance, are rural in character and are not developed for commercial, industrial, or urban residential purposes and for these reasons are not benefited to the same degree as other lands by municipal services financed by general taxation. The ordinance may designate lands outside the City of Lanesboro which, if annexed, shall be included in the Rural Service District.

Section 4 Lands Included Within Rural Service District. The following lands are included in the Rural Service District:

Parcel	Owner	Acres	Structure
190462000	Griffin	142.83	No
190035000	Haug	70.53	Yes
190007010	Ostrem	6.8	No
190028010	Wagner, R	13.93	No
190025000	Rakosnik	11.79	No
190420000	Sorenson	18.43	No
190421010	Hanson	16.07	No
190438000	Griffin	34.96	No
190033000	Hager	40	No
190432030	Schmidt	9.41	No
190010000	Egge	60	Yes
190003000	Amdahl	52	Yes

Section 5 Benefit Ratio. In the judgment of the City Council, the approximate ratio which exists between the benefits of land within the Rural Service District compared to land of like market values situated in the Urban Service District shall be ~~37%~~ 40%

Section 7 Services Provided. No City service beyond that normally provided by the townships of Holt or Carrollton or Fillmore County will be provided by the City in a Rural Service District, except fire, police, ambulance, utilities, and planning services.

Date: June 5, 2023

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Mayor Jason Resseman

Attest:

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City Administrator Michele Peterson

## **150.06 HISTORIC PRESERVATION**

### **SECTION 1** Declaration of Public Policy and Purpose.

The Lanesboro City Council hereby declares as a after of public policy that the preservation, protection, perpetuation and use of areas, places, buildings, structures, and other objects having special historical interest or value is a public necessity, and is required in the interest of the health, safety, welfare and prosperity of the people. The purpose of this ordinance is to:

- (A) Safeguard the heritage of the City of Lanesboro by preserving sites and structures which reflect elements of the city's cultural, social, economic, political, visual or architectural history.
- (B) Protect and enhance the City of Lanesboro's appeal to residents, visitors and tourists, and serve as a support and stimulus to business and industry.
- (C) Foster civic pride in the beauty and notable accomplishments of the past; and
- (D) Promote the preservation and continued use of historic sites and structures for the education and general welfare of the people of the City of Lanesboro.

### **SECTION 2** Heritage Preservation Commission Established.

- (A) Creation. A Commission is hereby established for the purpose of assisting the City Council in identifying and preserving buildings and lands, within the City of Lanesboro, as said City limits shall change from time to time by lawful annexation or lawful detachment.
- (B) Membership. There shall be five members of the Commission herein established. Each member shall be appointed for one term each. Terms shall commence upon appointment. The first term of said first members shall be one year from appointment for two of the members and two years from appointment for the remaining three members. Thereafter all terms shall be for two years. Members may serve for three successive terms. Nothing shall prevent members of the Lanesboro Historical Preservation Association, Inc. from serving as members of this Commission. However, no control shall be exercised over the internal affairs of said Lanesboro Historical Preservation Association, Inc., either directly or indirectly, by the City of Lanesboro or the Commission herein established. One member of this Commission shall include, if available, ~~at all times, be~~ a member of the Fillmore County Historical Society, as provided in Minnesota Statutes Annotated Section 471.193 Subd. 5.

The Heritage Preservation Commission membership shall be from persons with demonstrated interest and/or expertise in historic preservation. If available in the community, at least two members of the Heritage Preservation Commission shall be preservation related professionals (including the professions of history, architecture, architectural history, archaeology planning, real estate, design, building trades, landscape architecture, or law).

- (C) Powers and Duties. The powers and duties of the Commission shall be as enumerated under M.S.A. Section 471.193, as amended. In addition to these powers and duties, the City of Lanesboro can delegate or assign such farther powers or duties as prescribed by amendments to this ordinance.

(D) Organization. The Commission when formed shall elect from its members such officers as it may deem necessary. The Commission shall have the power to designate and appoint from its members various committees with powers and duties of the Commission. The Commission shall make rules and regulations as it may deem advisable and necessary for the conduct of its affairs, for the purpose of carrying out the intent of this ordinance, which are not inconsistent with the laws of the City of Lanesboro and the State of Minnesota. The Commission shall make an annual report, containing a statement of its activities and plans, to the Mayor, the City Council, the City Clerk/Administrator, the Building Official, and the Chairperson of the Fillmore County Historical Society.

### SECTION 3 Designation of Heritage Preservation Sites

(A) Reports. The Council, upon request of the Heritage Preservation Commission, may direct the City Planning Department in cooperation with the Division of Housing and Building Code enforcement to prepare studies which catalog buildings, land, areas, districts, or other objects to be considered for designation as a Heritage Preservation site.

(B) Criteria. The Commission shall recommend to the City Council areas, buildings, districts or objects to be designated Heritage Preservation Sites. In considering the designation of Heritage Preservation Sites the Commission shall apply the following criteria:

- (1) Its character, interest or value as part of the development, heritage or cultural characteristics of the City of Lanesboro, State of Minnesota, or the United States.
- (2) Its location as a site, or contributing element in proximity to a site of a significant historic event or process.
- (3) Its embodiment of distinguishing characteristics of architectural style, period form or treatment.
- (4) Its identification with a person or persons who significantly contributed to the culture and development of the City of Lanesboro.
- (5) Its embodiment of elements of architectural design, detail, materials, or craftsmanship which represents distinctive architectural innovation.
- (6) Its unique location or singular physical characteristics representing an established and familiar aspect of a view, vista, site, area, or district in the City of Lanesboro.

(C) Planning Commission Review. The Heritage Preservation Commission shall advise the City Planning Commission of the proposed designation of a Heritage Preservation Site, including boundaries and a program for the preservation, restoration, or rehabilitation of the Site, and secure from the City Planning Commission its recommendation with respect to the relationship of Heritage Preservation designation to the Comprehensive plan of the City of Lanesboro, its opinions as to the effect of the proposed designation upon the surrounding neighborhood, and its opinion and recommendation as to any other planning consideration which may be relevant to the proposed designation, together with its recommendation of approval, rejection, or modification of the proposed designation. The said recommendation shall become part of the official record concerning the proposed designation and shall be submitted by the Heritage

Preservation Commission along with its recommendation concerning the proposed designation to the City Council. The Heritage Preservation Commission may make such modifications, changes, and alterations concerning the proposed designation as it deems necessary in consideration of the recommendations of the City Planning Commission.

(D) Communication with the State Historical Society. A copy of the Heritage Preservation Commission's proposed designation of a Heritage Preservation Site, including boundaries and a program for the preservation, restoration, or rehabilitation of the Site shall be sent to the State Historical Society in accordance with Minnesota Statutes Annotated Section 471.193, Subd. 6.

(E) Findings and Recommendations. The Heritage Preservation Commission shall determine if the proposed Heritage Preservation Site is eligible for preservation as determined by the criteria specified in Subparagraph A of this section, and if the Heritage Preservation Commission recommends to the City Council that the site be designated for heritage preservation. The Commission shall transmit to the City Council its recommendations and proposed program for the Heritage Preservation Site.

(F) Council Designation, Hearings. The City Council, upon the request of the Heritage Preservation Commission, may by resolution designate a Heritage Preservation Site. Prior to such designation the City Council shall hold a public hearing, notice of which shall have been published in a newspaper of general circulation at least 20 days prior to the date of the hearing, and notice of the hearing shall be sent to all owners of property which is proposed to be designated a Heritage Preservation Site and to all property owners abutting the boundary of the area to be designated a Heritage Preservation Site.

(G) Acquisition. The Heritage Preservation Commission may recommend to the City Council, after review and comment by the City Planning Commission, that certain property eligible for designation as a Heritage Preservation Site be acquired by gift, by negotiation, or other legal means as provided for in Chapter 117 of Minnesota Statutes.

#### SECTION 4 Additional Powers and Duties of the Commission

The Commission shall have the following powers and duties in addition to those otherwise specified in this ordinance.

- (A) The Commission shall conduct a continuing survey of all areas, places, buildings, structures, or objects in the City of Lanesboro which the Commission, on the basis of information available or presented to it, has reason to believe are significant to the cultural, social, economic, political, or architectural history of Lanesboro.
- (B) The Commission shall conduct general preservation planning to determine needed and desirable improvements of historic building throughout Lanesboro, acting in a resource and advisory capacity to owners of such buildings regarding their preservation, restoration, and rehabilitation.
- (C) The Commission shall work for the continuing education of the citizens of the City of Lanesboro with respect to the civic and architectural heritage of the City. It shall keep current and public a register of all properties which have been designated Heritage Preservation Sites, along with the plans

and programs that pertain to them. The Commission may also make recommendations as to additional buildings or structures to be designated as Heritage Preservation Sites.

- (D) The Commission may accept the services, on a permanent or part-time basis, of technical experts and such persons as may be required to perform its duties, subject to requirements and prior approval of the City Council.
- (E) The Commission may have authority to accept gifts and contributions to be made to the City and to assist the City staff in the preparation of applications for grant funds to be made by the City for the purpose of Heritage preservation.
- (F) The Commission shall on a continuing basis collect and review all City Planning and Development records, documents, studies, models, maps, plans and drawings to be entered in the Public Library Historical Archives as a permanent record of City history and development.

#### SECTION 5 Review of Permits

The Heritage Preservation Commission shall review and advise the city Council upon the issuance of City permits. Every application for a building permit in relation to property in Lanesboro which has been designated as a Heritage Preservation Site shall be accompanied by detailed plans for the work to be done, immediately referred by the City Building Official's office to the Commission.

- (A) Type of Building Activity to be reviewed.
  - (1) Remodel or repair in any manner that will change the exterior appearance of the building or site;
  - (2) Construction;
  - (3) Moving a building;
  - (4) Demolition in whole or part;
  - (5) Repair, removal, replacement, or erection of exterior signs.
- (B) City Activity. The Heritage Preservation Commission shall review and make recommendations concerning all activity in the City to change the nature or appearance of any building, structure or sign within any designated Heritage Preservation Site.
- (C) Standards. NO building or structure, including- signs shall be erected, reconstructed, substantially altered, or restored, which have been designated a Heritage Preservation Site or a part thereof, unless the same is reviewed by the City Council acting upon the advice of the Commission herein established as being architecturally compatible with historical and/or architectural aspects of the site. In reviewing any proposed erection, reconstruction, alteration, or restoration, the general purpose shall be to maintain the integrity of the designated sites. The Secretary of the Interior's Standards shall be utilized in developing and implementing these standards of review. In reviewing any proposed erection, reconstruction, alteration or restoration, the general purposes shall be to maintain the integrity of designated properties as follows, as long as said general purposes are consistent with the Secretary of Interior's Standards:

- (1) Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
  - (2) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
  - (3) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
  - (4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
  - (5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
  - (6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
  - (7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
  - (8) Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.
  - (9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
  - (10) Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
  - (11) Promulgations, rulings, or advisory comments from the State of Minnesota and County of Fillmore Historical Societies as to the conditions and considerations shall be considered.
- (D) Public Comment. Before the City can issue a City permit for any activity subject to review under paragraph (A) above, public comment shall be solicited, heard, and considered.

SECTION 6 Penalty for Violation

Any person or entity violating any provision of this ordinance shall, upon conviction, be punished by a fine of not more than \$100.00. This ordinance shall also be enforceable by the provision made in Section 7 of this ordinance.

SECTION 7 Injunctions

Upon any violation of any provision of this ordinance, the City of Lanesboro can enjoin said violator from further continued violation, as well as compel the violator to rectify, at his, her, or its' sole expense, the violation complained of. Costs of enforcing this provision shall be chargeable and collected against the violator as in a civil action.