

**Lanesboro City Council  
Regular Meeting Minutes  
Monday, April 1, 2024 – 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                 Jerod Wagner          X   Tara Johnson  
                    X   Joseph O’Koren  
Guests:      Brian Malm, Hannah Wingert, Phil Holtegaard, Bonita Underbakke, Anna Loney,  
                  Shirley Mulder, Delia Bell, John Nicol, Eliza Mitchell, Jeff Lepper, Jon Buggs, Betsy Holbrook,  
                  Deane Benson, Lester Dunn, Sandra Webb

**Regular Meeting**

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

**A. Agenda:** City Administrator Mitchell Walbridge requested additions to the Consent Agenda:

- Hire of Claire Cambray, Library Substitute
- Hire of Hannah Wingert, Library Substitute

City Administrator Walbridge requested an addition to New Business:

- VRBO/Airbnb Violation in the R-1 Zoning District

City Administrator Walbridge requested Street be removed from Department Reports.

Member Albrecht-Benson entered a motion to approve the agenda with the presented changes; Member Wade seconded the motion. Motion carried with all in favor.

**B. Public Comments:**

- Anna Loney gave a report from the Friends of the Lanesboro Library. Updates included Steve Harris’ new book titled “Dads Like Us”, an upcoming Minnesota author talk event, and an Intro to Birding event. Appreciation was also expressed for library board members, library employees, and library volunteers.
- Eliza Mitchell invited council members to the library to see what services the library has to offer.
- Jeff Lepper addressed the council regarding the Planning and Zoning Commission’s recommendation to put a moratorium on the issuance of short-term lodging licenses in the C-1 Downtown Commercial District. Jeff Lepper also explained the definition of *Apartment* in the city’s current ordinances needs to be updated. Lepper expressed the Planning and Zoning Commission’s concerns over the potential loss of retail space in the commercial downtown district.

**C. Arbor Day Proclamation:** Member Resseman shared an Arbor Day Proclamation recognizing April 26, 2024, as Arbor Day in Lanesboro, Minnesota.

**D. Approval of Minutes:**

**a.** Minutes of March 4, 2024, Regular Meeting

Member Goetzke entered a motion to approve the minutes as presented; Member Bakke seconded the motion. Motion carried with all in favor.

**E. Consent Agenda:**

1. Accounts Payable
2. Lanesboro Arts Temporary Liquor License 4/6/24
3. Lanesboro Arts Temporary Liquor License 4/27/24
4. Lanesboro Arts Temporary Liquor License 6/8/24
5. Lanesboro Arts Temporary Liquor License – Art in the Park 6/15/24
6. Lanesboro Arts Temporary Liquor License 7/13/24
7. Lanesboro Area Community Foundation Temporary Liquor License 4/7/24

8. Lanesboro Firefighters Relief Association Temporary Liquor License 8/2/24-8/4/24
9. Resolution 2024-17 Accepting Donations
10. Resolution 2024-18 Accepting Library Donations
11. Resolution 2024-19 Appointing Member of the Lanesboro Fire Department
12. Hire of Claire Cambray, Library Substitute
13. Hire of Hannah Winger, Library Substitute

Member Albrecht Benson entered a motion to approve the Consent Agenda; Member Bakke seconded the motion. Motion carried with all in favor.

#### **F. Department Reports:**

A. Administration: City Administrator Walbridge shared the Administration Department report.

- Administrator Walbridge attended the Southeastern Minnesota League of Municipalities Quarterly meeting in January. The organization's legislative priorities were voted on and include Local Government Aid, Ambulance Service Costs and Liability, and EMS Delivery & Sustainability Funding.
- Administrator Walbridge attended the Southeast Minnesota Together Regional Comprehensive Economic Development Strategy meeting in February.
- Administrator Walbridge met with Don Kullot, Fillmore County Emergency Management Coordinator, to review the City's emergency plans and protocols.
- Lanesboro hosted regional safety training for employees in March 2024.
- Administration has been working with the Smith, Schaefer & Associates to complete the 2023 audit for the City and Lanesboro Public Utilities.
- Administration has been working with Nuvei and The Payment Group to launch new payment platforms for City payments and Lanesboro Public Utility payments.

B. Park: Member Wade shared the Park Department report.

- Only part of the concrete work on the bathhouse in Sylvan Park was completed as the final quote came back higher than the original quote. The Depot building bathrooms will be investigated in the future.
- The Park Board and Administration are looking into a potential DNR lease for an extension of the city's walking trails.
- The Park Board discussed control of invasive species in town, namely buckthorn.
- A survey for the tennis court area rehabilitation is being developed that will include potential ideas to improve the area.

#### **G. New Business:**

- a. **WWTF Change Order No. 2:** Brian Malm, Bolton and Menk, shared Change Order No. 2 with the city council. The change order is to cover additional costs of seven items: guardrail at the Main Lift Station site, bypass piping at the Main Lift Station, valve vault structure at the Plant Drain Pump Station, an isolation and throttling valve for the biosolids supernatant, a mixing system for the RAS pump station, circuitry to monitor temperature at the aeration basins, and 120V electrical outlets for the top of the biosolids storage tank. All items will allow staff to operate the plant more efficiently and effectively manage emergency situations. The overall project costs and funding summary were reviewed. Costs may be lower than what is listed in the change order, and the City does have contingency funds available to cover the additional costs. In addition, there were engineering fees as engineering staff assisted in conducting a rate analysis and helped develop a significant industrial user agreement. Bolton and Menk staff had a meeting to discuss a notification to be sent to Wapasha Construction regarding the timeliness of completion of the WWTF project and that there is the potential for liquidated damages to be enforced. The punch list items include items requiring warmer weather, including drainage, landscaping and tree replacements, concrete work by the clarifiers, and concrete by the limestone steps accessing the Root River. Member Goetzke entered a motion to approve Change Order No. 2; Member Wade seconded the motion. Motion carried with all in favor.

- b. Highway 250 Project – Letter of Intent:** Brian Malm shared that the final scoping study is complete and final cost figures are available. In total, the project will cost \$13.1 million. The Letter of Intent serves the purpose of entering into an agreement with the Minnesota Department of Transportation. Under the terms of the Letter presented, the City would lead the design and bidding process. MnDOT would then take administrative control of construction except for utility improvements. MnDOT is committing \$6 million of the \$11 million of the total construction costs. If construction bids were to come in higher, discussion would be had prior to the final agreement being executed.

A city cost-share and funding summary was presented that included project costs and funding sources that include potential grant and loan options.

Member Resseman entered a motion to table the Letter of Intent; Member Bakke seconded the motion. Members discussed wanting administration to research the options to lead design of the project and check with other communities that may have coordinated a similar project with MnDOT. In addition, members would like to have a better understanding of how much right-of-way must be acquired as part of the project. Member Resseman articulated he would like Bolton and Menk to provide a pro-/con- list for council members that shows the advantages and disadvantages of the City taking lead on the pre-design and final design. Lastly, members requested that Mike Bubany update the capital improvement plan to analyze the financial impact to the City's debt. Motion carried with all in favor.

- c. VRBO/Airbnb Violation – R-1 District:** Administrator Walbridge requested council approval to enforce Chapter 151 as the City has been made aware that a VRBO/Airbnb is operating in the R-1 Single Family Residential District. Member Resseman entered a motion to authorize the city administrator to enforce the R-1 Land Use Ordinance; Member Bakke seconded the motion. Motion carried with all in favor.

#### **H. Continued Business:**

- a. Downtown Commercial District – Land Use:** Administrator Walbridge shared a Planning and Zoning Commission recommendation from its March 27 meeting. The commission forwarded a recommendation that the city council enact an interim ordinance/moratorium on issuing any new lodging licenses in the C-1 Downtown Commercial District. The intent behind the moratorium is to allow time for the Planning and Zoning Commission to come up with revisions to the City's Land Use Ordinances that would regulate and protect main floor retail space in the C-1 Downtown Commercial District.

City Attorney Joe O'Koren explained that to adopt an interim ordinance or moratorium the city council must meet requirements such as actively conducting a study on the impact of short/long-term rentals. Possible studies may analyze impacts on tourism, lodging needs, and the benefit of retail versus short-term lodging in the community. Attorney O'Koren explained an interim ordinance is good for one year and would be in place to allow a new ordinance to be drafted. Members stated they would like the council to develop a study with objectives to allow enactment of an interim ordinance. Concurrently, members would like the Planning and Zoning Commission to work on revising the Land Use ordinances. Member Albrecht-Benson entered a motion to table discussion on an interim ordinance; Member Bakke seconded the motion. Motion carried with all in favor.

- b. Former Employee Grievance Letter:** Administrator Walbridge stated interviews were conducted with some current and former library board members. A findings memo and recommendation from the committee is being worked on by the investigation committee. Member Wade entered a motion to table discussion; Member Bakke seconded the motion. Motion carried with all in favor.

#### **Next Meetings:**

**Local Board of Appeals and Equalization – Tuesday, April 16, 2024 at 4:00 p.m.**

**Regular Meeting – Monday, May 6, 2024 at 6:00 p.m.**

Approved 05/06/2024

Member Resseman adjourned the meeting at 6:57 p.m.

Respectfully submitted,

Mitchell Walbridge  
City Administrator/Clerk