

Approved 02/06/2023

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

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

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

Absent: None

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

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

Regular Meeting:

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

- A. Agenda:** Member Albrecht-Benson motioned to approve the agenda with the following amendments to the Consent Agenda: Remove item 2, 2023 Rhubarb Run/Walk, Add a Lodging License for Green Gables Inn, and amend Resolution 2023-05 to note 65.5 cents. Member Walbridge seconded the motion. Motion carried with all in favor.
- B. Public Comments:** No comments were shared.
- C. Approval of Minutes:**
- ❖ Minutes of the Regular Meeting, December 5, 2022: Member Walbridge motioned to approve the minutes as presented. Member Bakke seconded the motion. Motion carried with all in favor..
- D. Consent Agenda:**
1. Accounts Payable
 2. Resolution 2023-08 Authorizing New Member in Regional Safety Group
 3. Lanesboro Claydusters Gambling Permit Application
 4. Resolution 2023-01 Designating an Official Depository for City Funds
 5. Resolution 2023-02 Designating an Official Newspaper to Publish Ordinances and Other Matters as Required by Law
 6. Resolution 2023-03 Authorizing the Lanesboro Fire Relief Association for Lawful Gambling
 7. Resolution 2023-04 Authorizing Signature Authority for City Accounts
 8. Resolution 2023-05 Establishing Mileage Reimbursement Rate
 9. Resolution 2023-06 Appointing Trustees for the Lanesboro Firefighters Relief Association
 10. Resolution 2023-07 Appointing Fire Department Officers
 11. Resolution 2023-09 Accepting Donations
 12. 2022 Audit Engagement - Smith Schafer
 13. 2023 Lodging License for Green Gables Inn

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

E. Project Reports:

a. Wastewater Treatment Facility

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

b. 2022 Street & Utility Improvements:

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

F. Department Reports:

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

G. Agenda Request:

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

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

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

H. Continued Business:

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

I. New Business:

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

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

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

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

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

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

Approved 03/06/2023

**Lanesboro City Council
Regular Meeting
Monday, February 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
(Participated remotely from 376 Rosa Boulevard Unit 412, Fort Walton Beach, Florida)

Absent: None

Visitors: Brian Malm, Hannah Wingert, Bonita Underbakke, Deane Benson, David Haugen. Rob Wagner, Joseph O’Koren, Vicky McKinney, Tara Johnson, Andrej Zalasinski, Karen Heimdahl, Trenton Raygor, Lester Dunn, and Jonathon Lavine

Regular Meeting:

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

A. Agenda: Member Bakke motioned to approve the agenda as presented. Member Walbridge seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

B. Public Comments: No comments were shared.

C. Approval of Minutes:

- ❖ Minutes of the Regular Meeting, January 3, 2023: Member Goetzke motioned to approve the minutes as presented. Member Bakke seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

D. Consent Agenda:

1. Accounts Payable
2. Resolution 2023-10 Accepting a Donation
3. 2023 Lodging Licenses
4. Lanesboro Arts Temporary Liquor License Feb 10, Feb 11, and June 17, 2023

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

E. Project Reports:

a. Wastewater Treatment Facility

- **Pay Request #26:** City Engineer Brian Malm recommended payment in the amount of \$14,001.91 which represents 89.3% completion of the project. Member Goetzke motioned to approve the payment as recommended. Member Walbridge seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

F. Department Reports:

- a. **LPU:** Member Albrecht-Benson reported the Commission is monitoring electric rates, to ensure revenues are covering expenditures. Two residential solar interconnections have been completed, and the connection for the School will be happening soon. Electric

meters are scheduled for replacement within the next year, with Water meters in the next 5-7 years. Finally, a letter was sent out to area property owners regarding the application of biosolids to crop land.

- b. **Planning & Zoning:** Mayor Resseman reported that the commission is currently having preliminary discussions regarding the Comprehensive Plan as well as Commercial Vehicle Parking. It was noted that a Comprehensive Plan is generally updated every 10 years.
- c. **HPC:** Member Albrecht-Benson shared that the commission recently reviewed a change to the Merchants Bank sign. As well, potential renovations to the Devey Hotel were reviewed and found to be favorable. The Commission has been considering two local designations, Bethlehem Lutheran Church and St Patrick's Catholic Church. There have been some concerns noted regarding future modifications to the buildings and how that would relate to the designation. Finally, the commission members will be completing training modules in order to be compliant as a Certified Local Government.
- d. **Library:** Director Tara Johnson noted that this is a quiet time of the year, when planning and organizing are completed. Johnson is currently working on a seed program to provide annuals and vegetables seeds to patrons. Additionally, Johnson is working on completing the annual report to the State. Further information is being considered to understand patrons locations, this is done in order to determine funding for each of the libraries. The library board will be meeting to review the strategic planning for 3 years out.

G. Agenda Request:

- a. **Filthy 50 2023 Event:** Trenton Raygor announced they would like to hold the Filthy 50 in Lanesboro again on Saturday, October 14, 2023. They are requesting the following closures:
 - A half block of Coffee St. (between Parkway and the alley behind Pedal Pushers Cafe) from 7am until 10pm.
 - A block of Parkway (from Elmwood to Coffee) from 10am until 8pm.

Concerns were shared for the impacts to the local Farmers, complaints were received noting that cyclists were not obeying traffic laws on the gravel roads. Raygor shared that safety and following traffic laws are all part of the communication plan given to riders in advance of the event. Member Goetzke motioned to approve the event and the closures as presented. Member Walbridge seconded the motion. Mayor Resseman requested that event organizers check in with City staff 60 days prior to the event. Vote was done by roll-call with all in favor.

H. Continued Business:

- a. **Administrator/Clerk Job Description Update Review:** Member Goetzke motioned to approve the Administrator/Clerk Job description as presented. Member Bakke seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- b. **Walking Bridge to Little Norway Repairs:** Discussions were had regarding if the City indeed owned the bridge, and therefore should any repairs or replacements be considered. A title search was estimated to be \$1,000 to \$1,500. A full survey of the area is estimated at \$4,000 to \$10,000. Mayor Resseman motioned to table the discussion to allow time for residents to be contacted to see how they utilize the bridge. Member Walbridge seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- c. **Beacon Street West (South Side) Sidewalk Consideration:** Member Bakke motioned to table the discussion until more information is available regarding any possible

contingency funds for the Street Improvement project. Member Walbridge seconded the motion. Vote was done by roll-call with all in favor.

- d. **Fire Truck Purchase:** Chief Wagner reported that a second truck had been identified which is available sooner than the previous one. The newest truck is a 2011 E1 Pumper from West Metro. It has similar mileage to the 2009 Pierce from Eagen, however is available in April of 2023. The availability of the 2011 is 1 ½ years sooner than the 2009 is estimated to be. Both trucks have similar equipment, and both need adjustments and minor repairs. A committee from the Fire Department will determine the details for selling the old truck. Attorney O’Koren presented an amended purchase agreement for consideration. Member Goetzke motioned to approve the amended purchase agreement for the purchase of the 2011 E1 Pumper in the amount of \$200,000. Mayor Resseman seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

I. New Business:

- a. **Street Department - Equipment Replacement:** Supervisor Haugen presented trading the 2017 Farmall 65C for a 2021 Farmall 75C for a total cost of \$14,000. The 2021 is a State trade-in with 189 hours. Due to this there is a full two-year warranty that would begin once purchased. Equipment replacement funds for the tractor are at \$36,500 for the 2023 budget year. Member Goetzke motioned to approve the purchase as recommended. Member Bakke seconded the motion. Vote was done by roll-call with all in favor. Motion carried. Supervisor Haugen also recommended the purchase of a 2023 Kubota SSV75 Skid Steer as well as attachments including: forks, grapple, snowpusher, and snowblower. This purchase would be completed jointly with Public Utilities with a total cost to both of \$32,662. Haugen noted that the tractor could then be placed on a 7 year replacement rotation, and the skid steer on a 5 year replacement rotation. It was noted that the skid steer would be utilized in many ways. Mayor Resseman motioned to approve the purchase of the 2023 Kubota SSV75 along with the forks and grapple. Member Goetzke seconded the motion. It was noted that used equipment was not considered due pricing, instead State bid pricing for new equipment was considered. It was also noted that this purchase would be contingent on the Public Utility Commission authorizing the purchase. Vote was done by roll-call with all in favor. Motion carried.
- b. **Capital Improvement Plan:** Administrator Peterson shared the draft version of the Capital Improvement Plan. Next steps will be to have department heads, and commissions review and prioritize the plan before bringing it back to the Council for review. Mayor Resseman motioned to table the discussion. Member Goetzke seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- c. **EDA Ordinance:** Member Goetzke shared the background information for the requested amendment. Goetzke also questioned if the wording could be created to allow for fluctuation of total members that would not require a change to the ordinance in the future. Attorney O’Koren will look into the possibility, as well as consider if there would be a definitive period of time to amend the number of members if we do not have the required numbers. Mayor Resseman motioned to table the discussion. Member Goetzke seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- d. **Rural Board Per Capita for 2024-2025:** Member Goetzke motioned to approve the per capita rate of \$56.00 for 2024 and 2025. Member Walbridge seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

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- e. **Remote Work Policy Review:** Mayor Resseman motioned to table the discussion. Member Walbridge seconded the motion. Discussion was had if the policy is needed. Vote was done by roll-call with all in favor. Motion carried.
- f. **Fund 230 Remaining Balance:** Members requested the following information be made available: Priorities, What can the funds be used for, Are there any Legalities to be concerned with, Can the funds be invested, If so under the City or EDA. Mayor Resseman motioned to table the discussion. Member Bakke seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- g. **Panel Presentations:** Mayor Resseman motioned to follow legal guidance from the City Attorney and not present any panel discussions. Member Walbridge seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- h. **May City Council Meeting Date:** Member Goetzke motioned to change the May Regular Meeting Date to Tuesday, May 2, 2023. Mayor Resseman seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

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

ADJOURN: Mayor Resseman adjourned the meeting at 7:13 p.m.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

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

Approved 04/03/2023

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

Approved 05/02/2023

**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**

Approved 05/02/2023

- **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

Approved 05/02/2023

**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

Approved 06/05/2023

Lanesboro City Council
Regular Meeting
Monday, May 2, 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, Darla Taylor, Sandy Danielson, Bryn Geerdes, Melissa Johnson, Diane Hanson, Sharon Post, Karen Lawstuen, John Lawstuen

Regular Meeting:

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

A. Agenda: Member Albrecht-Benson motioned to approve the agenda removing the following: 2026 Hwy 250 Project Report and Library Department Report. Member Bakke seconded the motion. Motion carried, with all in favor.

B. Public Comments:

- a. Melissa Johnson:** Johnson shared concern for the closure of the walking bridge, as her family uses it regularly. The bridge allows for a safe passage to school activities for her children. She questioned if there was a compromise that could be made between the residents and the Council.
- b. Bryn Geerdes:** Geerdes also shared concerns for the closure of the walking bridge. With the bridge closed the residents feel like they are on an island, cut off from the rest of town. She uses the bridge to access the bike path regularly. She suggested the Council put up a sign noting use at your own risk.

C. Approval of Minutes:

- ❖ Minutes of the Regular Meeting, April 3, 2023: Member Albrecht-Benson motioned to approve the minutes as presented. Member Walbridge seconded the motion. Motion carried, with all in favor.
- ❖ Minutes of the Local Board of Appeal and Equalization, April 12, 2023: Member Goetzke motioned to approve the minutes as presented. Member Bakke seconded the motion. Motion carried with all in favor.

D. Consent Agenda:

1. Accounts Payable
2. 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 of Irregularity and Appeal
6. Bicycling Across Minnesota Special Event (BAM)

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

E. 2022 Audit Review - City of Lanesboro and Lanesboro Public Utilities: Andrew Forliti reviewed the presentation providing a summary of the findings from the 2022 Audit for the City and Public

Utilities. Member Goetzke motioned to accept the report. Member Walbridge seconded the motion. Motion carried with all in favor.

F. Project Reports:

a. Wastewater Treatment Facility

- Pay Request #28: City Engineer Brian Malm recommended payment in the amount of \$349,429.81 representing 95.5% completion of the project to Wapasha Construction. Final sitework is underway including fencing, grading, landscaping, and paving. Member Goetzke motioned to approve as recommended. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

b. Street and Utility Improvements 2022:

- Pay Request #6: City Engineer Brian Malm recommended payment in the amount of \$164,585.60 to Generation X Construction. Flat work downtown is being completed, with paving anticipated very soon. The east end of Kirkwood is going well, with Utilities going in the ground. Dirt and sod work will be completed in the alley's and downtown very soon as well. Member Bakke motioned to approve the pay request as recommended. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

G. Department Reports

- a. Planning & Zoning:** Mayor Resseman provided the Commission report for Planning & Zoning. The commission has discussed the need to update the Comprehensive Plan, however with the estimated cost of \$20,000 - \$40,000 officials are searching for a funding mechanism to do so. Additionally the Commission had discussed Semi-Tractor trailer overnight parking, rezoning of the old Wastewater facility land to industrial, approved a variance for rear yard setback for the Sales Commission, and approved installation of a mural downtown. Finally a preliminary plat was submitted, and is currently being reviewed for completeness.
- b. Heritage Preservation:** Member Albrecht-Benson provided the department update for HPC. Although preliminary renovation plans had been reviewed the Blue Hotel is still for sale. The Commission is currently considering local historic designation for four properties. Members are also working through a training manual in order to meet compliance requirements.

H. Continued Business:

- a. Walking Bridge to Little Norway Repairs:** City Engineer Brian Malm reviewed the report from the structural engineer for the condition of the bridge. Members discussed regulatory, funding, and options for immediate and long term repairs. It was noted that the abutments would need to be repaired prior to the bridge being open to the public. Council could consider assessments for repairs to the bridge, however an appraiser would be hired to determine if the value of the property was increased due to the repairs. Attorney O'Koren shared that although a hold harmless could be completed with the residents, that would not account for non-residents. Therefore his recommendation was to not issue exceptions for use of public infrastructure. Member Goetzke motioned to table the discussion. Member Bakke seconded the motion. Brian Malm will bring back potential funding options to repair the bridge. Motion carried with all in favor.

I. New Business:

Approved 06/05/2023

- a. **Park Seasonal Employment:** Member Goetzke motioned to approve hiring Nick Hahn and Peyton Olson for the Park Seasonal positions as recommended by the Park Board.
- b. **2024 Budget Planning Process:** A workshop meeting will be scheduled in June.
- c. **2023 Rural Taxing District Update and Review, Ordinance 35.02:** Member Goetzke motioned to call for a Public Hearing for the June meeting. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- d. **Draft Review of Ordinance 150.06 Historic Preservation:** Mayor Resseman motioned to call for a Public Hearing for the June meeting. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

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

ADJOURN: Mayor Resseman adjourned the meeting at 7:02 p.m.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

Approved 07/11/2023

**Lanesboro City Council
Regular Meeting
Monday, June 5, 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, Sandy Danielson, Diane Hanson, Tara Johnson, Brenda Bonney, Ciel Allen, Colin Bakke, John Dahle, and Lester Dunn

Budget Workshop (5:00 p.m.): Council members reviewed the presentation regarding budgeting for the City and LPU, as well as YTD figures. Discussion was shared regarding budgeting for Capital Outlay, focus will be given to top priority projects for 2024 funding. Workshop was dismissed at 5:48 p.m.

Public Hearing - Ordinance 35.02 Rural Service District and 150.06 Historic Preservation (6:00 p.m.):

The following comments were made:

- Brenda Bonney: Questioned the description of a rural service district, she is looking for information that defines the district in more detail. Additionally questioned what was changing in the ordinance.

The Public Hearing was closed at 6:05 p.m. with no further comments being shared.

Regular Meeting:

Mayor Resseman called the Regular Meeting to order at 6:05 p.m.

A. Agenda: Member Bakke motioned to approve the agenda with two additional items: Fiscal Agent Request to the Consent Agenda and Sale of Fire Truck to New Business. Member Albrecht-Benson seconded the motion. Motion carried, with all in favor.

B. Public Comments:

- a. **Sandy Danielson:** Read a letter from Brynn Gerdes: The walking path suggested at last month's meeting includes private property, could a sign noting pedestrian and bike crossing be placed on County Road 8, has the City sought out additional quotes, would the City consider a private loan?
- b. **Diane Hanson:** Shared a letter from Jim Sheeley, Administrator Peterson read the letter aloud. The letter noted the importance of the bridge, and the desire to have it repaired or replaced.

C. Approval of Minutes:

- ❖ Minutes of the Regular Meeting, May 2, 2023: Member Albrecht-Benson motioned to approve the minutes as presented. Member Walbridge seconded the motion. Motion carried, with all in favor.

D. Consent Agenda:

1. Accounts Payable
2. Resolution 2023-21 Accepting Donation
3. Street Closure Application - Lanesboro Fire Department
4. Local Option Sales Tax Agreement

5. Fiscal Agent request from Lanesboro Area Chamber of Commerce for a grant application. Member Goetzke motioned to approve the Consent Agenda items as presented. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

E. Project Reports:

a. Wastewater Treatment Facility

- Pay Request #29: City Engineer Brian Malm recommended payment in the amount of \$120,752.00 representing 97% completion of the project to Wapasha Construction. Final sitework is underway including fencing and landscaping. Member Albrecht-Benson motioned to approve as recommended. Member Bakke seconded the motion. Motion carried with all in favor.

b. Street and Utility Improvements 2022:

- Pay Request #7: City Engineer Brian Malm recommended payment in the amount of \$666,914.25 to Generation X Construction. With this request the project is 65% complete. Punch list items are still to be completed downtown, while work on Kirkwood is well underway. Member Walbridge motioned to approve the pay request as recommended. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

F. Department Reports

- a. **Fire:** Member Bakke reported that there have been 7 calls this year so far: 1 fire alarm, 3 false alarms, 1 brush fire, 1 gas main leak concern, and 1 lift assist. Additionally the department completed 3 CRP burns. The open house was a great success, they estimate 250 people attended. Volunteers recently renewed their CPR certification. The new Fire Truck will be coming in June. The department would like to consider some additional capital improvement projects in future to include: extending the hard surface in the rear of the property to allow for a better turning radius as well as replace the existing blacktop.
- b. **EDA:** The board is now a five member board, with two Council members serving on the board. The Lanesboro Entrepreneurial Action Network is hosting a meeting on June 14. The EDA considered an investment start up, Member Purcell will continue the research outside of the EDA. A rack card was designed for the EDA and is now available. Board members are considering what data they would like to see to utilize the Data block grants through CEDA. A winter tourism study is underway with a community meeting held at Sons of Norway. Additional community meetings will be held to share the conclusion of the study. Within this work an RFP for Marketing will be submitted for consideration. A \$15,000 loan was approved for a new business in town. EDA Director Cathy Enerson is working with three potential new businesses that would like to come to Lanesboro. Additionally a new application is being submitted to the USDA to replenish the loan fund.
- c. **Library:** Director Tara Johnson noted the summer reading tomorrow with story times continuing. The seed library has had 20 participants thus far.

G. Continued Business:

- a. **Walking Bridge to Little Norway Repairs:** Mayor Resseman noted that the Council had reviewed a study completed by Bolton & Menk, and had not yet requested actual bids for the project. Resseman also encouraged the neighbors to work together to consider alternatives. Member Goetzke motioned to approve Resolution 2023-20 authorizing an application to the League of MN Cities for assistance funds to contract a professional

Approved 07/11/2023

grant writer. Member Walbridge seconded the motion. Motion carried with all in favor. Member Albrecht-Benson shared an alternative quote for a replacement bridge estimated at \$17,000 for a 48' by 4' walking bridge. It was noted that labor as well as the abutment work would be additional. Mayor Resseman will reach out to County Commissioner Duane Bakke regarding the potential pedestrian safety at the County Road 8 bridge entering Lanesboro. Member Albrecht-Benson will share the quote she received, this will be shared with the Council as well as the City Engineer. Discussion will be continued.

- b. **Ordinance 35.02 Rural Service District:** Mayor Resseman motioned to approve the amended ordinance as presented. Member Walbridge seconded the motion. Discussion was shared regarding the basis for the ordinance, as well the history of discussions leading up to the passing of the ordinance. Motion carried with all in favor.
- c. **Ordinance 150.06 Historic Preservation:** Member Goetzke motioned to approve the ordinance as amended. Member Walbridge seconded the motion. Motion carried with all in favor.
- d. **Beacon Street Sidewalk:** Administrator Peterson shared that the cement work is scheduled to be completed in late July, for this reason a decision will be made at the July meeting whether or not to move forward with the project. This will also allow additional time to ensure that there is enough room in the project budget.

H. New Business:

- a. **Private Improvements within a Public Right of Way:** Administrator Peterson shared that requests have been submitted to make private improvements within a public right of way. These improvements are existing and are in need of repair. Peterson is working with Attorney O'Koren to come up with a mechanism that would allow for the repairs to be completed, that would additionally note that the private improvements are at the expense of the adjacent property owner and not the City. Mayor Resseman motioned to table the discussion until more information is available. Member Bakke seconded the motion. Motion carried with all in favor.
- b. **Sale of Fire Truck:** Assistant Chief Bakke noted that a committee had been formed to consider the sale of the 2004 Pumper Truck which is being replaced with the new truck coming later this month. A bid amount of \$65,000 was received and approved by the department. The department considered other offers, however this was the highest amount received. Member Albrecht-Benson motioned to approve the sale. Member Bakke seconded the motion. Motion carried with all in favor. Mayor Resseman motioned to approve the purchase agreement drafted by Attorney O'Koren. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

Next Meeting: Tuesday, July 11, 2023 6:00 p.m.

ADJOURN: Mayor Resseman adjourned the meeting at 7:03 p.m.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

Approved 08/07/2023

**Lanesboro City Council
Special Meeting
Wednesday, July 20, 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: Michele Peterson and Darla Taylor

Special Meeting:

Mayor Resseman called the Special Meeting to order at 9:00 a.m.

- A. Resignation of City Administrator/Clerk:** A motion was made to accept the resignation of City Administrator/Clerk Michele Peterson effective August 17, 2023 as indicated in her resignation letter by Member Goetzke and seconded by Member Bakke. Motion carried all in favor. Member Benson questioned the use of PTO during this time. It was noted that the contract restricts the use during the last two weeks.
- B. Process to Hire for City Administrator/Clerk:** Member Walbridge gave notice that he intended to recuse himself from any further discussion due to his interest in the open position. A motion was made to appoint Mindy Albrecht-Benson (Chair), Brian Roelofs and Robin Krom to facilitate the hiring process and candidate selection including presenting the final candidates to city council by Member Resseman and seconded by Member Goetzke. Motion carried, Member Walbridge abstained.
 - a. It was noted that the Salary and Benefit Information would be updated on August 7th.
 - b. A job posting will be posted on the City Website, LMC platform, FCJ Journal, Indeed and other possible platforms as the committee sees appropriate. A 2-3 week posting was suggested as well as a timeline for the hiring process.
 - c. Background check services may need to be contracted for.
 - d. In the event of the potential need for the office to be staffed in Darla's absence it was suggested to use current staff including part time library staff or volunteers from the current commission members.
 - e. The Deputy Clerk's salary was discussed. A motion to give Darla Taylor her anniversary step increase effective July 31, 2023 was made by Member Goetzke and seconded by Member Albrecht-Benson. Motion carried.
 - f. Whalan contact will need to be discussed after they meet later this afternoon.
 - g. Many thanks and well wishes to Michele for her 12 years of service and all the benefits she provided our community!

Next Meeting: Monday August 7, 2023 6:00 p.m.

ADJOURN: Mayor Resseman adjourned the meeting at 9:41 a.m.

Respectfully Submitted,

Darla Taylor
Deputy Clerk

**Lanesboro City Council
Regular Meeting
Tuesday, July 11, 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, Bonita Underbakke, Deane Benson, Attorney Joseph O’Koren, Sandy Danielson, Diane Hanson, Lester Dunn, Jim Scheeley, Don Bell, Cheryl Lamon, Bryn Gerdes, Melissa Vander Plas, Jonathan Levine, and Haley Hodges

Regular Meeting:

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

A. Agenda: Member Albrecht-Benson motioned to approve the agenda with two additional items: Resolution 2023-22 Authorizing return of donation and Resolution 2023-23 Calling for a Public Hearing on the Approval of Tax Abatement. Member Walbridge seconded the motion. Motion carried, with all in favor.

B. Public Comments:

a. Jim Scheeley: Thanked the Council for listening to his letter last month and understanding how important the walking bridge into Little Norway is. He is willing to help create a working group to help solve the issue.

C. Approval of Minutes:

❖ Minutes of the Regular Meeting, June 5, 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. Summary Ordinance 35.02
3. Summary Ordinance 150.06
4. Fire Relief Association Temporary Liquor License
5. Sylvan Brewing, BAM Event, Temporary Liquor License

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

E. Project Reports:

a. Wastewater Treatment Facility

■ Pay Request #30: City Engineer Brian Malm recommended payment in the amount of \$223,131.77 representing 98% completion. Landscaping as well as the fence and gate are still in progress. It was noted that there are some trees in need of staking. Work is still ongoing with operations and equipment warranties. Member Walbridge motioned to approve the request as recommended. Member Bakke seconded the motion. Motion carried with all in favor.

b. Street and Utility Improvements 2022:

■ Pay Request #8: City Engineer Brian Malm recommended payment in the amount of \$305,219.47 representing 73% completion. The downtown portion of the project is substantially complete. Concrete work will begin next week on Kirkwood Street.

Substantial completion is expected for the Kirkwood portion of the project in mid August. The final layer of asphalt will be applied in the spring of 2024. Member Albrecht-Benson motioned to approve the request as recommended. Member Walbridge seconded the motion. Malm noted appreciation to the owners of the Cottage House for their cooperation in this project. Motion carried with all in favor.

- c. **Hwy 250 - 2026:** The open house held on June 27 was well attended, it's estimated that 70-75 people attended. Currently a scoping study is underway, which will aid in the creation of a conceptual layout. In order to move forward with the partnership agreement an estimated cost for the project will need to be determined. There are currently bi-weekly technical meetings with MNDOT that Brian attends to represent the City of Lanesboro. Council members requested that monthly progress reports be provided.

F. Department Reports

- a. **Street:** Supervisor David Haugen noted that his team has been very busy with the following projects: DOT inspections, planting 15 new trees - limited due to cost, painting of curbs and lines, repairs to the gazebo, installation of a sidewalk at the bathhouse along with landscaping work, mowing, sidewalk lift markings, blading, tree removal, new wood chips in the playground, and multiple loads of asphalt for patching. Haugen also noted that they have been experiencing mechanical problems with the sweeper.
- b. **Park:** Council Member Walbridge provided an update from the Park Board. The AirStream Rally event went very well. No issues or concerns were noted due to reserving the campground. The group was good to work with therefore the board welcomes them to return. New bases have been installed thanks to a grant from the Lanesboro Area Community Foundation. A study regarding the tennis court area will be reviewed by the Park Board at their next meeting. The Bicycling Across Minnesota event will be in town on August 16 and return for the final leg of the ride on August 20, 2023. The class of 2021 donated a tree and bench in honor of Joe Gathje in the NW corner of the first pond. Finally sculptor Ryan Palmer has offered a sculpture to be placed in a public space, this space has yet to be defined.
- c. **Administration:** The administration team has been working on the following: Tobacco ordinance, Code of ordinance update, address updates, policy for information shared by the city, 2023 and 2024 budget, pay scale review, and abatement agreement for a potential development. Peterson noted that currently the County will take the lead with their newly adopted THC ordinance for enforcement, until the City would like to create their own ordinance. Finally the Public Utilities Board also approved the purchase of a skid loader, utilizing project funds from the Wastewater Treatment Project. At this time Supervisor Wagner is waiting to ensure that all other expenses have been addressed prior to ordering the skid loader.
- d. **Chamber of Commerce:** Melissa Vander Plas introduced herself as the newly appointed Chamber Director for the Lanesboro Area Chamber of Commerce and Visitor Center. They are currently operating with a three member team, Ann Thatcher, Jonathan Levine, and herself. Their goal is to provide a positive visitor experience, along with meeting the needs of the businesses. Visitor counts have improved. The City was recently recognized as one of 20 most charming cities in travel magazine, as well as a favorite place for hippies to visit in MN. Their team is currently working on a small town grant application in coordination with the City and EDA for rebranding. The Chamber will also be representing

the community at the Fillmore County Fair on July 21, 2023 from 11 am - 7 pm. The team will begin working on the membership drive in an effort to simplify the process. The visitor guide will also be an upcoming project.

G. Continued Business:

- a. **Walking Bridge to Little Norway Repairs:** Administrator Peterson requested council members provide for a standard for the bridge to be repaired or replaced to, as well as amount of expense to be allowed, and finally where those funds would be pulled from. Members discussed financial concerns, as well as the desire to meet ADA compliance while managing topographical constraints. Member Albrecht-Benson motioned to approve up to \$15,000 towards the repair or replacement of the bridge. Member Walbridge seconded the motion. Member Albrecht Benson then motioned to amend her original motion to include the funds be pulled from the ARPA funds that had been allocated to the Park department. Member Mitchell seconded the motion. Motion carried with Mayor Resseman and Members Walbridge, Bakke, and Albrecht-Benson voting in favor. Member Goetzke voted against. A vote was then called for the amended motion. Motion carried with all in favor.
- b. **Beacon Street Sidewalk:** City Engineer Brian Malm noted that there are funds available within the project budget to complete the sidewalk and boulevard cement work along Beacon Street below the retaining wall at an estimated cost of \$16,500. Member Goetzke motioned to approve the additional work. Member Albrecht-Benson seconded the motion. Motion carried with Members Albrecht-Benson, Goetzke, Walbridge, and Bakke in favor. Mayor Resseman voted against.

H. New Business:

- a. **Ambulance Replacement Fund Commitment Request - Preston Emergency Services:** Preston Emergency Services requested a one time fund commitment of \$170,000 to fund the replacement purchase of the current truck in Lanesboro. The estimated delivery date once ordered is 2 to 2 ½ years out. Payment of the requested funds would be made at the time of delivery. Mayor Resseman motioned to approve a commitment to provide a one time occurrence to purchase a new truck in the amount of \$170,000. Member Walbridge seconded the motion. It was noted that there are programs available that could help finance such purchases. Motion carried with all in favor.

The Council took a 5 minute recess at 7:22 p.m., the meeting was reopened at 7:27 p.m.

- b. **Tobacco Ordinance:** Members reviewed the provisions highlighted in the draft ordinance, the following suggestions were made:
 - Set the minimum clerks age to sell products at 18
 - Request Fillmore County complete the education to licensees
 - Remove the clause to limit the distance between licensees
 - Mayor Resseman motioned to remove the ban on the sale of flavored tobacco products. Member Albrecht-Benson seconded the motion. Motion carried with Members Albrecht-Benson, Goetzke, Bakke and Mayor Resseman voting in favor. Member Walbridge voted against.
 - Set the total number of licenses available to 6
 - Vary the total number of required compliance inspections and who can conduct those inspections

A Public Hearing will be scheduled for August 7, 2023, with adoption considered thereafter.

Approved 09/05/2023

- c. **Code of Ordinance Update:** A public hearing will be scheduled for Monday, August 7, 2023. The Council will consider adoption of the updated code during the regular meeting on August 7, 2023.
- d. **Pay Scale and Benefit Review - David Drown & Associates:** Mayor Resseman motioned to approve contracting with David Drown & Associates at a cost of \$2,700 for the review. Member Goetzke seconded the motion. Motion carried with all in favor.
- e. **Bell - Private Improvements within the Public Right of Way:** Mayor Resseman motioned to approve the recommendation from Planning & Zoning to approve the improvements, noting that the City recognizes these are private improvements within the public right of way, and that the City is not responsible for the improvements now or in the future. Member Albrecht-Benson seconded the motion. Mr. Bell asked if a tree could be removed from within the right of way, as it may cause damage to the improvements in the future. City staff members will look into the cost to remove the tree. Motion carried with all in favor.
- f. **Resolution 2023-22 Authorizing return of donation:** Member Goetzke motioned to approve the resolution as presented. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- g. **Resolution 2023-23 Calling for a Public Hearing on the Approval of Tax Abatement:** Member Goetzke motioned to approve the resolution as presented. Mayor Resseman seconded the motion. Motion carried with all in favor.

Next Meeting: Monday, August 7, 2023 6:00 p.m.

ADJOURN: Mayor Resseman adjourned the meeting at 7:51 p.m.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

Approved 09/05/23

**Lanesboro City Council
Regular Meeting
Monday, August 7, 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, Mike Bubany, Bonita Underbakke, Deane Benson, Attorney Joseph O’Koren, Lester Dunn, Delia Bell, Melissa Vander Plas, Matt and Jessie Schnebly, Scott Strom, Sam Hareldson, Abby Drake, Samsung SM-G781V, Jon Willford, Tamara DeGarmo, Payton Benson, Aimee and TJ Stettler, Jon & Cheryl Kettner, Matt & Amy Lawstuen, Bryan & Teri Benson, David Haugen, Adam Hazel, Ken Graner, John Dollar, Jason Peterson, Jim Iverson, Drew Darling, Rob Wagner, Hannah Wingert, Tony Semmen, Phil Dybing, Corrine Hager, Tara and Amanda Specht.

Public Hearing: Code of Ordinance Update- Mayor Resseman called the public hearing on code of ordinance update to order at 5:40 p.m. It was noted that the Tobacco Ordinance had been pulled from the list for now due to a posting timeline issue. It was also noted that 2023 MN Basic Code includes updates to statute numbers and definitions. Phil Dybing suggested future information to be clear as to what the changes are. Mayor Resseman closed the public hearing at 5:53 p.m.

Public Hearing: Lamon Tax Abatement Request- Mayor Resseman opened the public hearing for Lamon Tax Abatement Request at 6:00 p.m. Mike Bubany highlighted that new property taxes would be redirected to a developer for construction fees for this tax abatement request. Phil Dybing supports the abatement due to risk factors for the project from increased costs and rising interest rates. The term would be 15 collections or until the threshold of funds is met. Mayor Resseman closed the public hearing at 6:02 p.m.

Regular Meeting:

Mayor Resseman called the Regular Meeting to order at 6:03 p.m.

- A. Agenda:** Member Albrecht-Benson motioned to approve the agenda as submitted. Member Walbridge seconded the motion. Motion carried, with all in favor.
- B. Public Comments:**
 - a. None**
- C. Approval of Minutes:**
 - ❖ Minutes of the Regular Meeting July 11, 2023- A motion was made to table due to corrections needed on the walking bridge vote by Member Albrecht-Benson and seconded by Member Bakke. Motion carried all in favor.
 - ❖ Minutes of the Special Meeting, July 20, 2023- A motion was made by Member Bakke and seconded by Member Walbridge to approve the minutes. Motion carried all in favor.
- D. Consent Agenda:**
 - 1. Accounts Payable
 - 2. Resolution 2023-24 Approving Dedication of Funds to Preston Emergency Services
 - 3. Temp Liquor License Preston Serviceman’s Club 8/12/23 Wedding
 - 4. Temp Liquor License Preston Serviceman’s Club 8/19/23 Wedding

Approved 09/05/23

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

E. Project Reports:

a. Wastewater Treatment Facility

- No Pay Request at this time. Punch List items continue to be worked on.

b. Street and Utility Improvements 2022:

- Pay Request #9: City Engineer Brian Malm recommended payment in the amount of \$357,623.71 to Generation X. A motion was made to approve the payment request by Member Goetzke and seconded by Member Albrecht-Benson. Motion carried all in favor.

c. Hwy 250 - 2026: MN Dot is currently working through the comments from the open house and will finalize a scope and preliminary design to be presented later this fall.

F. Department Reports

- a. LPU:** Council Member Albrecht-Benson shared that the cost of the electric meter replacement came back lower than expected so extra funds would not be needed. She noted that the new WWTF is requiring more staff time and an additional employee may be needed in the future.
- b. Planning and Zoning:** Mayor Resseman noted that ordinance updates are being reviewed. A ROW permit had been approved for a retaining wall. Additionally public hearings were called for on the Lamon Development and on a Variance Request.
- c. HPC:** Council Member Walbridge noted that the next steps for designating historic sites including the condo's and both churches are being explored. Additionally the required training and duties are being studied.

G. Continued Business:

- a. Code of Ordinance for the City of Lanesboro-Ordinance 08072023-**A motion was made by Member Goetzke and seconded by Member Walbridge to approve the updated Code of Ordinance. Motion carried all in favor.
- b. City Administrator/Clerk Position:** Council Member Albrecht-Benson noted that the job posting would be made on 8/8/23 with an application deadline of 8/25/23. The posting will be made available on the City Website, FCJ and Indeed which may require some fees. The worst case scenario is to have the position filled by November 1st, but depending on the number of applicants the timeline may move much quicker. Mayor Resseman motioned to approve the implementation of the Background Check Policy. Member Goetzke seconded the motion. Motion carried all in favor.

H. New Business:

- a. Lamon Abatement Resolution 2023-25 Creating Abatement Plan:** Mike Bubany shared that the maximum annual amount is \$200,000 for all of the current abatements. A motion was made by Member Goetzke and seconded by Member Bakke to approve the tax abatement agreement Resolution 2023-25. Motion carried all in favor.
- b. Pay Scale and Benefit Review:** The updated pay scale shows adjustments to Grade 7, otherwise all others were within market rate. A motion was made to approve the updated pay scale by Member Goetzke and seconded by Member Albrecht-Benson. Motion carried with Member Walbridge abstaining due to interest in open administrator position.

Approved 09/05/23

- c. **Website/Social Meding/Utility Insert Policy:** Motion to table by Mayor Resseman and seconded by Member Walbridge. Motion carried all in favor.
- d. **Personnel Policy:** Needs updating for states sick and safe time law. A motion to table was made by Mayor Resseman and seconded by Member Albrecht-Benson. Motion carried all in favor.
- e. **Private Improvements within the Public Right of Way-Neary:** A motion was made to approve the improvements in the public right of way on Elmwood as submitted by Member Goetzke and seconded by Member Bakke. Motion carried all in favor.
- f. **Complaint against a City Employee:** Attorney O’Koren noted that the complaint is private data. The subject of the complaint has requested that the meeting stay open. A complaint was received in June 2023 for an altercation that occurred in August of 2021. The subject of the complaint was interviewed and an investigation was completed. No further action will be taken.

Miscellaneous: Mayor Resseman expressed appreciation for City Administrator Michele Peterson’s 12 years of service to the City of Lanesboro. Her last day in Lanesboro will be August 17,2023. An open house will take place from 2:30-2:45 p.m on her last day.

Next Meeting: Tuesday September 5, 2023 6:00 p.m.

ADJOURN: Mayor Resseman adjourned the meeting at 6:57 p.m.

Respectfully Submitted,

Darla Taylor
Deputy Clerk

Approved 10/2/23

Lanesboro City Council
Regular Meeting
Tuesday, September 5, 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, Bonita Underbakke, Deane Benson, Lester Dunn, Melissa Vander Plas, David Haugen, Hannah Wingert, Tom Pursell, Tom Brudvig, Rick and Cheryl Lamon, Karen and Andy Heimdahl, Richard Harrell, Carrie Howe, Deb Ristau, Blaise Sass, and Gabby Kredimacher.

Regular Meeting:

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

A. Agenda: Member Walbridge motioned to approve the agenda with the addition of Lamon Preliminary Plat to New Business. Member Albrecht-Benson seconded the motion. Motion carried, with all in favor.

B. Public Comments:

a. Tom Pursell- Introduced himself as an active tobacco ordinance advocate. He cautioned the council that flavors hook kids and provided survey results from Fillmore County to support his request to ban flavored tobacco. He also provided the members with a letter suggesting other possible changes to the draft tobacco ordinance.

C. Approval of Minutes:

- ❖ Minutes of the Regular Meeting August 7, 2023- A motion was made to approve the minutes as submitted by Member Goetzke and seconded by Member Albrecht-Benson. Motion carried all in favor.
- ❖ Minutes of the Regular Meeting, July 11, 2023- A motion was made by Member Walbridge and seconded by Member Bakke to approve the minutes. Motion carried all in favor. It was noted that no changes were made to the minutes.

D. Consent Agenda:

1. Accounts Payable
2. Temp Liquor License Lanesboro Arts September 9 and October 7, 2023.
3. Brush Dump Lease Renewal

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

E. Project Reports:

a. Street and Utility Improvements 2022:

Pay Request #10: City Engineer Brian Malm recommended payment in the amount of \$466,288.17 to Generation X. He noted that the major construction is complete and the contractor is working on a punch list of items. A motion was made to approve the payment request by Member Albrecht-Benson and seconded by Member Bakke. Motion carried all in favor.

F. Department Reports

a. Fire: Member Bakke noted that all firemen had received hands-on training from West Metro on the new E1 Pumper truck. A purchase of masks and goggles was made recently.

The department has had 17 calls so far this year. Grant Funding is being considered to replace the noon whistle, weather siren, and the addition of warning lights on Hwy 16.

- b. **Police:** Chief Sass introduced the newest full time officer Gabriel Kredimacher to the council. A call log was provided to the council for review. It was noted that the truck replacement should happen this fall, and the 2024 Preliminary Budget includes an increase for vehicle replacement.
- c. **Ambulance:** Deb Ristau noted that 246 calls have been made so far this year. She noted the current # of staff members includes 14 EMT's, 17 EMR's, 2 full time, and 5 casuals. The Lanesboro ambulance was in for repairs again, and the new rig order is being worked on.
- d. **EDA:** Member Goetzke shared that the Chill Grant funds are still being utilized, most recently to hire a marketing firm. The final report from the U of MN is still pending. Some EDA members toured the apartments and learned there will now be 10 very nice units available there soon. September 7th is Welcome Week with an event planned. USDA grant is still in the works to capitalize revolving loan funds, with 2 new inquiries recently.

G. Agenda Requests:

- a. **Repairs to Salt and Sand Shed:** David Haugen was present to discuss needed repairs to the sand and salt shed. He noted water was getting in due to the rusting tin walls. A motion was made to approve the repairs to the North and West walls at a cost of \$4228 by Member Goetzke and seconded by Member Albrecht-Benson. Motion carried all in favor.
- b. **Street Closure Request-Sylvan Brewing:** Karen Heimdahl presented an application for Beacon St W to be closed from noon-8pm on Saturday October 14th during the Filthy 50 event. A motion to approve the street closure request was made by Mayor Resseman and seconded by Member Walbridge. Motion carried all in favor.
- c. **Fall Car Show:** Richard Harrell noted he intends to bring a car show to Lanesboro in 2024 during the fall business and boutique weekend in September. More details to follow.

H. Continued Business:

- a. **Personnel Policy Update:** A motion was made by Mayor Resseman to table this item. Motion was seconded by Member Goetzke. Motion carried all in favor.

I. New Business:

- a. **2024 Preliminary Budget, Resolution 2023-26 Approving the 2024 Preliminary Budget:** A motion was made to approve the 2024 Budget by Member Goetzke and seconded by Member Bakke. A motion was made to amend the 2024 Preliminary Budget with the adjustment of \$17500 to Debt Service to decrease the LPU transfer of funds to the city by Member Albrecht-Benson and seconded by Member Bakke. Motion carried with all in favor. The 2024 Budget and Resolution 2023-26 was approved as amended, carried all in favor.
- b. **Budget Workshop:** A motion to table this item until the new administrator is hired was made by Mayor Resseman and seconded by Member Albrecht-Benson. Motion carried all in favor.
- c. **Lamon Preliminary Plat:** City Engineer Brian Malm noted that P&Z had approved the preliminary plat with conditions outlined in the memorandum from Bolton and Menk minus condition #4. A motion was made to approve the Preliminary Plat with the noted conditions by Member Goetzke and seconded by Member Albrecht-Benson. Motion carried all in favor. Conditions listed in the Memorandum include:

Approved 10/2/23

1. Minimum 10-ft width drainage and utility easements shall be added to side and rear lot lines. All easements shall be designated as drainage and utility easements, except for the specifically designated drainage easements on lots 2 and 3.
2. Outlot A shall be deeded to the City as a condition of final plat approval.
3. That lot grading to accommodate critical drainage swales on lots 2, 3, 5, and 6 be completed as a part of the subdivision improvements.
4. ~~The applicant's engineer shall review lot grading to determine whether future individual lot grading will impact adjacent lots and if so, propose a solution to avoid future property owner disputes, for consideration by the City.~~
5. Final proposed city utility locations and sizes shall be based on the City Engineer's review and approval of final construction plans.
6. A tree preservation plan, in accordance with City Code section 152.1051 shall be submitted prior to final plat approval.
7. A landscaping plan in accordance with City Code section 152.10 (A)(6) and 151.32 shall be submitted prior to final plat approval.
8. The applicant shall submit any proposed protective covenants for review prior to final plat approval.
9. The applicant shall submit the preliminary title opinion prior to final plat approval.
10. Setbacks shall be added to the preliminary plat prior to City Council approval.

Miscellaneous:

- a. Truth in Taxation Meeting, Monday December 4, 2023 6:00 p.m.

Next Meeting: Monday October 2, 2023 6:00 p.m.

ADJOURN: Mayor Resseman adjourned the meeting at 7:04 p.m.

Respectfully Submitted,

Darla Taylor
Deputy Clerk

**Lanesboro City Council
Special Meeting Minutes
Friday, September 8, 2023 at 1:00 p.m.
Lanesboro Community Center Meeting Room**

Members Present: Mindy Albrecht-Benson, Chase Bakke, Jason Resseman, Joe Goetzke

Member Absent: Mitchell Walbridge

Visitors: Robin Krom, Brian Roleofs, Bonita Underbakke, Darla Taylor and David Haugen.

Call the Special Meeting to Order: Mayor Resseman called the meeting to order at 1 p.m.

A. Interview Final Candidates for City Administrator/Clerk:

1. Mitchell Walbridge

2. Marc Dennison

3. Richard Baker

Robin Krom and Brian Roelofs facilitated the process of interviewing the candidates. Each candidate was asked 13 questions. Councilors were given the opportunity to ask supplemental questions to elaborate or clarify topics as needed. Interviews ran from 1 p.m to 3:35 p.m

B. Employment Contract Review:

The draft employment contract was reviewed. A motion was made by Mayor Resseman and seconded by Chase Bakke to change the working hours language, and to add 40 hours per week clarification to Full Time Employment. Motion carried all in favor. Draft will now be sent to Attorney O’Koren for his review.

C. Employment Candidate Consideration:

Input from staff members present was heard and considered. Mayor Resseman made a motion to offer Mitchell Walbridge the position of City Administrator. The motion was seconded by Member Albrecht-Benson. Motion carried all in favor. A motion was made to allow the flexibility to negotiate between Step 1 and Step 2 on the payscale by Member Resseman and seconded by Albrecht-Benson. The motion was then amended by Member Bakke and seconded by Member Goetzke to all for the flexibility in negotiations to Step 3 on the payscale. The amended motion carried all in favor.

D. Next Steps:

It was noted that the next steps would be to hold a special meeting to accept Mitchell’s council resignation, background check, and acceptance of the final contract for employment.

Mayor Resseman adjourned the meeting at 4:42 p.m

Respectfully submitted,

Darla Taylor
Deputy Clerk

Next Meeting: Monday, October 2, 2023 at 6:00 p.m.

Adjourn Special Meeting

**Lanesboro City Council
Special Meeting Minutes
Friday, September 14, 2023 at 3:00 p.m.
Lanesboro Community Center Meeting Room**

Members Present: Mindy Albrecht-Benson, Chase Bakke, Jason Resseman, Joe Goetzke

Member Absent: Mitchell Walbridge

Visitors: Darla Taylor.

Call the Special Meeting to Order: Mayor Resseman called the meeting to order at 3 p.m.

A. Minutes of special meeting on 9/8/23:

A motion was made by Member Albrecht-Benson and seconded by Member Goetzke to approve the minutes of the special meeting on 9/8/23 as submitted. Motion carried

B. Accept City Council Resignation from Mitchell Walbridge:

A motion was made by Member Albrecht-Benson to accept Mitchell Walbridge's resignation from city council. The motion was seconded by Member Bakke. Motion carried all in favor.

C. Approve Resolution 2023-37 accepting resignation and open council seat:

A motion by Member Goetzke to approve resolution 2023-37 was made and seconded by Member Bakke. Discussion was held regarding the best practice to fill the vacancy. A motion was made by Member Albrecht-Benson to request letters of interest due Friday September 29th at 3pm. The motion was seconded by Member Bakke. Motion carried all in favor. Motion to approve resolution 2023-37 carried all in favor.

D. Chamber LACF Grant Fiscal Agent:

The Chamber of Commerce wishes to apply for a LACF grant and needs a fiscal agent. A motion was made by Member Bakke to approve the city as the fiscal agent. Member Albrecht-Benson seconded the motion. Motion carried all in favor.

E. Employment Contract for Mitchell Walbridge:

A motion to execute the employment contract with Mitchell Walbridge was made by Member Albrecht-Benson and seconded by Member Bakke. Motion carried all in favor.

Mayor Resseman adjourned the meeting at 3:03 p.m

Respectfully submitted,

Darla Taylor
Deputy Clerk

Next Meeting: Monday, October 2, 2023 at 6:00 p.m.

Adjourn Special Meeting

Approved 11/6/2023

**Lanesboro City Council
Regular Meeting
Tuesday, October 2, 2023**

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

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

Absent: None

Visitors: City Engineer Brian Malm, Bonita Underbakke, Deane Benson, Lester Dunn, Melissa Vander Plas, David Haugen, Hannah Wingert, Darla Taylor, Mitchell Walbridge, Jim Sheeley, Jon Pieper, Tamara DeGarmo, Hal Cropp, and Jonathan Lavine.

Regular Meeting:

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

A. Agenda: Member Albrecht-Benson motioned to approve the agenda with the addition of liability waiver to Consent Agenda and Fred Keil Memorial Bench to New Business. Member Bakke seconded the motion. Motion carried, with all in favor.

B. Public Comments:

- a. **Jim Sheeley-** A resident of the Little Norway area thanked the council for the work done to repair the walking bridge.
- b. **Jon Pieper-** Cautioned the council on the new WWTF operations and the accruing engineering fees being charged. He also noted 2024 rates will likely have small increases.

C. Approval of Minutes:

- ❖ Minutes of the Regular Meeting September 5, 2023- A motion was made to approve the minutes as submitted by Member Albrecht-Benson and seconded by Member Bakke. Motion carried all in favor.
- ❖ Minutes of the Special Meeting, September 14, 2023- A motion was made by Member Goetzke and seconded by Member Albrecht-Benson to approve the minutes. Motion carried all in favor.

D. Consent Agenda:

- 1. Accounts Payable
- 2. 2024 Liquor License Renewals
- 3. DNR Trail Lease
- 4. LMC Liability Waiver

Member Goetzke motioned to approve the Consent Agenda items with the addition of the liability waiver. Member Bakke seconded the motion. Motion carried with all in favor.

E. Project Reports:

- a. **Street and Utility Improvements 2022: Pay Request #11:** City Engineer Brian Malm recommended payment in the amount of \$12,766.07 to Generation X. He noted that the punch list items had not yet been started. A motion was made to approve the payment request by Member Bakke and seconded by Member Albrecht-Benson. Motion carried all in favor.
- b. **WWFT, Pay Request #31:** City Engineer Brian Malm recommended payment in the amount of \$17,140.02 to Wapasha Construction. He noted that hydro seeding had taken place and work will continue on the stairs and concrete base near the river. A motion was

made to approve the payment request by Member Albrecht-Benson and seconded by Member Bakke. Motion carried all in favor.

F. Department Reports

- a. **Street:** David Haugen noted that the yearly evaluation of streets was completed. He also noted that work over the last few months includes tree removal, broom street sweeper repairs, Little Norway walking bridge repairs and bank stabilization, DOT inspections and recertification, asphalt patching, rock and blading of gravel roads, mixing sand and salt, and the inspection of winter equipment. The next few weeks will be busy with leaves and the brush dump.
- b. **Park:** David Haugen noted maintenance and pest control was needed at the museum as well as the removal of a light pole. Projects over the last few months include pavilion upgrades, bathhouse repairs, new mulch for the playground and signs, landscaping at the bathhouse with new sidewalk and water fountain. David noted he is working with the DNR to get a permit and possible grant to work on the west pond in Sylvan Park which is in need of rip rap. Many hours were spent mowing and trimming. A new metal roof was installed on the picnic shelter in Sylvan Campground due to insurance claim.
- c. **Chamber of Commerce:** Melissa Vander Plas was present to share updates on the chamber membership drive and visitor counts. Other notable events were Welcoming Week, Ribbon Cutting Ceremonies, and several news articles about Lanesboro.

G. Continued Business:

- a. **Personnel Policy Update:** A motion was made by Mayor Resseman to table this item. Motion was seconded by Member Albrecht-Benson. Motion carried all in favor.
- b. **Budget Workshop Dates/Times:** A motion was made to begin the November meeting at 5pm to allow for 1 hour of budgeting workshop by Mayor Resseman and seconded by Member Goetzke. Motion carried all in favor. It was noted that a second meeting may be needed and would be scheduled at the November meeting.

H. New Business:

- a. **Membership to MN Small Cities:** A motion was made to approve membership for 2024 by Member Goetzke and seconded by Mayor Resseman. Motion carried all in favor.
- b. **Open Council Seat:** It was noted that 3 letters of interest were received. A motion to appoint Kathryn Wade to fill the remaining term was made by Member Resseman and seconded by Member Albrecht-Benson. Motion carried all in favor.
- c. **Terminate City of Whalan Sharing Agreement:** A motion was made by Mayor Resseman to terminate the sharing agreement with Whalan and was seconded by Member Bakke. Motion carried all in favor.
- d. **5pm Start Time of December Meeting-Truth in Taxation at 6pm:** A motion was made by Member Albrecht-Benson to move the start time of the regular meeting on December 6th to 5pm. The motion was seconded by Member Goetzke. Motion carried all in favor.
- e. **Fred Kiel Memorial Bench:** A bench in memory of Fred Keil was presented and requested to be placed down by the Lanesboro Dam. A motion was made to send the design and request to the Park Board and Planning and Zoning commission by Mayor Resseman and seconded by Member Bakke. Motion carried all in favor.

Approved 11/6/2023

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

ADJOURN: Mayor Resseman adjourned the meeting at 6:42 p.m.

Respectfully Submitted,

Darla Taylor
Deputy Clerk

Approved 12/04/2023

**Lanesboro City Council
Budget Workshop Meeting
Monday, November 6, 2023 – 5:00 p.m.
Lanesboro Community Center Meeting Room & Zoom**

Present:

Members: X Jason Resseman X Chase Bakke X Joe Goetzke
 X Mindy Albrecht-Benson X Kathryn Wade
Staff: X Mitchell Walbridge X Darla Taylor X David Haugen
 Mark Lawstuen Jerod Wagner Tara Johnson
 Joseph O’Koren
Guests: Bonita Underbakke, Jon Pieper, Hannah Wingert, Deane Benson

Call to Order

Mayor Resseman called the Budget Workshop to order at 5:00 p.m.

Appointment of City Council Member

Member Bakke motioned to approve Resolution 2023-38 to appoint Kathryn Wade to the vacant seat on the Lanesboro City Council. Member Albrecht-Benson seconded the motion. Motion carried with all in favor. City Administrator Walbridge administered the Oath of Office for Member Wade.

Department Budgets

- A. **Lanesboro Public Utilities:** Council members reviewed the Lanesboro Public Utilities Budget and noted that the Auburn/Zenith transfer amount in the Electric Fund may be modified as the council works through the rest of the budget. Public Utilities Commission Chair Jon Pieper noted that depending on the modification of the Auburn/Zenith transfer, the commission may need to adjust electric rates to make sure expenses are covered by revenues in 2024. No changes were recommended to the Public Utilities budget.
- B. **General/Administrative:** Council members discussed the budgeted amount for health insurance benefits. Council members decided it is best to budget an amount that would guarantee funding is available to cover what the city covers for health insurance premiums. Council members also discussed the plan to begin saving money to update the city’s Comprehensive Plan in future years. No changes were recommended to the General/Administrative budget.
- C. **Street:** Council members noted the amount budgeted for tree replacements as this has been a continued need for the city. No changes were recommended to the Street Department’s proposed budget.
- D. **Park:** Council members reviewed the Park budget. City Administrator Walbridge shared that a notable increase was the amount recommended for capital outlay projects. Notably, the Park Department hopes to complete a Sylvan Park bathhouse renovation and complete electrical upgrades in Sylvan Park and the city’s campgrounds. The capital outlay amount was reduced from \$28,000 to \$20,000, however the remaining American Rescue Plan Act funds were designated to the Park budget with at least \$2,000 to be used for additional improvements to the Little Norway Walking Bridge.

A survey will be sent to council members to see when the second budget workshop could be scheduled. Member Resseman adjourned the budget workshop meeting at 5:42 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

Lanesboro City Council
Regular Meeting
Monday, November 6, 2023 – 6:00 p.m.
Lanesboro Community Center Meeting Room & Zoom

Present:

Members: X Jason Resseman X Chase Bakke X Joe Goetzke

 X Mindy Albrecht-Benson X Kathryn Wade

Staff: X Mitchell Walbridge X Darla Taylor David Haugen

 Mark Lawstuen X Jerod Wagner X Tara Johnson

 X Joseph O’Koren

Guests: Bonita Underbakke, Hannah Wingert, Deane Benson, Lester Dunn, Stacey Schultz, Jon Buggs,
Sarah Pieper, Phil Holtegaard, Alissa Sindelar, Sandy Webb, Caitlin Russell, LACC

Regular Meeting

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

A. Agenda: City Administrator Walbridge requested an office closure be added to the agenda under Miscellaneous. Member Goetzke motioned to approve the agenda with the addition. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

B. Public Comments: None

C. Approval of Minutes:

a. Minutes of the October 2, 2023 Regular Meeting: Member Albrecht-Benson motioned to approve the minutes as presented. Member Wade seconded the motion. Motion carried with all in favor.

D. Consent Agenda:

- a.** Accounts Payable
- b.** Resolution 2023-39 Accepting Donations
- c.** Turkey Bowling
- d.** CEDA Contract for 2024

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

Department Reports

A. Lanesboro Public Utilities: Utilities Supervisor Jerod Wagner gave a 2023 summary of the city's water, sewer, and electric operations.

Water: In the water department, water main valve installations now allow staff to isolate sections in town. The city is also completing a lead service line inventory. Bolton & Menk are taking the lead on the lead service line project.

Sewer: Wagner reported the wastewater treatment plant has been operating for 11 months. Staff are still learning about the biological processes of the new plant. Annual sewer cleaning has been completed. Roughly a quarter of the sewer lines were cleaned in 2023. Video footage of the sewer lines is available in the city office.

Electrical: Automation for the diesel engine start-up has been implemented. The Midcontinent Independent System Operator (MISO) is considering changing terms, laws, and conditions. Tree trimming around power lines is wrapping up for the year. Supervisor Wagner shared a list of solar installation projects that were completed. New electric meters will be installed in the city beginning in January 2024.

B. Planning & Zoning: Mayor Resseman shared that the Planning & Zoning Commission is working on the development of a donations policy for art and other fixtures in public spaces.

Approved 12/04/2023

C. Heritage Preservation Commission: Member Albrecht-Benson shared that the Heritage Preservation Commission reviewed a building proposal from Andy Bunge. Also, the commission is looking into designating sites on Church Hill as local landmarks.

D. Library: Library Director Tara Johnson reported the library has 925 patron cards issued, 429 of which are county or rural patrons. The library has more than 16,000 items currently in its inventory. Various Library Board members were also present and introduced themselves to the council.

Continued Business

A. Personnel Policy: City Administrator Walbridge shared proposed changes to the city's personnel policy.

- **Indigenous Peoples' Day:** Consideration was given to have the city observe Indigenous Peoples' Day with an office closure. Member Goetzke motioned to add Indigenous Peoples' Day to the city's observed holidays. Member Wade seconded the motion. Motion carried with all in favor.
- **Health Insurance Stipend:** Deputy Clerk Darla Taylor shared the history regarding the city's decrement schedule for health insurance stipends. City Administrator Walbridge recommended adding a stipend payment to the city's personnel policy for employees not opting into the city's health insurance plan as it could yield a cost savings to the city. Council members also felt adding a stipend was an important benefit for the retention of employees. Member Goetzke motioned to reinstate the stipend at an amount of \$2,400 annually. Mayor Resseman seconded the motion. Motion carried with all in favor.
- **Earned Sick and Safe Time:** City Administrator Walbridge explained the League of Minnesota Cities' Earned Sick and Safe Time (ESST) was incorporated into the drafted personnel policy using the 48-hour max accrual method. ESST is required by state law to go into effect January 1, 2024. Mayor Resseman motioned to approve the addition of ESST language as drafted. Member Bakke seconded the motion. Motion carried with all in favor.
- **Personal Time Off Accrual:** Member Goetzke motioned to keep the personal time off/vacation accrual schedule the same as the current policy with the max accrual set at 600 hours. Member Bakke seconded the motion. Motion carried with all in favor.
- **Compensatory Time:** Member Resseman motioned to keep the compensatory time policy the same as the current policy. Member Bakke seconded the motion. Motion carried with all in favor.
- **Clothing Allowance:** Mayor Resseman motioned to approve the addition of an annual \$100 clothing allowance for administrative staff. Member Bakke seconded the motion. Motion carried with all in favor.

Member Albrecht-Benson motioned to approve the amended personnel policy. Member Wade seconded the motion. Motion carried with all in favor.

B. Budget Workshop: City Administrator Walbridge will send a survey to council members in order to get an additional budget workshop scheduled.

New Business

A. Board and Commission Membership Openings: City administrative staff will publish board and commission openings so that interested community members may submit applications.

- a. Member Albrecht-Benson motioned to approve the resignation of EDA Chair Phil Dybing effective December 31, 2023. Member Bakke seconded the motion. Motion carried with all in favor.
- b. Member Bakke motioned to approve the resignation of Heritage Preservation Commission member Mitchell Walbridge. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

Miscellaneous

Approved 12/04/2023

A. Office Closure: City Administrator Walbridge requested an office closure from 9am-11:30am on Tuesday, November 28 to allow office staff to attend a safety training. Member Goetzke motioned to approve the closure. Member Bakke seconded the motion. Motion carried with all in favor.

Next Meeting: **Monday, December 4 at 5:00 p.m.**
 Truth-in-Taxation Hearing at 6:00 p.m.

Adjourn: Mayor Resseman adjourned the meeting at 6:45 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

Lanesboro City Council
Budget Workshop Minutes
Tuesday, November 21, 2023 – 4:00 p.m.
Lanesboro Community Center Meeting Room and Zoom

Present:

Members: X Jason Resseman X Chase Bakke Joe Goetzke
 X Mindy Albrecht-Benson X Kathryn Wade
Staff: X Mitchell Walbridge X Darla Taylor David Haugen
 Mark Lawstuen Jerod Wagner X Tara Johnson
 Joseph O’Koren
Guests: Bonita Underbakke, Jon Buggs, Stacey Schultz, Sarah Pieper

Call to Order

Mayor Resseman called the Budget Workshop to order at 4:00 p.m.

Agenda: Member Wade motioned to approve the agenda with the Library Budget moved later in the meeting. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

- A. Emergency Services:** Member Albrecht-Benson motioned to approve the Emergency Services budget as presented with the ability to make adjustments after all department budgets are reviewed. Member Wade seconded the motion. Motion carried with all in favor.
- B. EDA:** Mayor Resseman shared information about the USDA revolving loan funds and the required match from the EDA in order for the city to recapitalize the loan fund. Members discussed whether there should be a maximum amount of revolving loan funds the EDA should lend to borrowers or if there should be a maximum number of loans issued through the EDA. Members also discussed having the EDA develop statistics that would justify how the loans are benefitting the community. Member Albrecht-Benson motioned to approve the draft of the EDA budget. Member Bakke seconded the motion. Motion carried with all in favor.
- C. Library:** City Administrator Mitchell Walbridge noted that he removed the \$100.00 postage allowance from the library budget as the city office has a postage metering device that the library can use for its outgoing mail. Library Director Tara Johnson reported that the Integrated Library System (ILS) package for SELCO has an estimated reduced cost of \$3,000 for 2024. Library Director Johnson explained the computer lease has increased and PC Support is now at an additional charge. The library intends to look at alternative lease or purchase options when the current lease ends. Members discussed the staffing of the library, including Library Director Johnson’s time allocation to the circulation desk and remote work schedule. Member Albrecht-Benson motioned to approve the Library budget with elimination of the postage allowance and reduction in the ILS package amount. Member Bakke seconded the motion. Motion carried with all in favor.
- D. 2024 Budget Review:** After going through all department budgets, members completed another review of departments.
 - Member Albrecht-Benson motioned to change the 2017A Auburn/Zenith LPU transfer and levied amount by \$8,400. Member Bakke seconded the motion. Motion carried with all in favor.
 - Mayor Resseman motioned to have the city administrator complete a staff-to-work load audit for the library personnel. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
 - Member Bakke motioned to reduce the Comprehensive Plan budgeted amount to \$5,000. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
 - Member Wade expressed interest in the city’s police contract with the City of Preston. Mayor Resseman provided the history on how the contract was developed and how it has been modified to include the City of Fountain.

Approved 12/04/2023

- Member Bakke motioned to approve the 2024 budget with changes implemented during the budget workshop. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

Adjourn: Mayor Resseman adjourned the budget workshop at 5:33 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

**Lanesboro City Council
Regular Meeting
Monday, December 4, 2023 – 5:00 p.m.
Lanesboro Community Center Meeting Room & Zoom**

Present:

Members: X Jason Resseman X Chase Bakke X Joe Goetzke
 X Mindy Albrecht-Benson X Kathryn Wade
Staff: X Mitchell Walbridge X Darla Taylor ___ David Haugen
 ___ Mark Lawstuen ___ Jerod Wagner ___ Tara Johnson
 X Joseph O’Koren
Guests: Mark Bonney, Bonita Underbakke, Sandy Webb, Ceil Allen, Hannah Wingert,
 Lynn Haugen, Jan Haugen, Deane Benson, Vicki McKinney, Joe Deden

Public Hearing – Revision to Ordinance 54.06 – 2024 Public Utility Rates

Mayor Resseman called the public hearing to order at 5:00 p.m.
Ceil Allen inquired about the solar rates and the impact they have to public utility rates.
Mayor Resseman closed the public hearing at 5:03 p.m.

Regular Meeting

Mayor Resseman called to order the Regular Meeting at 5:04 p.m.

- A. Agenda:** City Administrator Walbridge requested the resignation of Shirley Mulder, Library Assistant I and Fire Relief Association Maximum Lump Sum Benefit Increase to \$1,750 be added to the consent agenda. The previous Maximum Benefit was \$1,650. Member Albrecht-Benson motioned to approve the agenda with the two additions. Member Bakke seconded the motion. Motion carried with all in favor.
- B. Public Comments:**
 - a. Sandy Webb shared appreciation for the completion of the Little Norway walking bridge improvements.
- C. Approval of Minutes:**
 - a. Minutes of the November 6, 2023 Budget Workshop: Member Goetzke motioned to approve the minutes as presented. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
 - b. Minutes of the November 6, 2023 Regular Meeting: Member Bakke motioned to approve the minutes as presented. Member Wade seconded the motion. Motion carried with all in favor.
 - c. Minutes of the November 21, 2023 Budget Workshop: Member Albrecht-Benson motioned to approve the minutes as presented. Member Bakke seconded the motion. Motion carried with all in favor.
- D. Consent Agenda:**
 - a. Accounts Payable
 - b. Resolution 2023-46: Re-Establishing Precincts and Polling Places
 - c. Meeting Schedule for 2024
 - d. Root River Game Protective League Temporary Liquor License Application for 2/3/2024
 - e. Lanesboro Arts Temporary Liquor License Application for 12/22/2023
 - f. Resignation of Shirley Mulder, Assistant Librarian I
 - g. Fire Relief Association Maximum Lump Sum Benefit Increase to \$1,750

Member Goetzke motioned to approve the consent agenda. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

Proclamation in Recognition and Appreciation of Volunteers

Draft 12/5/2023

Mayor Resseman proclaimed December 4, 2023 as Volunteer Recognition and Appreciation Day for the City of Lanesboro.

Department Reports

- A. EDA:** Member Goetzke shared updates from the Lanesboro Economic Development Authority, including:
- The EDA approved a loan to the new owner of Hotel Lanesboro. The property sale closed on December 1, 2023.
 - Cathy Enerson, Lanesboro's CEDA representative, is working on the application to recapitalize the EDA's revolving loan fund.
 - The Blandin Grant is closing out. The Winter Tourism Report from the University of Minnesota was delivered in November. A summary of the report and completed objectives from the Blandin Grant will be shared at a community meeting on December 20, 2023.
 - The city's Livability webpage has been updated.
 - Phil Dybing, EDA Chair, submitted his resignation effective December 31, 2023. Member Goetzke expressed thanks for Dybing's years of service.
- B. Fire:** Member Bakke shared updates from the Lanesboro Fire Department, including:
- There have been 5 calls in the past three months, making the total call volume 22 year-to-date.
 - Two members of the fire department will attend active shooter training in January. These members will share the training with other members of the fire department.
 - The fire department intends to replace some trucks in the next two years.
 - A cold storage shed is needed for additional storage at the fire department.

New Business

- A. Resolution 2023-40 – Approving the Final Tax Levy and Budget for 2024:** Member Bakke motioned to approve Resolution 2023-40. Member Wade seconded the motion. Motion carried with all in favor.
- B. AT&T Lease Amendment:** City Administrator Walbridge requested the lease amendment consideration be tabled until the January 2024 meeting as Brian Malm, Bolton & Menk, is looking into the proposed amendments. Mayor Resseman motioned to table the lease amendment to the January meeting. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- C. Ordinance 54.06 Amendment – 2024 Public Utility Rates:** Member Goetzke motioned to approve the amendment to Ordinance 54.06. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- D. McKinney Variance Application:** Member Goetzke motioned to approve the side yard setback zoning variance for Vicki McKinney. Member Albrecht-Benson seconded the motion. City Administrator Walbridge shared the findings of fact from the Planning and Zoning Commission's recommended approval of the variance application. Motion carried with all in favor.
- E. Bonney (Lanesboro Landing) Rezoning Application:** Member Albrecht-Benson motioned to approve the application to rezone Parcel ID 190032000 and Parcel ID 190032020 from R-1 Single Family Residential District to C-2 Commercial Highway District. Member Goetzke seconded the motion. City Administrator Walbridge shared the findings of fact from the Planning and Zoning Commission's recommended approval of the rezoning application. Motion carried with all in favor.
- F. Board and Commission Member Appointments:**
- a. Resolution 2023-41: Appointing Members of the Heritage Preservation Commission – Member Wade motioned to adopt Resolution 2023-41 appointing Kathryn Wade, Mindy Albrecht-Benson, and Ceil Allen to a two-year term on the Heritage Preservation Commission. Member Bakke seconded the motion. Motion carried with all in favor.
 - b. Resolution 2023-43: Appointing Members of the Public Utilities Commission – Member Wade motioned to adopt Resolution 2023-43 appointing Jon Pieper to a three-year term on the Public Utilities Commission. Member Bakke seconded the motion. Motion carried with all in favor.
 - c. Resolution 2023-44: Appointing Members of the Park Board – Member Goetzke motioned to adopt Resolution 2023-44 appointing Brenda Semmen, Teri Benson, and Joe Deden to a

Draft 12/5/2023

three-year term on the Park Board. Member Bakke seconded the motion. Motion carried with all in favor.

- d. Resolution 2023-45: Appointing Members of the Planning and Zoning Commission – Member Bakke motioned to adopt Resolution 2023-45 appointing Michael Seiler and Jeffer Lepper to a three-year term on the Planning and Zoning Commission. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

G. Council Liaison and Board Appointments for 2024: Member Resseman motioned to keep the 2024 liaisons the same with Member Wade filling the liaison positions to the Park Board and Heritage Preservation Commission. Member Bakke seconded the motion. Motion carried with all in favor.

H. Resolution 2023-47: Adopting Findings of Fact and Reasons for Approval for Variance Application of Victoria McKinney at 607 Parkway Avenue S., Lanesboro, MN – Mayor Resseman motioned to approve Resolution 2023-47. Member Wade seconded the motion. Motion carried with all in favor.

Mayor Resseman put the meeting in recess at 5:34 p.m.

Mayor Resseman took the meeting out of recess at 5:59 p.m.

Truth in Taxation Public Hearing

Member Resseman called the Truth in Taxation hearing to order at 6:00 p.m.

- Lynn and Jan Haugen (303 Whittier Street W) shared concern about the significant property value increase. Mayor Resseman recommended reaching out to the Fillmore County Assessor's Office for information on the valuation increase. Mayor Resseman also shared that the Local Board of Appeals and Equalization meeting in Spring 2024 would allow for further discussion on the home valuation.

Next Meeting: Tuesday, January 2, 2024 at 6:00 p.m.

Mayor Resseman closed the public hearing and adjourned the meeting at 6:06 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk