

**Lanesboro City Council
Regular Meeting Agenda
Monday May 6, 2024 at 6:00 p.m.
Lanesboro Community Center Meeting Room and Zoom**

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However, due to potential technical issues, full functionality is not guaranteed*

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Meeting ID: 861 7681 2830 Passcode: 588100

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Call to Order the Regular Meeting

- A. Agenda: Additions or Corrections
- B. Public Comments
- C. Approval of Minutes
 1. Minutes of Regular Meeting, April 1, 2024
 2. Minutes of Local Board of Appeals & Equalization Meeting, April 16, 2024
- D. Consent Agenda
 1. Accounts Payable
 2. Lanesboro "Light Up the Park" Fiscal Agent
 3. Hire of Bryn Pfeffer, Library Substitute
 4. Hire of John Babin, Seasonal Park Maintenance Employee
 5. Lanesboro EDA Board Resignation - Jason Resseman

Highway 250 Project Capital Improvement Plan: Mike Bubany, David Drown & Associates

City of Lanesboro & Lanesboro Public Utilities 2023 Audit Summaries: Kali Lentz, Smith Schafer

Department Reports:

- A. Planning & Zoning
- B. Public Utilities
- C. Heritage Preservation

Continued Business:

- A. Downtown Commercial Land Use – Interim Ordinance
- B. Highway 250 Project: Letter of Intent

New Business:

- A. Highway 250 Project: Arts & Mitigation Team
- B. Lanesboro Economic Development Authority Board Appointment
- C. Sylvan Park Cabin – Historic Designation
- D. Parking Closure Application - Fall Into Lanesboro - October 5, 2024
- E. 2024 John Deere X758 Lawn Mower Purchase
- F. Van Meter Variance Application – 111 Kenilworth Avenue N (Parcel ID 190158000)
- G. Gibbs Variance Application – 109 Elmwood Street E (Parcel ID 190205000)
- H. Lind Building Permit Application – 105-3/4 Parkway Avenue N (Parcel ID 190186000)

Miscellaneous

- A. Closed Session - The meeting may be closed due to Attorney-Client privilege to discuss potential and threatened litigation per Minnesota Statute 13D.05, Subd. 3(b). Subject has threatened litigation regarding Employment and Personnel Concerns. We are discussing litigation strategies based on information received in a letter from the subject's attorney. Absolute confidentiality is necessary as open

discussion of this threatened litigation could reveal the City's strategy or jeopardize any potential resolution regarding the City's response.

- B. Former Employee Grievance Letter - Option for Closed Meeting: Pursuant to Minnesota Statute 13D.05 Subd. 2(b), a public body shall close on more more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. A meeting must be left open at the request of the individual who is the subject of the meeting.

Next Meeting: Monday, June 3, 2024 at 6:00 p.m.

Adjourn Regular Meeting

**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 included 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.

Draft 04/02/2024

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

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

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

**Lanesboro City Council
Local Board of Appeal and Equalization
Tuesday, April 16, 2024 4:00 p.m.
Lanesboro Community Center Meeting Room & Zoom**

Present: Joe Goetzke, Mindy Albrecht-Benson, and Kathryn Wade

Absent: Jason Resseman and Chase Bakke

Visitors: Justin Kraling, Stefan Holets, Tom Smith, Anne Happel, Charlie Happel, Tom Dybing, and Deane Benson

Zoom: Bonita Underbakke

Local Board of Appeal and Equalization: Member Albrecht-Benson opened the Local Board of Appeal and Equalization meeting at 4:00 p.m. A motion to approve the agenda as submitted was made by Member Albrecht-Benson and seconded by Member Wade. The motion carried with all in favor. Fillmore County Property Appraiser Justin Kraling provided a presentation of the changes being implemented as well as statistical data for area communities. It was noted that the new assessment values for all properties in Lanesboro include a 20% base rate increase.

Tom Dybing questioned the value of his property. A motion was made to approve having the assessor or appraiser re-evaluate the property value and any changes be recommended to the county board by Member Wade. The motion was seconded by Member Albrecht-Benson. Motion carried all in favor.

Justin Kraling made the recommendation to adjust the value of Ceil Allen's property after further review of the quality of interior finishes. A motion was made by Member Goetzke to reduce the value of Ceil Allen's property by \$88,200 based on the assessor's recommendation. Member Wade seconded the motion. Motion carried all in favor.

Without objection, Member Albrecht-Benson closed the Local Board of Appeal and Equalization meeting at 4:45 p.m.

Respectfully submitted,

Darla Taylor
Deputy Clerk

CITY OF LANESBORO

04/30/24 8:19 AM

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Payments

Current Period: May 2024

Payments Batch 05052024PAY		\$24,998.48	
Refer	4052035 <u>LOFFLER</u>	Ck# 026099	4/15/2024
Cash Payment	E 100-41500-413 Office Equipment Rental		\$58.74
	Invoice 4665627		
Cash Payment	E 211-45500-413 Office Equipment Rental		\$21.24
	Invoice 4665625		
Transaction Date	4/11/2024	OPERATIONAL ACC 10100	Total \$79.98
Refer	4052036 <u>FOREVER BOUNCIN INFLATABLES</u>	Ck# 026100	4/15/2024
Cash Payment	E 235-49900-496 BBD Kids Games		\$2,005.00
	Invoice 24306361		
Transaction Date	4/11/2024	OPERATIONAL ACC 10100	Total \$2,005.00
Refer	4052037 <u>THE LINCOLN NATIONAL LIFE</u>		
Cash Payment	E 100-43100-134 Employer Paid Life		\$43.50
	Invoice		
Cash Payment	E 211-45500-134 Employer Paid Life		\$40.43
	Invoice		
Cash Payment	E 100-45200-134 Employer Paid Life		\$36.82
	Invoice		
Cash Payment	E 100-43100-134 Employer Paid Life		\$17.80
	Invoice		
Cash Payment	E 100-45200-134 Employer Paid Life		\$17.81
	Invoice		
Cash Payment	E 100-41500-134 Employer Paid Life		\$30.71
	Invoice		
Cash Payment	E 100-41500-134 Employer Paid Life		\$46.37
	Invoice		
Transaction Date	4/12/2024	OPERATIONAL ACC 10100	Total \$233.44
Refer	4052038 <u>FILLMORE COUNTY JOURNAL</u>		
Cash Payment	E 100-41500-350 Print/Binding (GENERA P&Z Hearing		\$46.52
	Invoice 165069		
Cash Payment	E 100-41500-350 Print/Binding (GENERA LBOAE		\$46.52
	Invoice 165076		
Cash Payment	E 100-41500-350 Print/Binding (GENERA P&Z Hearing		\$53.16
	Invoice 165550		
Transaction Date	4/12/2024	OPERATIONAL ACC 10100	Total \$146.20
Refer	4052039 <u>DIAMOND VOGEL PAINTS</u>		
Cash Payment	E 100-43100-224 Street Maint Materials		\$637.50
	Invoice 281215865		
Transaction Date	4/12/2024	OPERATIONAL ACC 10100	Total \$637.50
Refer	4052040 <u>HILLYARD/HUTCHINSON</u>		
Cash Payment	E 100-45200-210 Operating Supplies (GE		\$872.89
	Invoice		
Transaction Date	4/15/2024	OPERATIONAL ACC 10100	Total \$872.89
Refer	4052041 <u>BOLTON & MENK INC</u>		
Cash Payment	E 411-43100-300 Professional Svcs (GEN		\$1,569.00
	Invoice 333482		

CITY OF LANESBORO

04/30/24 8:19 AM

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Payments

Current Period: May 2024

Transaction Date	4/15/2024	OPERATIONAL ACC 10100	Total	\$1,569.00
Refer	4052042	PRESTON AUTO PARTS		
Cash Payment	E 100-43100-210	Operating Supplies (GE		\$57.99
Invoice	791688			
Cash Payment	E 220-42000-240	Small Tools and Minor E		\$5.98
Invoice	791688			
Transaction Date	4/16/2024	OPERATIONAL ACC 10100	Total	\$63.97
Refer	4052043	MOTOR PARTS & EQUIPMENT		
Cash Payment	E 220-42000-404	Repairs/Maint Machiner		\$18.09
Invoice	18957			
Transaction Date	4/16/2024	OPERATIONAL ACC 10100	Total	\$18.09
Refer	4052044	TAPCO		
Cash Payment	E 220-42000-500	Capital Outlay (GENER Hwy 16 warning light-state funding		\$13,109.80
Invoice				
Transaction Date	4/17/2024	OPERATIONAL ACC 10100	Total	\$13,109.80
Refer	4052045	FILLMORE COUNTY	Ck# 026101 4/22/2024	
Cash Payment	E 250-46500-210	Operating Supplies (GE Danz loan recording		\$92.00
Invoice				
Transaction Date	4/22/2024	OPERATIONAL ACC 10100	Total	\$92.00
Refer	4052046	RUSSELL, TONY		
Cash Payment	E 100-45200-266	Trees		\$150.50
Invoice				
Transaction Date	4/22/2024	OPERATIONAL ACC 10100	Total	\$150.50
Refer	4052047	DE LAGE LANDEN	Ck# 026102 4/22/2024	
Cash Payment	E 211-45500-413	Office Equipment Rental		\$64.40
Invoice	82312666			
Cash Payment	E 100-41500-413	Office Equipment Rental		\$156.75
Invoice	82356803			
Transaction Date	4/22/2024	OPERATIONAL ACC 10100	Total	\$221.15
Refer	4052048	RUSHFORD HARDWARE		
Cash Payment	E 220-42000-240	Small Tools and Minor E		\$15.04
Invoice				
Transaction Date	4/22/2024	OPERATIONAL ACC 10100	Total	\$15.04
Refer	4052049	LRS OF MINNESOTA		
Cash Payment	E 100-45200-410	Rentals (GENERAL)		\$160.37
Invoice	MP247518			
Transaction Date	4/22/2024	OPERATIONAL ACC 10100	Total	\$160.37
Refer	4052050	MN ENERGY RESOURCES		
Cash Payment	E 100-45170-380	Utility Services (GENER		\$78.10
Invoice				
Cash Payment	E 100-43100-380	Utility Services (GENER		\$82.33
Invoice				
Cash Payment	E 100-45200-380	Utility Services (GENER		\$275.95
Invoice				
Cash Payment	E 220-42000-380	Utility Services (GENER		\$185.35
Invoice				

Payments

Current Period: May 2024

Transaction Date	4/24/2024	OPERATIONAL ACC 10100	Total	\$621.73
Refer	4052051 OKOREN LAW OFFICE LLC	-		
Cash Payment	E 100-41500-304 Legal Fees			\$1,729.64
Invoice				
Transaction Date	4/24/2024	OPERATIONAL ACC 10100	Total	\$1,729.64
Refer	4052052 FIRE SAFETY USA, INC.	-		
Cash Payment	E 220-42050-210 Operating Supplies (GE			\$2,830.00
Invoice	185875			
Transaction Date	4/25/2024	OPERATIONAL ACC 10100	Total	\$2,830.00
Refer	4052053 GALE GROUP	-		
Cash Payment	E 211-45500-230 Books & Movies			\$28.49
Invoice	84180108			
Transaction Date	4/26/2024	OPERATIONAL ACC 10100	Total	\$28.49
Refer	4052054 AFLAC	-		
Cash Payment	G 100-21707 Aflac			\$33.00
Invoice	849940			
Transaction Date	4/26/2024	OPERATIONAL ACC 10100	Total	\$33.00
Refer	4052055 MOTOR PARTS & EQUIPMENT	-		
Cash Payment	E 100-43100-404 Repairs/Maint Machiner			\$36.89
Invoice	19328			
Transaction Date	4/26/2024	OPERATIONAL ACC 10100	Total	\$36.89
Refer	4052056 CHASE CARD SERVICES	-		
Cash Payment	E 100-41000-319 LinkMe			\$18.98
Invoice				
Transaction Date	4/29/2024	OPERATIONAL ACC 10100	Total	\$18.98
Refer	4052057 M & L GREENHOUSE	Ck# 026103 4/29/2024		
Cash Payment	E 100-45200-266 Trees			\$324.82
Invoice				
Transaction Date	4/29/2024	OPERATIONAL ACC 10100	Total	\$324.82

Fund Summary

10100 OPERATIONAL ACCOUNT

100 GENERAL FUND	\$5,013.66
211 LIBRARY	\$154.56
220 FIRE FUND	\$16,164.26
235 BUFFALO BILL DAYS FUND	\$2,005.00
250 EDA OPERATING	\$92.00
411 2022 STREET & UTILITY IMPROV	\$1,569.00
	<u>\$24,998.48</u>

Pre-Written Checks	\$2,722.95
Checks to be Generated by the Computer	\$22,275.53
Total	<u>\$24,998.48</u>



Mitchell Walbridge <mwalbridge@lanesboro-mn.gov>

Resignation email

1 message

Jason Resseman <jresseman@lanesboro-mn.gov>
To: Mitchell Walbridge <mwalbridge@lanesboro-mn.gov>

Mon, Apr 29, 2024 at 11:57 AM

Lanesboro City Council, Lanesboro EDA, and Administrator Walbridge.

Please consider this email as my formal resignation from the Lanesboro EDA Commission. It has been my pleasure to serve the citizens of Lanesboro as a member of this team.

Respectfully yours

Jason Resseman
Mayor of Lanesboro



Minnesota Department of Transportation
District 6 Rochester
2900 48th Street NW
Rochester, MN 55901

March 14, 2024

Mr. Jason Resseman
Mayor
City of Lanesboro
202 Parkway Avenue South
Lanesboro, MN 55949

Subject: **Letter of Intent** - State Project 2319-21 Lanesboro Reconstruction of MN 250 from MN 16 to south end of Bridge #23027.

Mayor Resseman,

This serves as a Letter of Intent between MnDOT District 6 and the City of Lanesboro for the preconstruction and construction work needed to complete State Project (SP) 2319-21, MN 250 reconstruction from the intersection of MN 16 to the south end of Bridge #23027. This project is currently anticipated to Let in October 2026.

Project Scope: The scope of this project includes (but is not limited to) the total reconstruction of MN 250 from the intersection of MN 16 to the south end of Bridge #23027. Typical items to be reconstructed include the entire roadway pavement section within the project limits (including aggregate base and existing subbase as required), storm sewer, curb & gutter, sidewalk, pedestrian ramps, lighting, and city utility replacement (water and sanitary sewer). This list is not all inclusive and may include additional elements. The project scope will be developed in coordination with the MnDOT Project Manager and will consider previous planning studies as well as the long-range plans of MnDOT and the City of Lanesboro.

Project Funding: MnDOT will contribute up to \$6,000,000 (based on the projected Construction Let cost) in State funds toward this project. This amount is capped, and use of funds will be determined as outlined in the Agreement – Cost Sharing section below.

Pre-Design/Final Design: The City of Lanesboro will lead and complete pre-design and final design tasks and deliverables for the project in accordance with the MnDOT Transportation Project Development Process (TPDP), MnDOT Road Design Manual, MnDOT Technical Memoranda, and other MnDOT

Standards as applicable. The project will be Let through the MnDOT Letting Office in Saint Paul. As such, the City of Lanesboro will coordinate with MnDOT on the project requirements and document reviews. MnDOT will conduct reviews and respond in a timely manner.

MnDOT will lead the Early Notification Memo Process which will include notifying all affected offices about the project and providing any information received as a result of this process to the City of Lanesboro. The City of Lanesboro will coordinate as necessary with MnDOT to ensure all issues brought forth from this process are understood and managed appropriately.

Additionally, MnDOT will lead the evaluation of potential contaminated soils and groundwater materials for the project. This will include the Phase I and Phase II investigations as well as any construction monitoring that may be necessary. If contamination is discovered, whichever agency is paying for the work that encounters this contamination will be responsible for the treatment costs associated with the contamination.

If the City of Lanesboro chooses to hire a consultant to complete the design of the project, the City of Lanesboro agrees to acquire a consultant that is listed on MnDOT's pre-qualified list for relevant work types.

Right of Way Acquisition:

The City of Lanesboro will lead the direct purchase process for acquisition of right of way for this project, if any new right of way is required. The City of Lanesboro will, among other things, order titles, provide appraisals, make offers and payments to property owners, and provide all other direct purchase activities necessary to construct the project. Prior to making any offers, the City of Lanesboro will submit appraisals to the MnDOT Right of Way Engineer for review and certification. MnDOT will complete the Platting for any necessary new right of way for trunk highway purposes.

If any parcels required for trunk highway purposes cannot be acquired by direct purchase, the City of Lanesboro will inform the District Right of Way Engineer in a timely manner (24 months prior to letting) to request that MnDOT lead all eminent domain activities. MnDOT will lead and complete the eminent domain activities and make payments to the court or to the property owners (as determined by the court) for properties settled in the eminent domain process. Any payments made by MnDOT for said properties will be deducted from the total capped State Funds identified above as MnDOT's share of the project costs. Prior to letting, MnDOT will take only that City acquired right of way into the trunk highway system (by Commissioner's Orders) that is determined necessary for the future maintenance and operation of the trunk highway.

Letting and Award: MnDOT will advertise, let, and award the construction contract in accordance with approved plans and project documents.

Construction Administration/Inspection: Contract Administration and Construction Inspection will be performed by MnDOT except for any city utilities (sanitary sewer and water main).



CITY OF LANESBORO

202 Parkway Ave, S • P.O. Box 333 • Lanesboro, MN 55949 • (507) 467-3722 Fax (507) 467-2557 • lanesboro@acegroup.cc

www.lanesboro-mn.gov

Date: April 29, 2024
To: Lanesboro City Council
From: Mitchell Walbridge, City Administrator
Subject: Highway 250 Project Letter of Intent

In preparation of the upcoming decision regarding the Highway 250 Project's Letter of Intent, Lanesboro city administration reached out to several cities that had partnership agreements with the Minnesota Department of Transportation (MnDOT) for recent road improvement projects. Responses were received from the City of Rushford, City of Janesville, City of Buffalo, and the City of Red Wing. Below is a summarized overview of the feedback received:

Summary of Project Partnership Benefits

- **Lead Design Role:** Each city found value in assuming the lead design role, enabling them to make decisions aligned with MnDOT's design guidelines, drive project schedules, manage communications, engage with public input, and exercise control over aspects of project funding.
- **Budget Compliance:** Most cities reported that their projects remained within budget.
- **Professionalism of MnDOT Staff:** Representatives from each city commented positively on MnDOT's staff for their professionalism, timeliness, communication, and cooperation throughout the project.
- **Timeline Adherence:** Most cities indicated that their projects stayed within the estimated timeline for completion.
- **Smooth Execution:** Overall, representatives from each city stated that their road construction projects ran smoothly.

Summary of Project Partnership Potential Concerns & Suggestions

- **Open Houses:** Multiple cities recommended hosting open houses for residents and businesses to review project plans before assessment hearings and city council action.
- **Final Scoping Study Confirmation:** One city representative emphasized the importance of confirming alignment of the Scoping Study with potential changes before the bidding process begins to avoid potential cost impacts.
- **Communication Plan:** Multiple cities strongly recommended developing a comprehensive communication plan involving businesses, citizens, and the general public.
- **Public Engagement:** Mixed feelings were expressed regarding MnDOT's public engagement processes, with suggestions for improvement in scheduling meetings and enhancing public engagement.

- **Flexibility in Funding and Timeline:** One representative suggested ensuring flexibility in Right of Way acquisition timelines and MnDOT capped funding amounts to accommodate changes during project design and bidding.

Additional Notes

The following are responses from Brian Malm, PE, regarding questions asked about the Letter of Intent as drafted.

Q: With the final Scoping Study listing MnDOT Estimated Construction Cost at \$6,397,000, I want to make sure that MnDOT intends to revise and be flexible with the \$6,000,000 cap since the numbers do corroborate between the two documents. I wonder if MnDOT would send us a revised Letter of Intent or send some sort of correspondence acknowledging the discrepancy in the cost-estimate figures?

A: The \$6 million cap referenced in the LOI represents MnDOT's share of the construction costs only. The additional \$0.3 million that is showing up in the scoping study is for post-letting, pre-construction, post-construction costs. MnDOT would pay for those costs over and above the \$6 million cap. MnDOT would also pay for all of the construction engineering for the project, with the exception of costs related to City utilities (sewer and water), over and above the \$6 million cap. Tony also explained that the \$6 million cap is considered a "soft cap" based on the best information available at this time. If MnDOT's share of the construction costs increase as a result of higher bid costs or specific scope changes requested by MnDOT (i.e., your concrete pavement example from Red Wing), MnDOT would adjust the cap higher as needed. The cap becomes hard between the stage where bids are received and construction starts. That is when you will enter into the final cost sharing agreement with MnDOT.

Q: After speaking with the City of Red Wing, they did state that their project initially was to put in a bituminous roadway with concrete curb/gutter. After they got further into their project design, it was determined that MnDOT wanted to put in a concrete roadway due to the presence of heavy truck traffic. This put Red Wing in a funding shortfall for the project. Again, should there be a change, I want to make sure that Lanesboro and MnDOT have an understanding about the \$6,000,000 cap in MnDOT construction costs being back up for discussion should the \$6,000,000 figure be exceeded -- especially if the scope of work gets revised.

A: MnDOT is willing to make changes to the language of the LOI to cover the explanation above and make the City more comfortable in signing it. I would suggest that the Council consider approving the LOI contingent on clarifying language being added to reflect the cap and cost share explanation. That way we don't lose another month in the process and can have time for some back and forth on the language with them as needed.

Q: With the unknowns about how much Right-of-Way may need to be acquired, I also want to make sure MnDOT's Letter of Intent timeline is accurate. The letter states, "If any parcels required for trunk highway purposes cannot be acquired by direct purchase, the City of Lanesboro will inform the District Right of Way Engineer in a timely manner (24 months prior to letting) to request that MnDOT lead all eminent domain activities." With

the project scheduled to Let in October 2026, I read this as any Right-of-Way Acquisition would need to be completed no later than October 2024.

A: The 24-month deadline for R/W condemnation is really related to establishing construction limits, not determining the need for condemnation. The timing on a condemnation process, if required, is really just a critical path scheduling item between Bolton & Menk and MnDOT in coordinating the design and R/W acquisition process. In reality, they like to have the need for condemnation determined 18 months prior to bidding, but even that is a soft target. This can also be clarified in the LOI revision if needed to make the City comfortable.

Recommendation

In addition to reviewing the Highway 250 Project Letter of Intent provided by MnDOT, it is recommended that the city council carefully consider the impact of the proposed cost-share agreement. Specifically, the agreement entails the City of Lanesboro accepting engineering fees related to pre- and final design. Mike Bubany, the city's financial advisor from David Drown Associates, will be present at the May 6, 2024 city council meeting to provide a summary of the city's capital improvement financial position.

Respectfully,

Mitchell Walbridge
City Administrator



Real People. Real Solutions.

MEMORANDUM

Date: April 29, 2024

To: Mitchell Walbridge, City Administrator

From: Brian Malm, PE, City Engineer

Subject: TH 250 Letter of Intent
City of Lanesboro
Project No.: 0H1.132982

As requested, here is a summary of advantages and disadvantages for the City to consider related to the MnDOT Letter of Intent (LOI) for the TH 250 Project. The LOI describes the process for completing the preconstruction and construction work for the proposed project. Under the proposed process, the City would lead the pre-design and final design tasks for the project and MnDOT would lead the bidding and construction phase of the project. The City would cover the engineering design costs and MnDOT would cover all construction engineering costs, except for City sewer and water inspection. A summary of the estimated City share of costs is attached (updated from prior estimate provided on 3/31/24).

Advantages

- The primary advantage of the City leading the design phase of the project is that the City has more control over the design and public involvement process. Although the scoping study completed by MnDOT established the basic project layout and dimensions, there are thousands of design decisions that need to be made yet, along with construction staging considerations, that will have direct impact the final product and it's impacts on residents, property owners, and businesses.
- Leading the public involvement will allow the City to control how the project is being communicated to your residents, businesses, and property owners. You will be able to determine the number and timing of open houses, specific business and property owner meetings, and other project communication methods (website, newsletters, e-blasts, etc.).
- The City assessment process (neighborhood meetings, public hearings, etc.) can be directly coordinated with and integrated into the overall public involvement process, instead of being seen as a separate City process from the overall project.
- If the City leads the design, you know you have an engineering firm who is familiar with the project and the City leading the design.
- Coordination between the City utility (sewer, water, electrical) and MnDOT roadway design will be smoother with a City lead design since the same design team will be working on both at the same time, instead of there being two completely separate processes. This is more efficient and helps reduce engineering costs.
- The City has received \$1.35 million in grant funding for sidewalk and trail improvements through the Transportation Alternatives (TA) program. If the City leads the design process, the required

environmental review and grant administration process can easily be interwoven into the design process and will be streamlined.

Disadvantages

- If the City prefers minimal involvement in the project, a MnDOT lead project would better facilitate this, as the City could limit its involvement to City sewer and water issues and assessments. However, City fulfillment of its responsibilities for environmental review and grant administration with the Transportation Alternatives (TA) Grant will be more complicated and require additional coordination.
- In a MnDOT lead design, the City would be a participant in the public involvement process, but will have minimal control of project communication and messaging. It would be similar to the way you were involved in the Scoping Study Process, which was MnDOT lead.
- The City assessment process would be more difficult to coordinate and integrate into the overall public involvement process. It would be seen as a separate City process from the overall project which can be confusing and frustration for residents, businesses, and property owners.
- If MnDOT leads the project design, they would not complete the design in house, rather they would hire a consultant to complete the design. This means that it is possible that a consultant other than Bolton & Menk, who is not familiar with the project or the City would be responsible for the project design. This will inevitably complicate design coordination and result in higher engineering costs.
- City costs may be 2-3% higher with a City lead project versus a MnDOT lead project. However, those costs would likely be offset on a MnDOT lead project by additional engineering costs required for City participation in MnDOT lead public involvement, additional design coordination between two different engineering firms, coordination of City assessment process with the MnDOT public involvement process, and other overall project coordination that would already be included in a City lead process with Bolton & Menk leading the design for the City.

City Share Cost and Funding Summary

TH 250 Reconstruction

City of Lanesboro, MN

Project Costs

4/29/2024

Non Sewer-Water Related Costs	\$2,312,599.00
Sewer Related Construction Costs	\$976,959.00
Water Related Construction Costs	\$1,588,113.00
Total Construction Costs	\$4,877,671.00
Engineering Costs	\$1,300,000.00
Total City Project Costs	\$6,177,671.00

Funding Sources

Grant	
<u>Secured Grant</u>	
MnDOT Transportation Alternatives Program (TAP) -Initial Award	\$865,800.00
MnDOT Transportation Alternatives Program (TAP)-Supplemental Award	\$485,565.00
Total Secured Grant	\$1,351,365.00
<u>Potential Grant</u>	
MnPFA WIF Grant (Water, 80% of water related costs)	\$1,270,490.40
MnPFA WIF Grant (Sewer, 80% of sewer related costs)	\$781,567.20
Total Potential Grant	\$2,052,057.60
Total Grant Low End	\$1,351,365.00
Total Grant High End	\$3,403,422.60

Loan	
<u>Potential PFA Loan</u>	
MnPFA Loan (Water, possible 1%-3% discounted rate, 20-30 yr term)	\$317,622.60
MnPFA Loan (Sewer, possible 1%-3% discounted rate, 20-30 yr term)	\$195,391.80
Total Potential PFA Loan	\$513,014.40
<u>Required City Loan</u>	
Potential City Loan-Low End	\$2,261,234.00
Potential City Loan-High End	\$4,826,306.00
Total Loan Low End	\$2,774,248.40
Total Loan High End	\$4,826,306.00

-Assumes full grant amounts and PFA loans

-Assumes no additional grant and no PFA loans

Total Project Funding

Low End Grant-High End Loan	\$6,177,671.00
High End Grant-Low End Loan	\$6,177,671.00

Notes

1-All costs are in 2027 dollars

2-City's last Capital Finance Plan (2020) assumed \$4.4 million in 2025 dollars. This converts to \$4.9 million in 2027 dollars after applying inflation.

Arts + culture for Construction Mitigation: Hwy 250 in Lanesboro, MN

MnDOT: Kayla Dean, Jeanne Aamodt, Mark Schoenfelder
UMN: Frank Douma, Camila Fonseca
May 6th, 2024



INSTITUTE FOR URBAN AND REGIONAL
INFRASTRUCTURE FINANCE
UNIVERSITY OF MINNESOTA

1

Overview

1. Research need
2. Implementation project proposal
3. Potential benefits
4. Deliverables and schedule



Source: [Minnesota Monthly](#) (2020).

2

Research Need Statement

Roadway construction projects can have a lasting negative impact on communities. During the construction process noise, debris, detours, and other impacts can have a negative effect on quality of life, the economy and pocketbooks in communities, especially in main street (urban and rural) environments.

- Can placemaking, temporary art, community or cultural events support quality of life and help offset the negative impacts of road construction?
- Will maintaining the number of visitors as well as enhancing resident participation help offset economic hardship and social disruption of main street construction?

3

Implementation Project Proposal

This is applied research, based upon an the existing [TRS: Mitigating Construction Impacts on Local Businesses \(2019\)](#) research report with an updated literature review (MnDOT 2022), [Arts, Culture and Transportation \(ArtPlace America\)](#), that will frame the approach.

Primary goal

- To test, document, and evaluate the premise that arts and culture can help overcome the disruption of highway construction and mitigate negative impacts on businesses, residents, and visitors.

Secondary goal

- To identify and test potential partnerships and funding strategies to support place-making, temporary art, community, or cultural events to complement traditional mitigation strategies and tactics used to help offset the negative impacts of highway construction.

4

Project Location: Hwy 250 in Lanesboro

Project description:

- Reconstruct Hwy 250 in Lanesboro (\$6.6M)
- Approximately 0.9 miles, Hwy 16 to Root River Bridge

Local participation:

- The city was awarded 2026 Transportation Alternatives funds (\$865,000) for sidewalk and trail improvements

Project improvements:

- Roadway reconstruction
- Upgrade city utilities
- Replace storm sewer
- Enhance sidewalk and trail system
- Replace roadway lighting



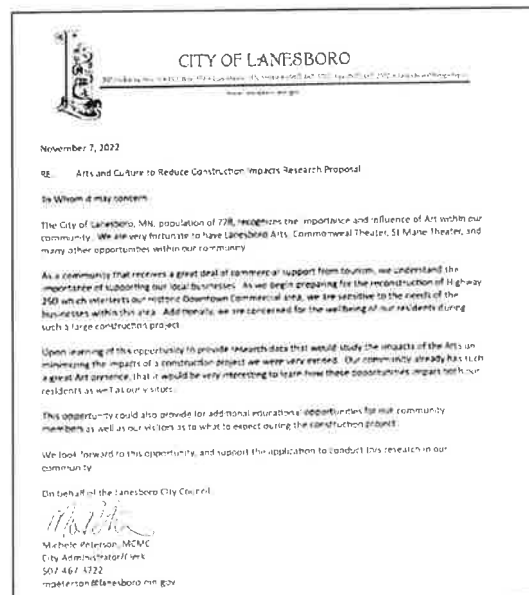
5

Local support

Lanesboro is a historical town with strong tourism, recreation interest, and vibrant art presence.

In fall 2022, MnDOT visited Lanesboro to present the research project idea. A unanimous vote by the city of Lanesboro supported the proposal.

Proposed local partner: Lanesboro Arts



6

Research Methods

- Multi-year project
 - Competition scheduled June 2028
 - Timed to coincide with expected construction in 2027
- 9 tasks
 - Setting the ground (Tasks 1 and 2)
 - Plan for mitigating economic and community construction impacts (Task 3)
 - Including direct funding and grant support to local partners
 - Detail following
 - Evaluation plan and implementation (Tasks 4 and 5)
 - Documenting successful practices (Tasks 6 and 7)
 - Post-construction and communications (Tasks 8 and 9)

7

Research Methods

Plan for mitigating economic and community construction impacts (Task 3)

- Partner with Lanesboro Arts
- Stimulate economic and other value-added activity in the community
 1. Solicitation of ideas
 2. Initial idea development supported by "seed stipend" up to \$250
 3. Stipends will be documented
 - Recipient name
 - Date of payment
 - Method of payment

8

Research Methods

Plan for mitigating economic and community construction impacts (Task 3)

- Completed ideas will be evaluated and prioritized for the following support:
 - Direct funding from project funds, administered by Lanesboro Arts
 - Awarded grant-seeking support for external funding from Humphrey School
 - Directed to pursue external funds, unrelated to the project
- Process for prioritization of ideas
 - Create community review panel, including
 - Lanesboro Arts
 - Research team members
 - Lanesboro City Administrator, or appointed staff
 - Lanesboro City Council, or delegated appointees
 - Lanesboro Chamber of Commerce
 - Panel develops and applies criteria for prioritization

9

Research Methods

Evaluation plan and implementation

Task 4: Evaluation plan

- Develop an evaluation plan that (1) provides detailed information about program goals, measures, and data collection methodologies as developed in task 3; and (2) assesses the extent to which the goals were achieved.
 - Includes a list of qualitative and quantitative metrics to assess the progress of the program to achieve its goals
 - Includes different components for the planning and construction stages, the effectiveness in communication, and funding available
- Developmental evaluation that evolves with the project and provides real-time recommendations for improvement

Task 5: Implementation of the Evaluation plan

- Collect information : Baseline and during the project
 - Conduct interviews or surveys regularly to capture the perspective of different stakeholders
 - Collect other quantitative and qualitative data to assess the project's progress

10

Research Methods

Documenting successful practices

Task 6: Documenting successful practices during the planning stage

- Document the strategies used during the planning stage (positive and challenging aspects and strategies to overcome challenging aspects)
- Document the set of tools that could be used in future implementations to assess the success of strategies to address the negative impacts of roadway construction during the planning stage.

Task 7: Documenting successful practices during the construction stage

- Document the strategies used during the construction stage (positive and challenging aspects and strategies to overcome challenging aspects)
- Document the set of tools that could be used in future implementations to assess the success of strategies to address the negative impacts of roadway construction during the construction stage.

Potential Benefits

- **Community impacts:**

This project is designed to engage local artists and other community members to highlight connections between transportation and the local economy, and provide opportunities to articulate the different ways this impacts the community

- **Economic support:**

This project includes opportunities to directly fund and provide additional support for supporting the local stakeholders, particularly in the arts, and methods for measuring how these efforts create ripple effects throughout the local economy

Potential Benefits

- **Environmental impacts:**

This research will inform improvements in the process of engaging community members to mitigate the impacts of roadway construction and ensure that the strategies conducted are relevant for the community, particularly those that bear a disproportionate share of the negative consequences resulting from roadway construction.

- **Sustainability:**

Strategies implemented to mitigate the negative impacts of roadway construction can play a crucial role to bring and increase local investments and thus contribute to the improvement of the local economy, aesthetics, and more environmentally friendly trip-making behavior (e.g., shorter trips and possibly by bike and foot).

Alignment with MnDOT's Research Strategic Priorities

Innovation and Future Needs:

- Looking into leveraging community assets as a new and innovative way to help mitigate the negative impacts of roadway construction. This is in addition to the existing research, guidance, and tools currently available to MnDOT project managers.

Advancing Equity:

- Leveraging the location's strengths may reveal strategies, tools, and tactics that are valued by the population and may help achieve more equitable outcomes for communities impacted by roadway construction.

Alignment with MnDOT's Research Strategic Priorities

Asset Management:

- The roadway corridor is one asset that can complement or conflict with other, existing assets in the community, which can be economic, cultural and/or physical. The likelihood of conflict is greatest when the roadway is closed down.
- The proposed method seeks to utilize other assets in ways to minimize this conflict and promote increased pride and activity in the area.

Safety:

- By explicitly bringing the most important parts of the community to the table in preparation for construction, all are able to plan for mitigating construction impacts while also ensuring consistent information and understanding of the need for safe practices in and around the construction site.

Alignment with MnDOT's Research Strategic Priorities

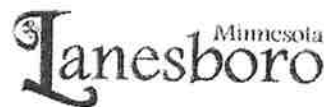
Climate Change and Environment:

- By implementing a strategy that aims to maintain economic and other activities during the construction period, local residents will be more likely to continue local trip-making patterns, rather than making longer trips to accomplish activities that are usually done in town.
- Research shows that local activity can be more multi-modal, generate fewer greenhouse gas emissions, and promote civic pride.

**Questions or
comments?**

THANK YOU!

**CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION**



CITY OF LANESBORO APPLICATION FOR EVENT/PERMIT TO CLOSE STREET OR PARKING SPACE

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

Applicant Information:

Applicant/Organization Lanesboro Businesses Promotion Group - Alison Leathers

Applicants Address 209 Parkway Ave N., PO Box 277, 55949

Applicant Email: Chinn@allegroup.cc

Provide two contact numbers for individuals that can be reached during the event: 507 467 2577 office

Contact Person Alison Leathers Contact Phone 507-501-6022 cell

Contact Person Lori Bakke Contact Phone _____

DESCRIPTION OF PURPOSE/EVENT

Annual 'Fall Into Lanesboro' event which features ^{horse-drawn} FREE wagon rides to the public, typically from 11-3. Sponsored by Lanesboro businesses.

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

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

Name	Address	Signature
Jon Willford - Emil Fargas	108 Parkway Ave N 55949	
Dave Apples - Windy Mesa	107 Parkway Ave N 55949	
Christina Evenson - Clara's	111 Parkway Ave N 55949	
Lori Bakke - Granny's	113 Parkway Ave N 55949	
Jason Harvey - High Court Pub	109 Parkway Ave N 55949	

CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION



LOCATION 2 parking spots coned off directly in front of Parkway Place vacant lots (104 Parkway Ave)
LBPG will provide/use their own cones
BETWEEN _____ & TO _____
CROSS STREET CROSS STREET

DATE Sat. Oct. 5 TIME 6:30 am
START DATE START TIME

DATE Sat. Oct. 5 TIME 3:00 pm
END DATE END TIME

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

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

Alison Feathers
Applicant Signature

4/19/24
Date

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

of Cones needed: 0

of Barricades needed: 0

Pick up Date: _____ Pick up Time: _____

Return Date: _____ Return Time: _____

**CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION**



CITY OF LANESBORO - OFFICE USE ONLY

Date Deposit Paid: _____

Special Conditions:

Detour and Barricade signage conditions:

Date Issued: _____ Permit Expires: _____

Authorized By: _____



Quote Summary

Prepared For:
CITY OF LANESBORO CITY CLERK
LANESBORO, MN 55949
Business: 218-585-4107

Prepared By:
Scott Trouten
Preston Equipment Company
21144 Us 52
Preston, MN 55965
Phone: 507-765-3803
Mobile: 507-251-0876
strouten@prestonequipment.com

Quote Id: 30650423
Created On: 01 April 2024
Last Modified On: 01 April 2024
Expiration Date: 30 April 2024

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE X758 Signature Series Tractor without mower deck	\$ 16,475.89	\$ 16,475.89 X	1 =	\$ 16,475.89
JOHN DEERE 54-in. Shaft Drive High Capacity Mower Deck (54 HC)	\$ 2,433.00	\$ 2,433.00 X	1 =	\$ 2,433.00
Equipment Total				\$ 18,908.89

Trade In Summary	Qty	Each	Extended
2022 JOHN DEERE X758 - 1MOX758APMM100215	1	\$ 13,058.89	\$ 13,058.89
PayOff			\$ 0.00
Total Trade Allowance			\$ 13,058.89
Trade In Total			\$ 13,058.89

Quote Summary	
Equipment Total	\$ 18,908.89
Trade In	\$ (13,058.89)
SubTotal	\$ 5,850.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 5,850.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 5,850.00

— Gov Disc 1650.00
\$ 4200.00

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

Quote Id: 30650423

Customer: CITY OF LANESBORO CITY CLERK

JOHN DEERE X758 Signature Series Tractor without mower deck

Hours:				Suggested List
Stock Number:				\$ 16,475.89
				Selling Price
				\$ 16,475.89
Code	Description	Qty	Unit	Extended
5874M	X758 Signature Series Tractor without mower deck	1	\$ 15,029.00	\$ 15,029.00
Standard Options - Per Unit				
001A	United States and Canada	1	\$ 0.00	\$ 0.00
Standard Options Total				\$ 0.00
Dealer Attachments				
BM25305	2000-rpm front PTO (X500 HDGT and 4-wheel drive X700s)	1	\$ 456.89	\$ 456.89
AM134625	HYDR LOCKOUT VALVE	1	\$ 230.00	\$ 230.00
Dealer Attachments Total				\$ 686.89
Value Added Services Total				\$ 0.00
Other Charges				
	Freight	1	\$ 350.00	\$ 350.00
	EnviroCrate	1	\$ 60.00	\$ 60.00
	Setup	1	\$ 350.00	\$ 350.00
Other Charges Total				\$ 760.00
Suggested Price				\$ 16,475.89
Customer Discounts				
Customer Discounts Total			\$ 0.00	\$ 0.00
Total Selling Price				\$ 16,475.89

JOHN DEERE 54-in. Shaft Drive High Capacity Mower Deck (54 HC)

Hours:				Suggested List
Stock Number:				\$ 2,433.00
				Selling Price
				\$ 2,433.00
Code	Description	Qty	Unit	Extended
907BM	54-in. Shaft Drive High Capacity Mower Deck (54 HC)	1	\$ 2,250.00	\$ 2,250.00
Standard Options - Per Unit				
001A	United States and Canada	1	\$ 0.00	\$ 0.00



JOHN DEERE

Selling Equipment

Quote Id: 30650423

Customer: CITY OF LANESBORO CITY CLERK

3425	Standard Connect	1	\$ 0.00	\$ 0.00
	Standard Options Total			\$ 0.00
	Suggested Price			\$ 2,433.00
		Customer Discounts		
	Customer Discounts Total		\$ 0.00	\$ 0.00
Total Selling Price				\$ 2,433.00

Vehicle and Equipment Replacement Schedule

2024 Figures

Department	Inventory Item	Identification Number	Year Purchased	Expected Life	Replace Year	Original Value	Purchase Price	Estimated annual inflation	Estimated Replacement Cost	Annual Replacement Amount	Annual Budget Total	Accumulated Replacement Totals
Park	2023 John Deere X758	1M0X758ALNM110298	2023	3	2026	\$ 16,227.89	\$ 16,227.89	6%	\$ -	\$ 3,850.00	\$ -	\$ -
Park	2022 John Deere X758	1M0X758APmm100215	2022	3	2025	\$ 13,928.68	\$ 13,928.68	6%	\$ -	\$ -	\$ 3,850.00	\$ 3,850.00
Park	V-Plow		2021	3	2024	\$ 8,000	\$ 8,000.00	6%	\$ 11,342.00	\$ 3,780.67	\$ 2,217.00	\$ 2,217.00
Park	2016 Ford F350	1FTRF3B6XGEB61042	2021	3	2024	\$ 25,950	\$ 25,950.00	6%	\$ 32,761.42	\$ 10,920.47	\$ 7,600.00	\$ 29,020.00
										\$ 13,667.00	\$ 35,087.00	

**CITY OF LANESBORO
RESOLUTION NO. 2024-20**

**A RESOLUTION ADOPTING FINDINGS OF FACT AND REASONS FOR APPROVAL
FOR VARIANCE APPLICATION OF JEREMY VAN METER & CATHERINE GLYNN
AT 111 KENILWORTH AVENUE NORTH**

FACTS

1. Jeremy Van Meter and Catherine Glynn are the owners of a parcel of land located at 111 Kenilworth Avenue North, Lanesboro, Minnesota (Parcel ID 190158000).
2. The subject property is legally described as found on Exhibit A.
3. Jeremy Van Meter and Catherine Glynn have applied to the City for a variance to build an attached garage as described on Exhibit B.
4. The proposal would vary from Lanesboro City Ordinance 151.23: Land Use in the R-3 Residential Business District in that the garage would encroach within the required 15-foot side yard setback and encroach within the required 30-foot rear yard setback.
5. Following a public hearing on the application, the Lanesboro Planning Commission recommended approval of the variance on April 17, 2024.
6. The City Council of the City of Lanesboro reviewed the requested variance at its meeting of May 6, 2024.

APPLICABLE LAW

7. Minnesota Statute Section 462.357, subd. 6 provides:
 - a. Variances shall only be permitted (a) when they are in harmony with the general purposes and intent of the ordinance and (b) when the variances are consistent with the comprehensive plan.
 - b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.
8. City Ordinance 151.57 allows variances if the variance is in harmony with the general purposes and intent of the zoning code and the variance is consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.

9. City Ordinance 151.23 Land Use in the R-3 Residential Business District requires a side yard setback of 15 feet and a rear yard setback of 30 feet. Deviation from this ordinance requires a variance as described in City Ordinance 151.57.

CONCLUSIONS OF LAW

10. The requested variance is in harmony with the purposes and intent of the ordinance because the purpose of the ordinance is to allow an appropriate mixture of multi-family residential and office space. The garage, with additional living space planned above, is in alignment with the intent of the ordinance.
11. The requested variance is consistent with the comprehensive plan because adding a garage is accommodating a structure permitted within the zoning district and it is within character, scale, and density of the neighborhood.
12. The property owner does propose to use the property in a reasonable manner because many of the homes in the area have similar garage structures and the current lot area is already used for parking.
13. There are unique circumstances to the property not created by the landowner because the natural features of the property, including sloping, require strategic placement of the garage to be constructed.
14. The variance will maintain the essential character of the locality because the garage design matches characteristics of the property owner's house and similar garage structures in the same neighborhood district.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANESBORO, MINNESOTA AS FOLLOWS:

The application to issue a variance to allow Jeremy Van Meter and Catherine Glynn to build a garage so as to deviate from Lanesboro City Ordinance Code 151.23 is hereby approved.

Passed by the City Council of Lanesboro, Minnesota this 6th day of May, 2024.

By: Jason Resseman
Its: Mayor

Attested:

By: Mitchell Walbridge
Its: City Administrator

Received
04/02/2024

**CITY OF LANESBORO
VARIANCE APPLICATION**

- A. Applicant's Name: Jeremy van Meter / Catherine Glynn
Telephone: Jeremy 507-676-7198 (cell) Catherine 312-342-5283 (cell)
- B. Address (Street, City, State, ZIP): 111 Kenilworth Ave N Lanesboro, MN 55949
- C. Property Owner's Name (If different from above):
- D. Location of Project: On the property; behind the existing house and between alleyway
- E. Legal Description: Lot 10 and the East 60' of Lot 9, Block 15, City of Lanesboro, Fillmore County, MN
- F. Description of Proposed Project: Two car garage construction with a second floor studio space; second floor will be equipped with bathroom/kitchen/sauna.
- G. Specify the section of the ordinance from which a variance is sought: A variance of the setback requirements is requested. Chapter 151.23, Section E.
- H. Explain how you wish to vary from the applicable provisions of the ordinance: Property owners wish to vary the side yard (15') and rear yard (30') setback requirements. A variance of 4' is requested to the side yard requirement and ~~5'~~ to the rear yard requirement. The setback variances will allow for the project size to match our desires for the proposed structure.
- I. Please attach a site plan or accurate survey as may be required by ordinance. Both survey and site plan documents are included with this application.
- J. Please answer the following questions as they relate to your specific variance request:
 - 1. In your opinion, is the variance in harmony with the purposes and intent of the ordinance?
Yes (x) No () Why or why not?
In our opinion and as we understand the ordinance, the variance requested for the proposed parking/living use is in harmony with the stated *Purpose* in Chapter 151.23.
 - 2. In your opinion, is the variance consistent with the comprehensive plan?
Yes (x) No () Why or why not?
The construction of an enclosed parking structure which also includes a second story living space seems to work hand in hand with the comprehensive plan. A residential property with an attached garage and studio space of high quality design maintains, if not increases, property values in the designated area.

3. In your opinion, does the proposal put property to use in a reasonable manner?

Yes (x) No () Why or why not?

The proposed structure will be constructed on an area of the property already being used for unenclosed parking. A two-car garage with second floor living space in the same location as the existing unenclosed parking area is, in our opinion, putting the property to reasonable use.

4. In your opinion, are there circumstances unique to the property?

Yes () No (x) Why or why not?

As stated in response #3, the proposed structure will not encroach onto any natural features of the property.

5. In your opinion, will the variance maintain the essential character of the locality?

Yes (x) No () Why or why not?

In the planning stages for the structure, it has always been our intention to match the design characteristics of the existing house. It is our opinion that the final product will serve to enhance the character of the locality.

The Planning Commission must make an affirmative finding on all of the five criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the City Code and other applicable ordinances.

Applicant's Signature:



Date:

4/2/2024

Fee Owner's Signature:

Date:



City of Lanesboro
 202 Parkway Avenue S, Lanesboro, MN 55949
 507-467-3722

Application for Building Permit

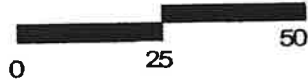
Property Information							
Site Address 111 KENILWORTH AVE N LANESBORO MN 55949						Date 4/2/2024	
Property Owner JEREMY VANMETER / CATHERINE GLYNN				Parcel ID 19.0158.000		Project Valuation \$170,000	
Applicant Information							
Applicant is: <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other							
Applicants Name JEREMY VANMETER / CATHERINE GLYNN				Phone Number 507-676-7198		State License #	
Company Name				Email VANMETER.JEREMY@G.MAIL.COM			
Company Address			City		State		Zip Code
I would like my approved permit:							
<input type="checkbox"/> Emailed (if different from above):				<input checked="" type="checkbox"/> Mailed PO BOX 166		<input type="checkbox"/> Will Pick Up in Person	
Detailed Description of Work:							
TWO CAR GARAGE CONSTRUCTION WITH SECOND FLOOR STUDIO SPACE. SECOND FLOOR WILL BE EQUIPPED W/ BATH ROOM, KITCHEN. STRUCTURE WILL CONNECT TO EXISTING HOUSE VIA BREEZEWAY.							
Property Type:		Construction Type:					
<input checked="" type="checkbox"/> Residential		<input type="checkbox"/> New Building		<input type="checkbox"/> Deck		<input type="checkbox"/> Windows/Door Replacement	
<input type="checkbox"/> Commercial		<input checked="" type="checkbox"/> Addition		<input type="checkbox"/> Re-Side		<input type="checkbox"/> Retaining Wall	
		<input type="checkbox"/> Alteration/Remodel		<input type="checkbox"/> Re-Roof		<input type="checkbox"/> Accessory Building	
						<input type="checkbox"/> Move Building	
						<input type="checkbox"/> Demo Building	
						<input type="checkbox"/> Other _____	
Setback Requirements							
<input type="checkbox"/> Residential				<input type="checkbox"/> Commercial			
<input type="checkbox"/> R1		<input type="checkbox"/> R2		<input checked="" type="checkbox"/> R3		<input type="checkbox"/> C1 DOWNTON	
<input type="checkbox"/> C2 Highway							
Min	Actual	Min	Actual	Min	Actual	Actual	Actual
30'	Front Yard:	30'	Front Yard:	30'	Front Yard: NA	Front Yard:	Front Yard:
6'	Side Yard:	15'	Side Yard:	15'	Side Yard: 4'	Side Yard:	Side Yard:
20'	Rear Yard:	30'	Rear Yard:	30'	Rear Yard: 5'	Rear Yard:	Rear Yard:
Applicant - Please read and sign below:							
Application is made to the Zoning Department of the City of Lanesboro, Fillmore County, Minnesota. The applicant is hereby advised that no construction shall proceed under the terms of this permit until the time and date the permit application receives the signature of the Lanesboro Zoning Administrator. The applicant is further advised that review of the permit application is made according to the terms of the Lanesboro Zoning Ordinance, a copy of which is available and may be received at the City Office.							
The applicant shall attach a single 8 1/2" X 11" page illustrating: the size and dimensions of the subject property owned by the applicant; the location and size of existing and proposed buildings, such that the Zoning Administrator can identify how far all buildings are from front, side, and rear lot lines; the location of street right-of-ways; and the names of all adjacent property owners.							
Additional information may be requested by the Zoning Administrator: location of easements, foliage, topography and waterways, existing and proposed parking, landscaping, size and location of all signs, building floor plans, building elevations. If this zoning permit is granted, the applicant states that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted, and with all City Ordinances applicable hereto. The applicant understands that he or she may be requested to explain the proposed activities to the Lanesboro City Council, Lanesboro Planning and Zoning Commission, or the Lanesboro Historic Preservation Commission. In the event the building permit is denied or modified, you may appeal the decision to the Lanesboro City Council.							
This permit shall become invalid unless the work authorized is commenced within 365 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 365 days.							
Applicants Signature: Jeremy VanMeter Catherine Glynn				Date Signed: 4/2/2024		Permit Fee N/A	
						Late Fee (2 times the permit fee) ---	
						Total Fee Due ---	
Office Use Only							
Comments:							
Permit Approved		Meeting Date		Zoning Administrator Signature			

Kyle's Plat Service, Inc.

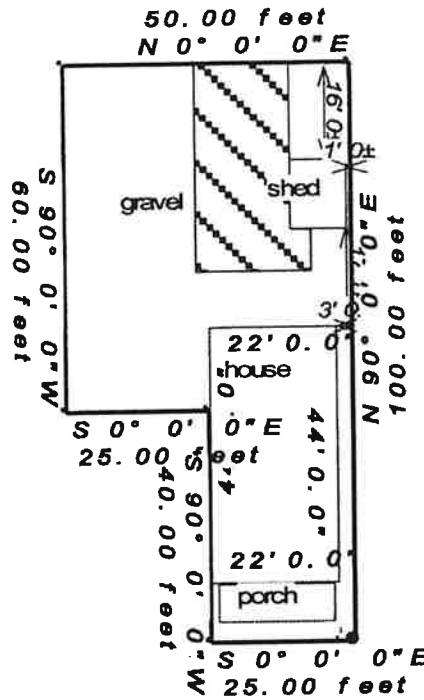
507-951-4605 / kylesplatservice@frontiernet.net

Property Inspection Request – Scott Springer Law

File #: 1484-001 **Date needed by:** April 11, 2011
Requested By: Suzanne Mueller
Property Address: 111 Kenilworth Avenue North, Lanesboro
County: Fillmore **PID:** 19.0158.000
Legal Description: Lot 10 and the East 60' of Lot 9, Block 15, City of Lanesboro, Fillmore County, MN
Current Owner's Name: Noack, Carla
New Buyer's Name: van Meter, Jeremy & Glynn, Catherine



←←← NORTH



Kenilworth Ave North

Type of Home/Bldg: 1 sty 1 ½ sty 2 sty Other _____
 Frame Brick Stucco Other _____
 Single Family Townhouse Condo Other _____

Inspection Date: 4/6/11

Garage: Attached Not Attached

Alley: Yes No

Estimated Age of Improvements: New Construction Less Than 6 Mos 6Mos – 1 Year 1-5 years

Any Apparent Recent Improvements: No Yes

Do Improvements Appear to be within Property Lines? No Yes

Do Improvements on Adjoining Property Appear to Encroach: No Yes

Any Party Walls? No Yes

Apparent Easements: No Yes

Access to Property? Street/Alley Shared Drive Access Easement Other _____

Any unusual circumstances related to occupancy? Renter Unoccupied Other _____

Additional Information: house is right on the North property line

JEREMY VAN METER & CATHERINE GLYNN

111 Kenilworth Ave N, Lanesboro, MN55949

PROJECT CONTACTS

DESIGNER:

Melliott Desgins

Melanie elliott

email mtelliott74@hotmail.com

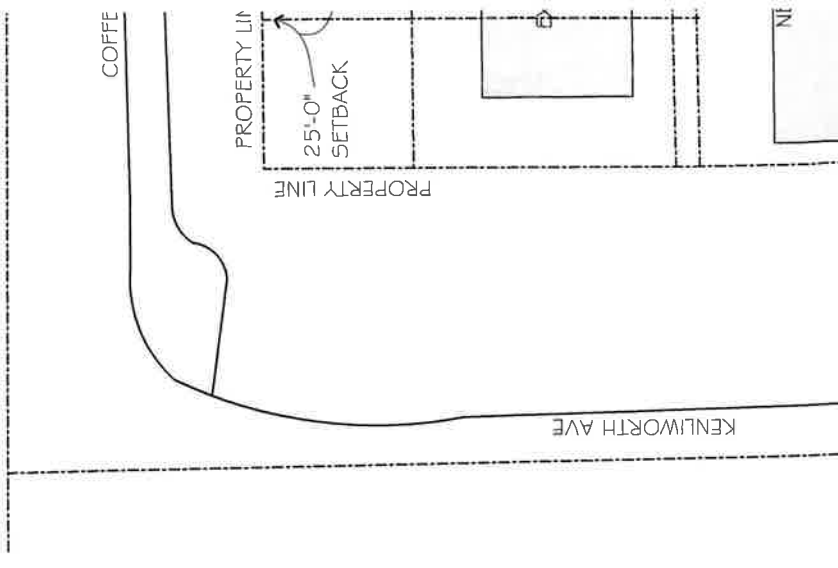
GENERAL CONTRACTOR: Scott Smith

GENERAL NOTES

1. General Contractor to comply with all local, state and federal building codes.
2. All dimensions are approximate and must be field verified by General Contractor. All dimensions are to finished wall unless otherwise noted.
3. General Contractor to install all materials, finishes and products per manufacturer's recommendations.
4. Notify Melliott Designs as soon as possible with any discrepancies in drawings/ specifications and any unforeseen existing conditions.

DRAWING II

T1	TITLE SHEET
A1.0	SITE PROPOS
A1.1	GARAGE PRO
A1.2	UPPER LEVEL
A1.3	UPPER LEVEL
A1.4	UPPER LEVEL
A1.5	UPPER LEVEL
A2.0	PROPOSED SE
A2.1	PROPOSED SE
A2.2	PROPOSED SE
A2.3	PROPOSED EL
A3.0	PROPOSED 3D



COFFEE STREET EAST

KENLWORTH AVE

ALLEY

PROPERTY LINE

25'-0"
SETBACK

PROPERTY LINE

PROPERTY ID:
190158000

5'-0" REAR YARD SETBACK

6'-0"

30'-0"

EXISTING HOUSE

7'-3"

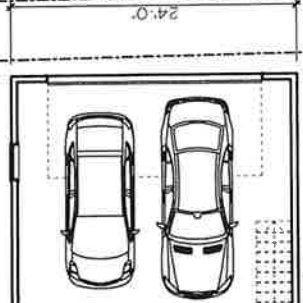
36'-0"

4'-0" SIDE YARD SETBACK

PROPERTY LINE

PROPERTY LINE

24'-0"



30'-0"

21'-0"

6" X

7'-6"

6" X

6" X

15'-9"

8'-0"

5'-0" SLIDER

3'-9"

4 1/2"

'MINI'
MUD

7'-3"

2'-8"

UP

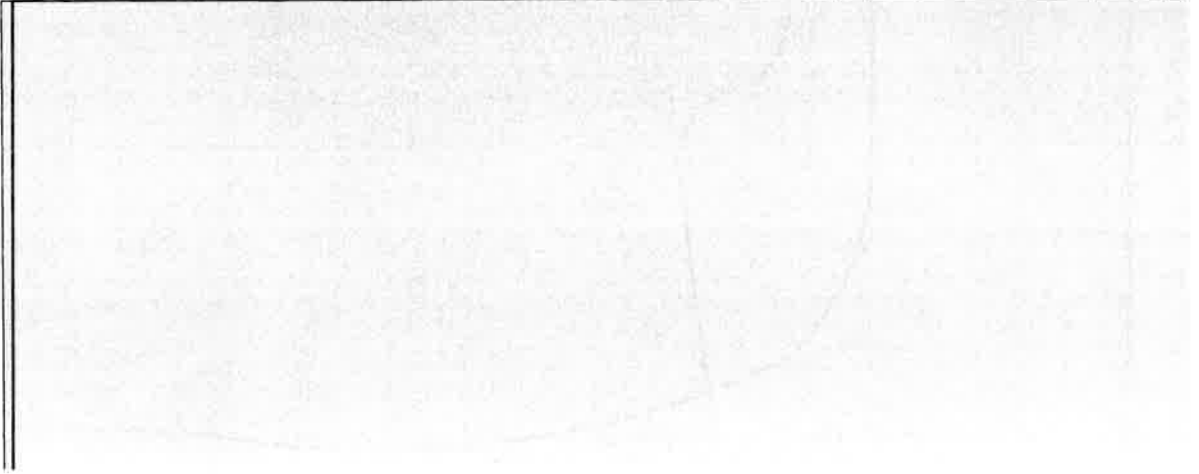
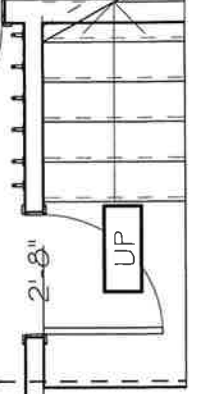
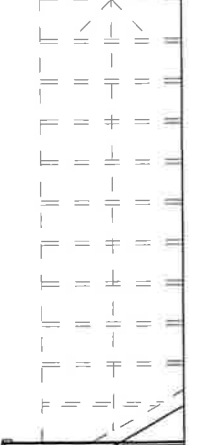
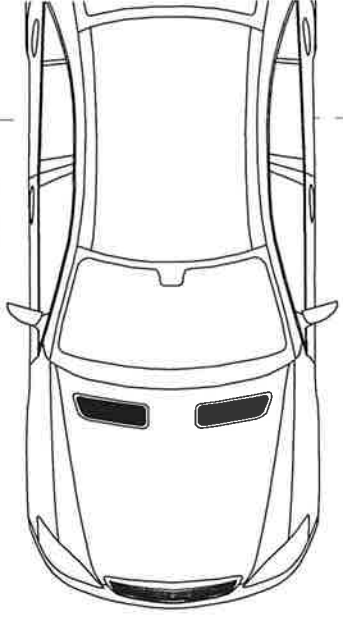
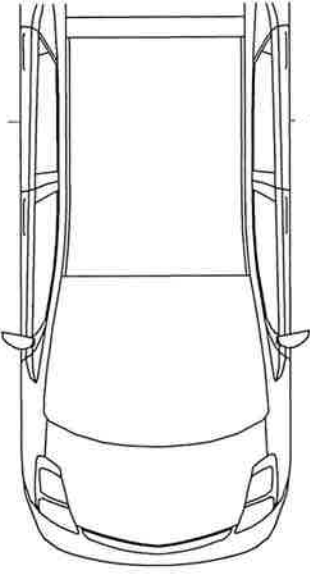
2'-8"

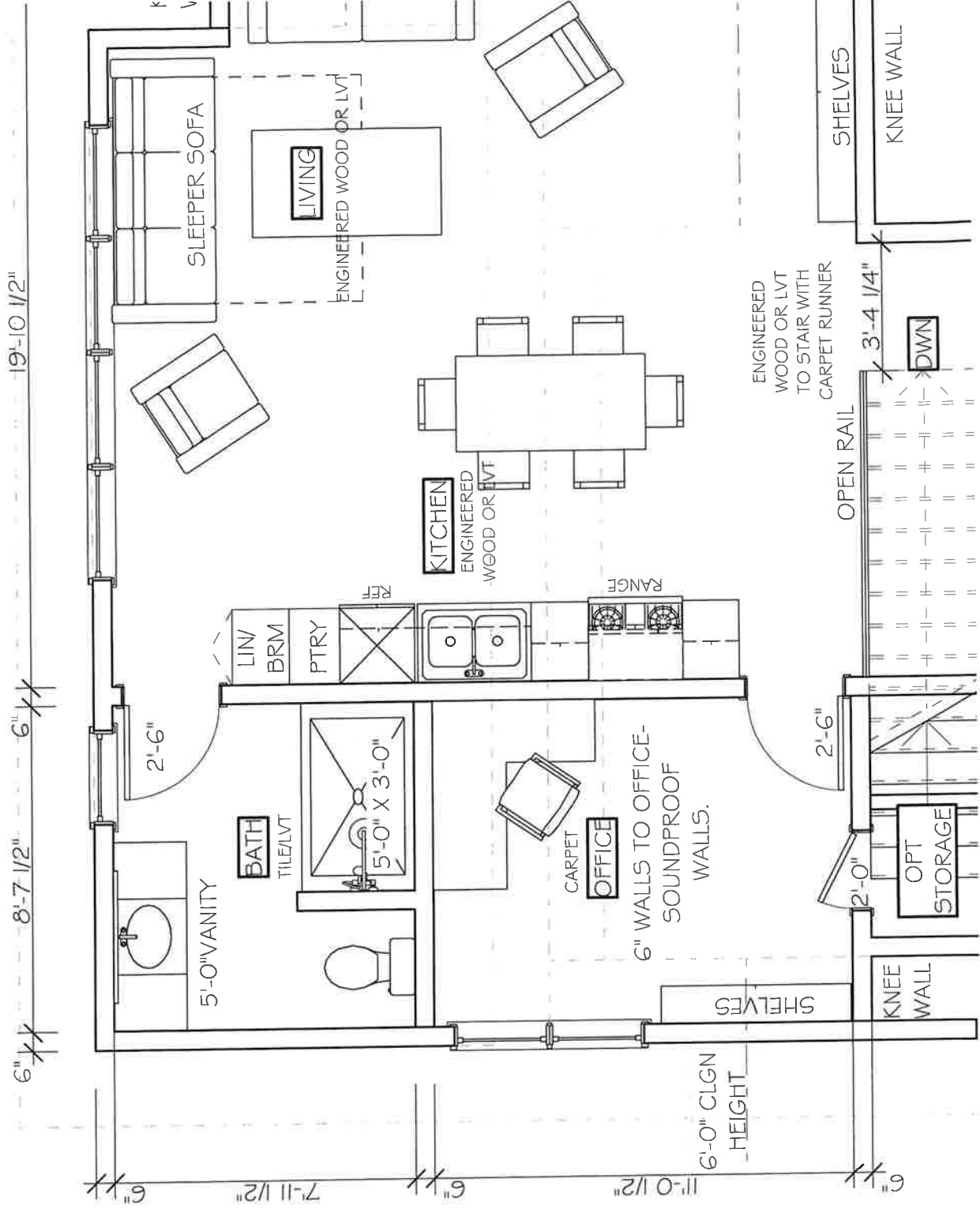
4'-0"

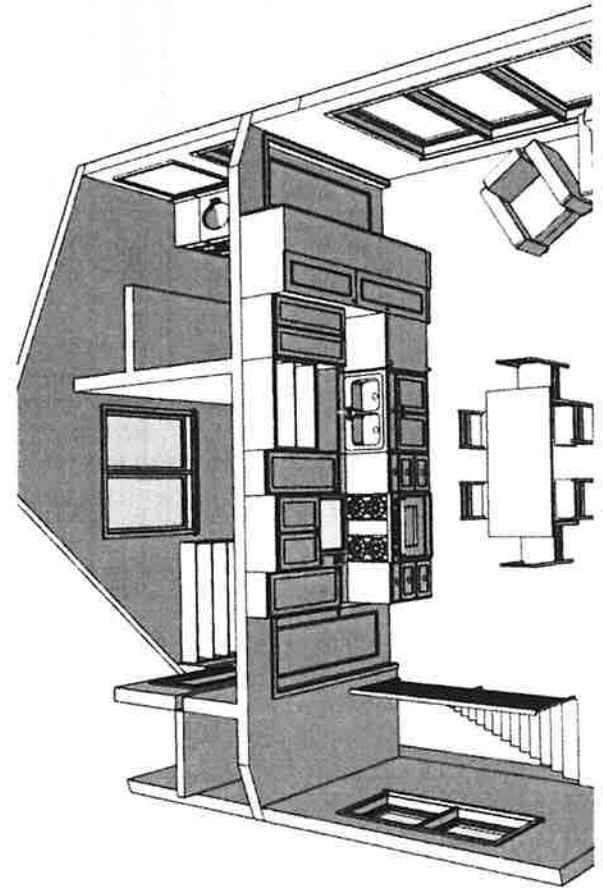
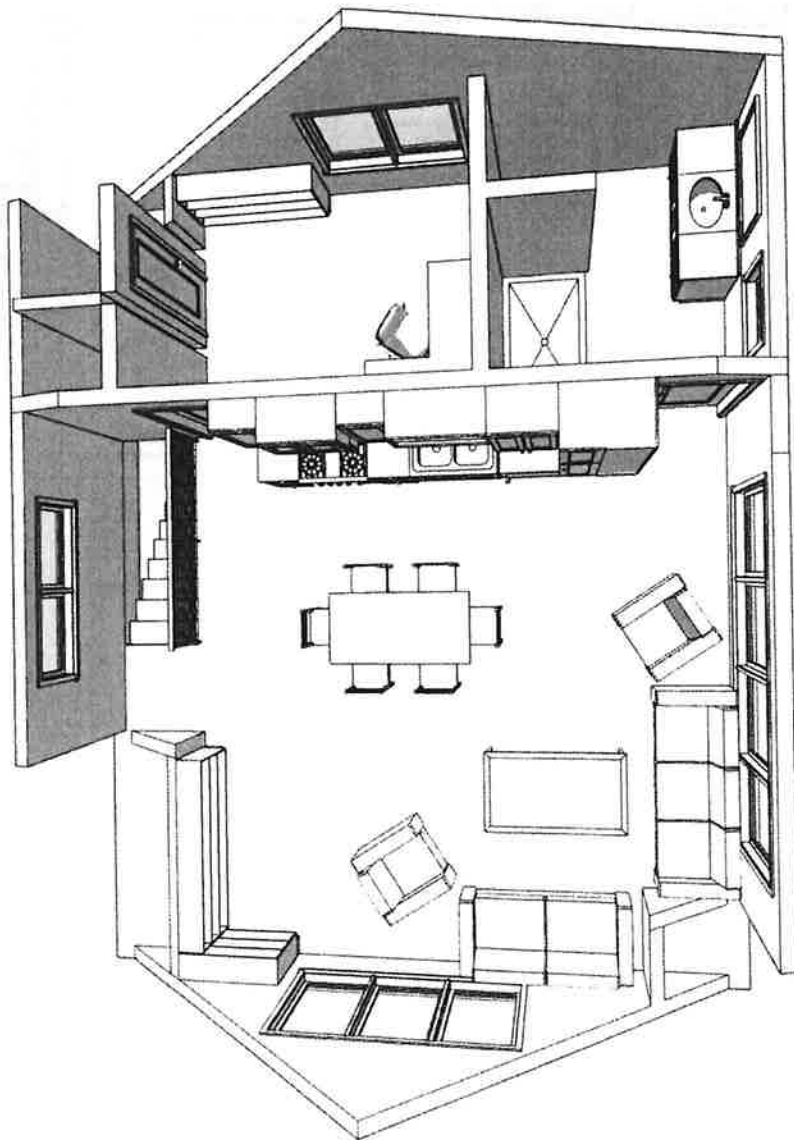
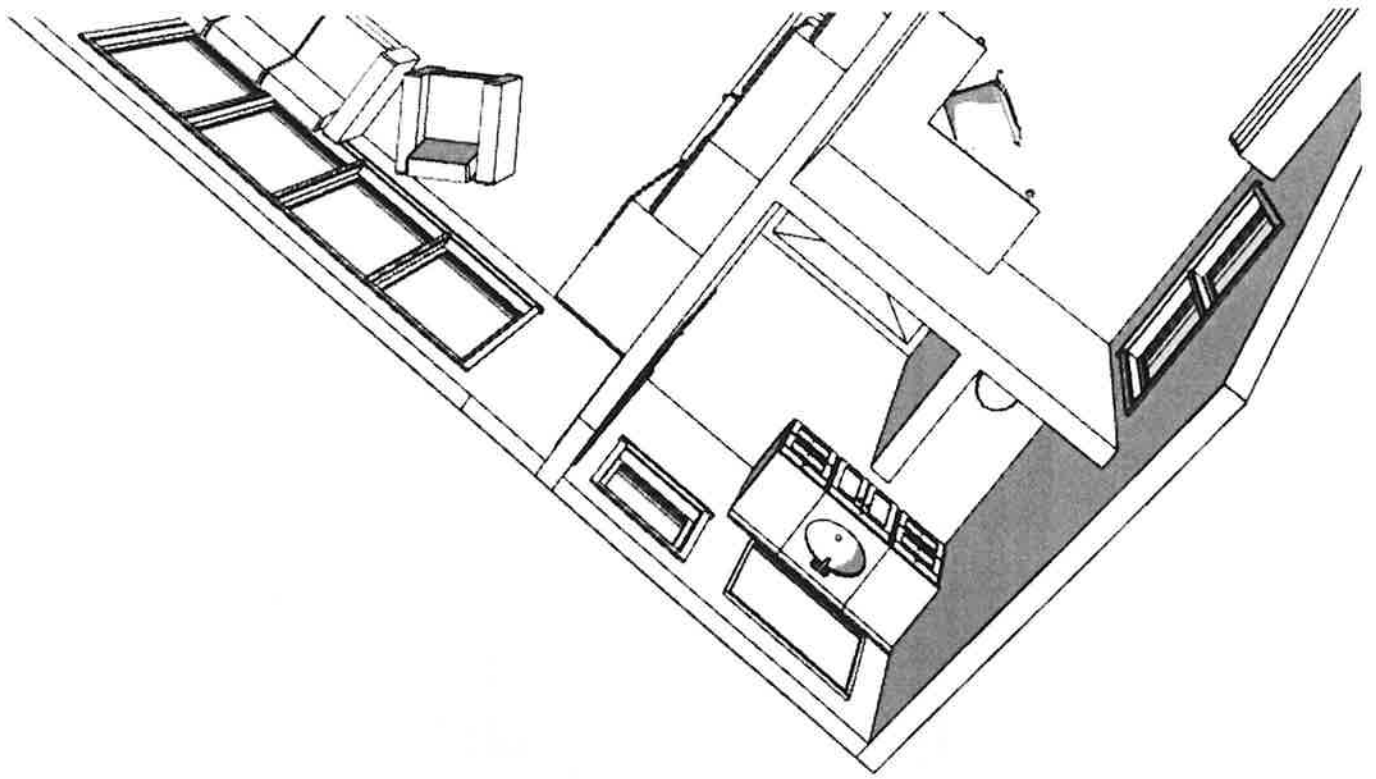
MECH/
STORAGE

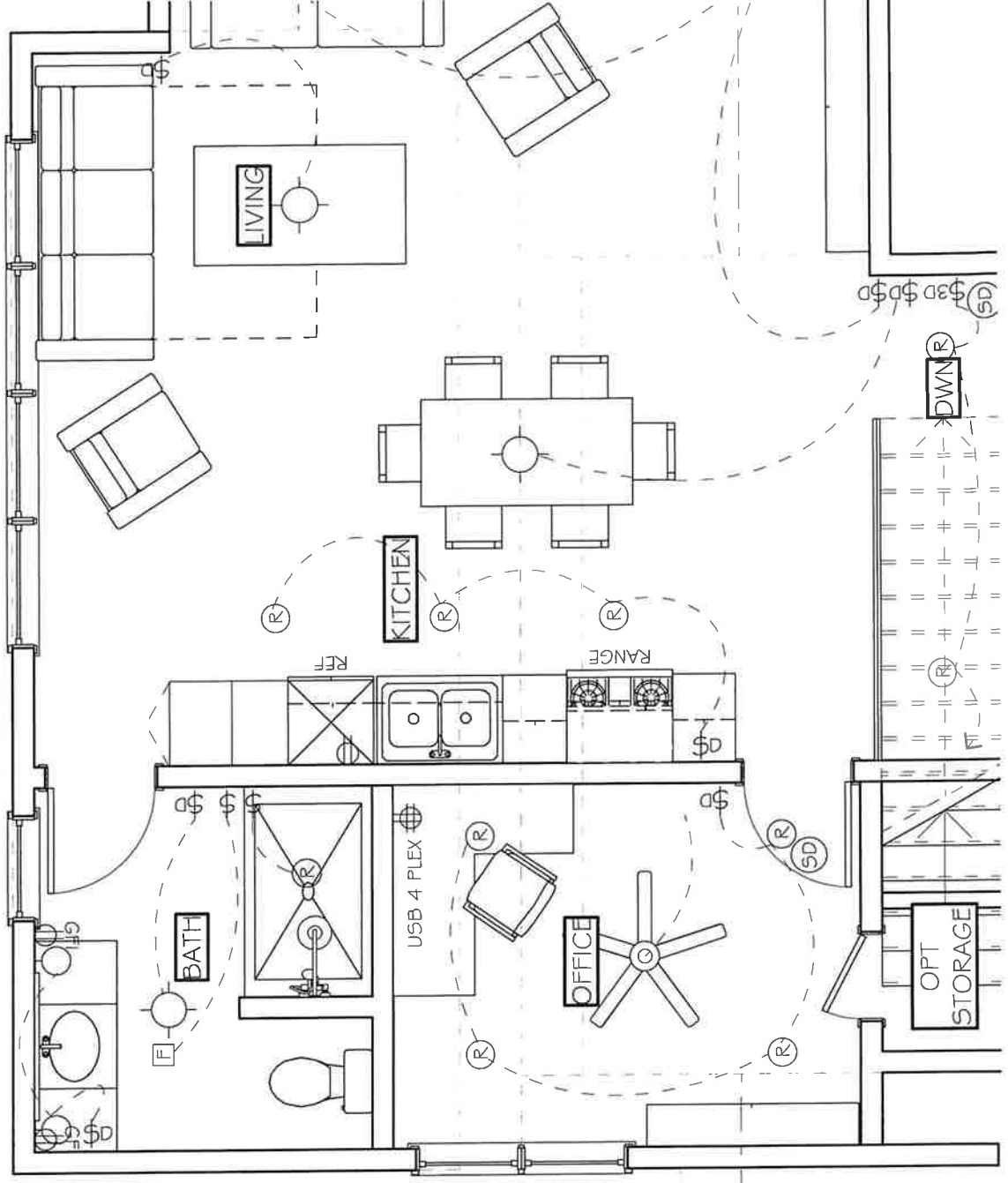
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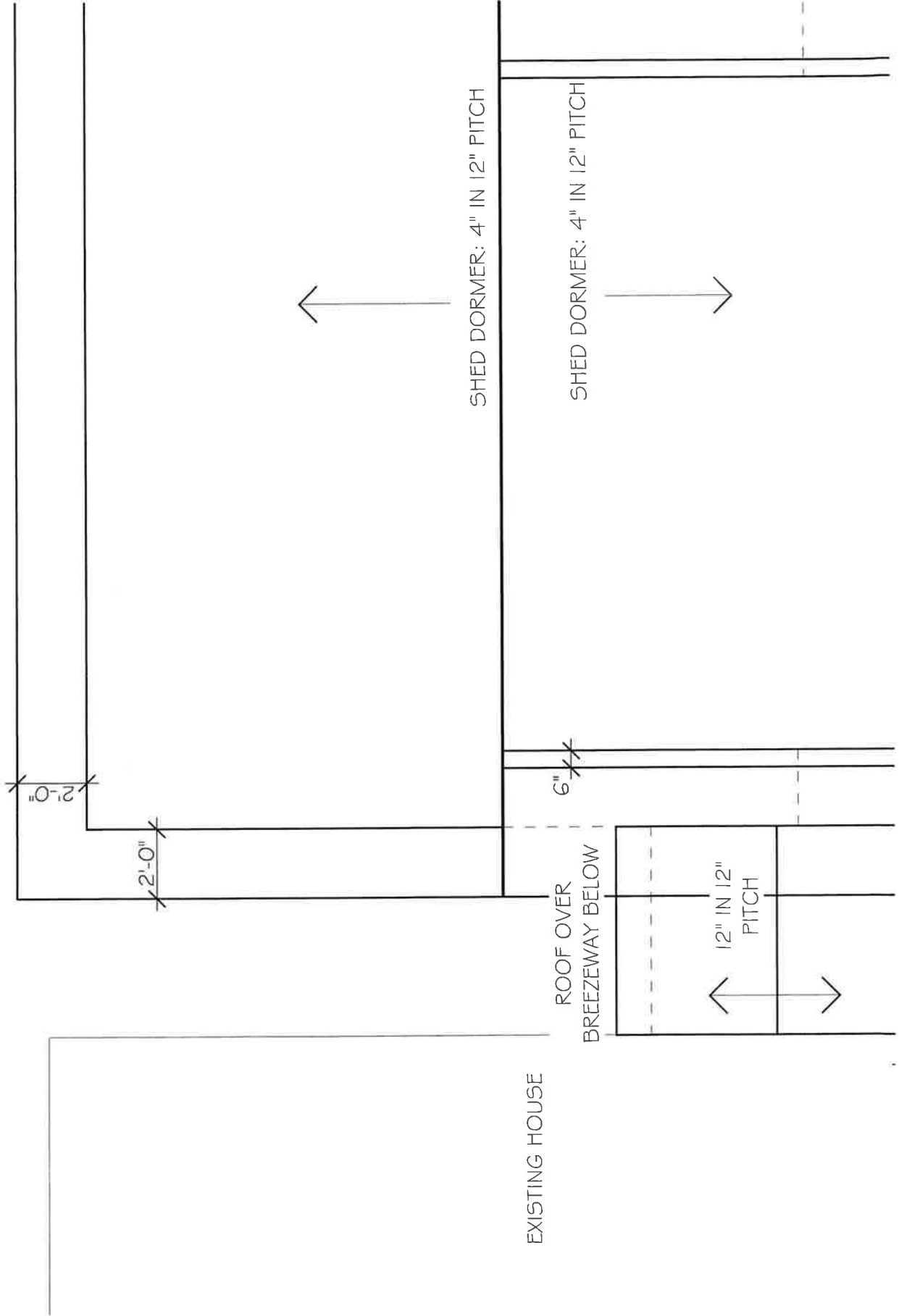
GARAGE

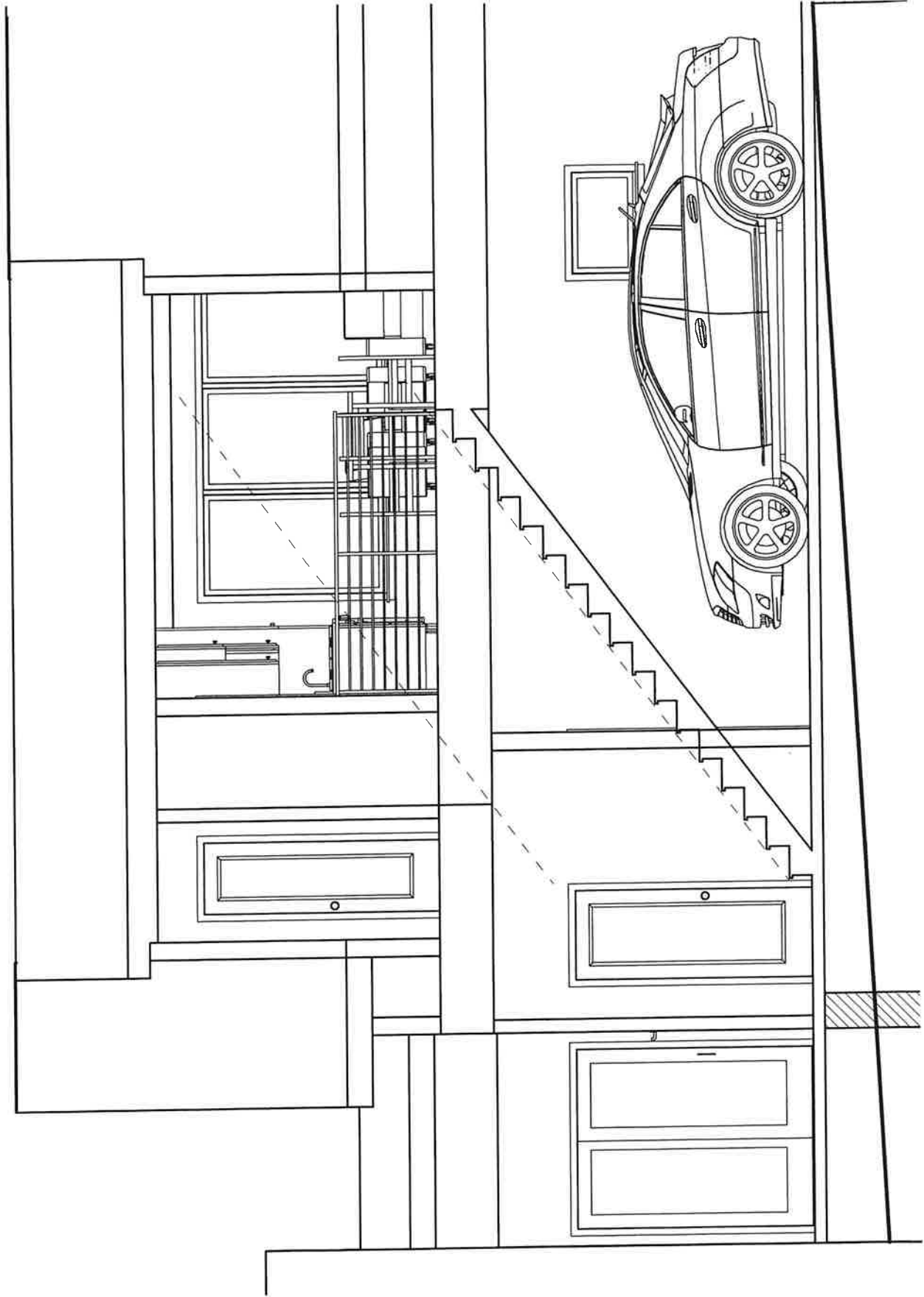








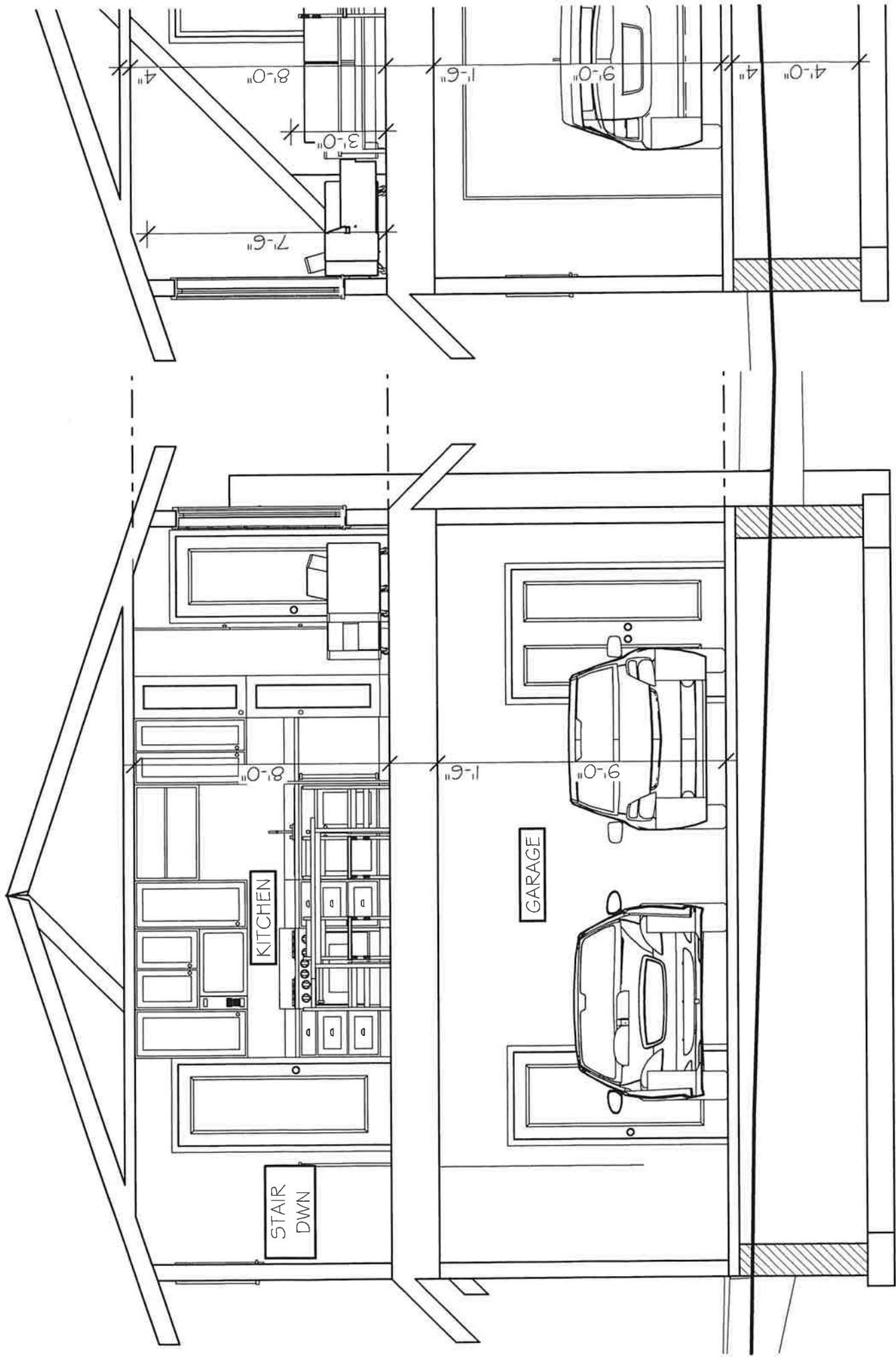


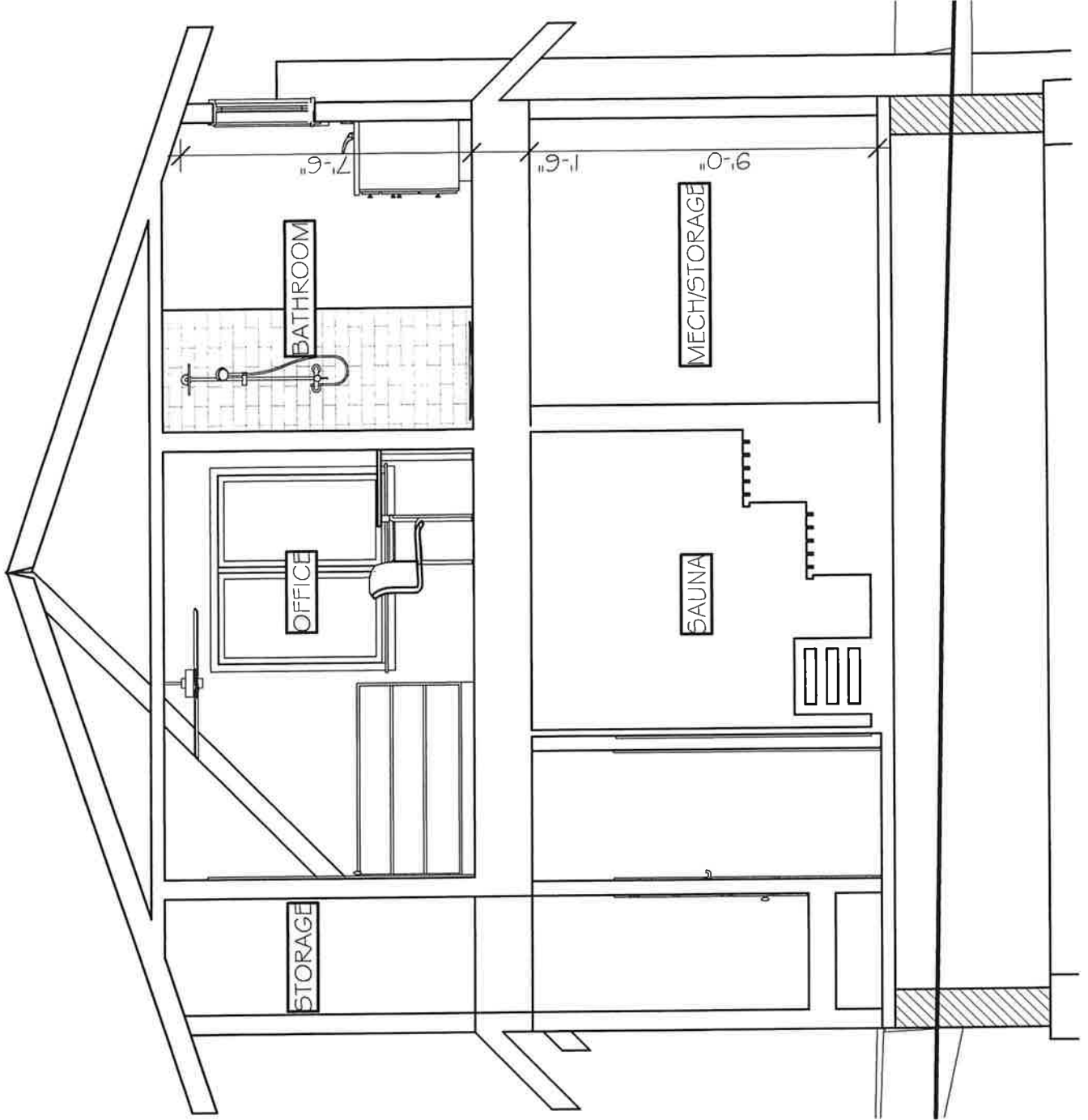


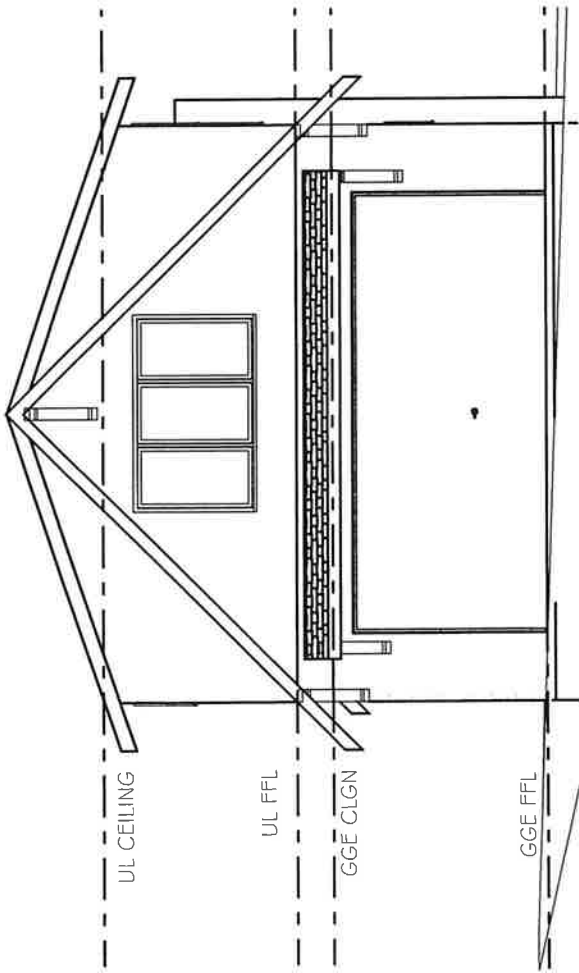
LIVING



KITCHEN



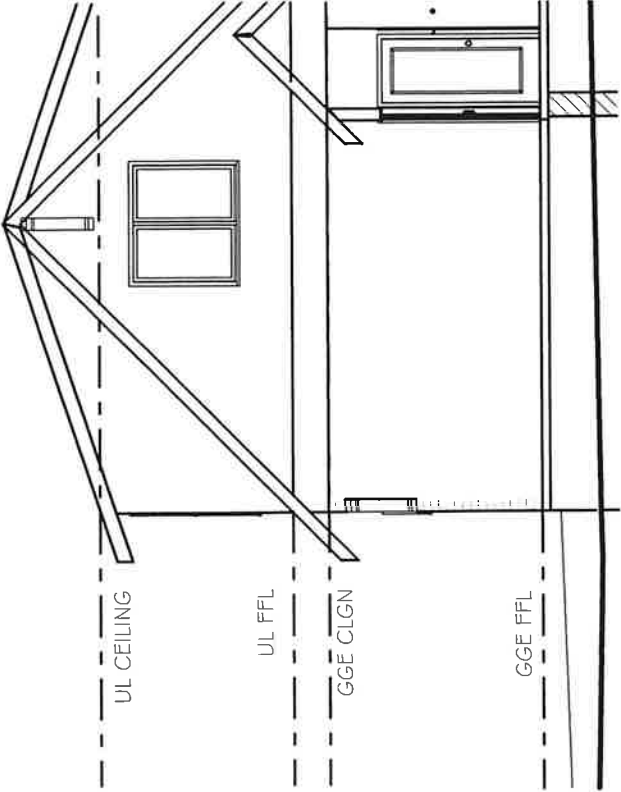




2 EAST ELEVATION I

A2.3

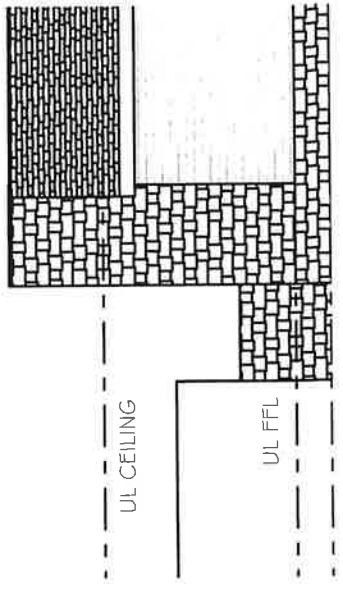
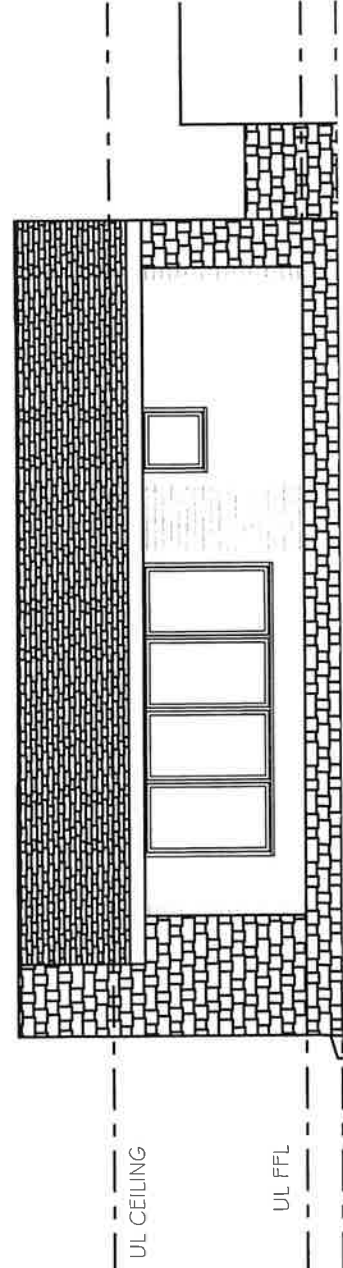
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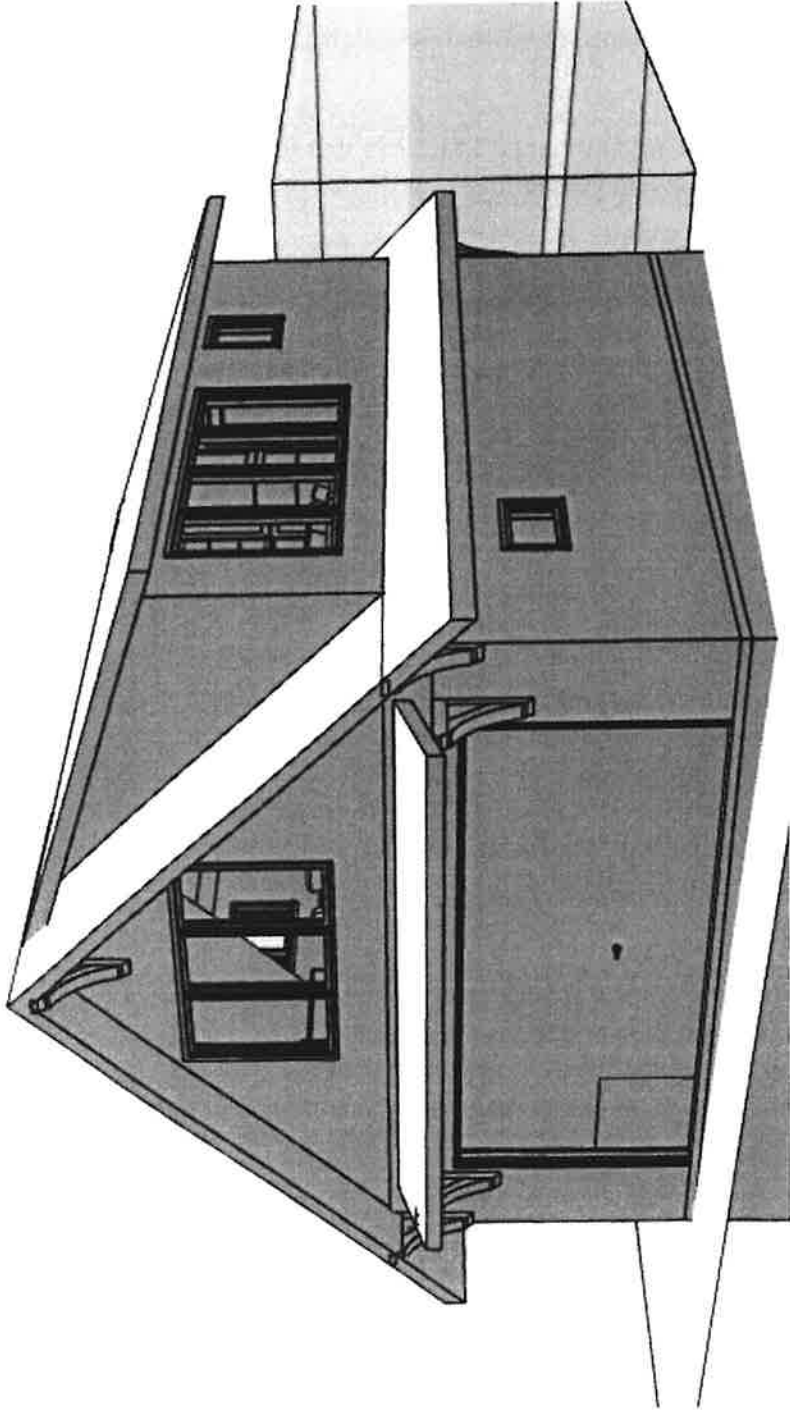


WEST ELEVATION I

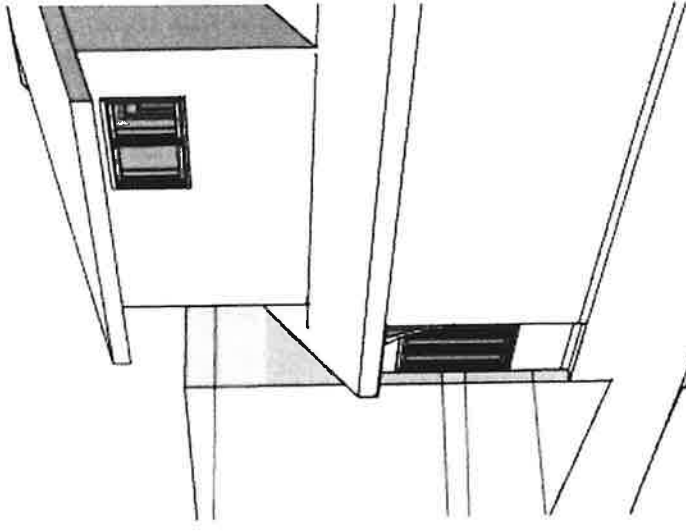
A2.3

SCALE: 1/8" = 1'-0"

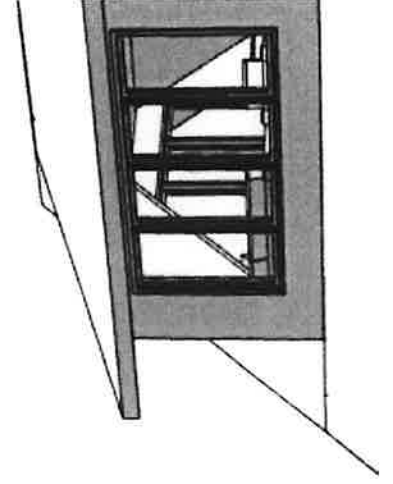
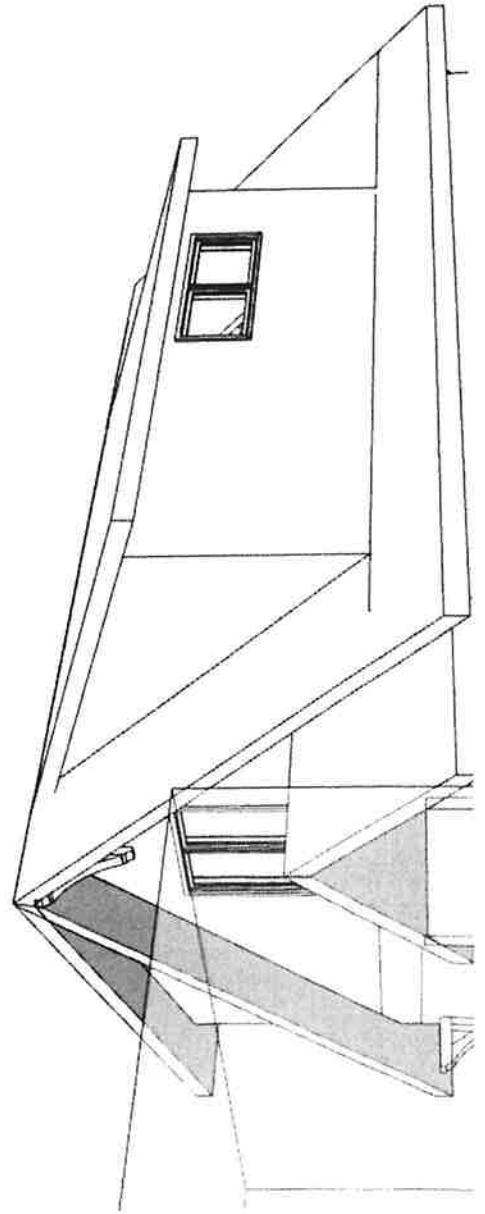




1 EXTERIOR 1
A3.0



2 EXTERIOR 2
A3.0



**CITY OF LANESBORO
RESOLUTION NO. 2024-21**

**A RESOLUTION ADOPTING FINDINGS OF FACT AND REASONS FOR APPROVAL
FOR VARIANCE APPLICATION OF ALANNA GIBBS AT 109 ELMWOOD STREET
EAST**

FACTS

1. Alanna Gibbs is the owner of a parcel of land located at 109 Elmwood Street East, Lanesboro, Minnesota (Parcel ID 19.0205.000).
2. The subject property is legally described as found on Exhibit A
3. Alanna Gibbs has applied to the City for a variance to build a new staircase as described on Exhibit B.
4. The proposal would vary from Lanesboro City Ordinance 151.22 in that the staircase would encroach within the required 15-foot side yard setback.
5. Following a public hearing on the application, the Lanesboro Planning Commission recommended approval of the variance on April 17, 2024.
6. The City Council of the City of Lanesboro reviewed the requested variance at its meeting of May 6, 2024.

APPLICABLE LAW

7. Minnesota Statute Section 462.357, subd. 6 provides:
 - a. Variances shall only be permitted (a) when they are in harmony with the general purposes and intent of the ordinance and (b) when the variances are consistent with the comprehensive plan.
 - b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.
8. City Ordinance 151.57 allows variances if the variance is in harmony with the general purposes and intent of the zoning code and the variance is consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.

9. City Ordinance 151.22 Land Use in the R-2 Multi-Family Residential District requires a side yard setback of 15 feet. Deviation from this ordinance requires a variance as described in City Ordinance 151.57.

CONCLUSIONS OF LAW

10. The requested variance is in harmony with the purposes and intent of the ordinance because the staircase allows access to medium density housing in the multiple family structure located within the R-2 Multiple Family Residential District.
11. The requested variance is consistent with the comprehensive plan because replacing the staircase does not modify use of the existing housing structure as it pertains to current and future land use in the city's comprehensive plan.
12. The property owner does propose to use the property in a reasonable manner because the purpose of the improvement is to replace an existing staircase structure that already allows access to the existing housing structure.
13. There are unique circumstances to the property not created by the landowner because the property is located on a steep grade and houses in the district are built closer to the property lines.
14. The variance will maintain the essential character of the locality because the new staircase will be in-line with the design aspects with the rest of the properties on the block.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANESBORO, MINNESOTA AS FOLLOWS:

The application to issue a variance to allow Alanna Gibbs to build a new staircase so as to deviate from Lanesboro City Ordinance Code 151.22 is hereby approved.

Passed by the City Council of Lanesboro, Minnesota this 6th day of May, 2024.

By: Jason Resseman
Its: Mayor

Attested:

By: Mitchell Walbridge
Its: City Administrator

CITY OF LANESBORO
VARIANCE APPLICATION

A. Applicant's Name: Alanna Gibbs Telephone Home: 612-232-9984
Work/Cell: _____

B. Address (Street, City, State, ZIP):
109 Elmwood St E, Lanesboro MN 55949

C. Property Owner's Name (If different from above): same Telephone Home: _____
Work/Cell: _____

D. Location of Project:
Front of house on Elmwood street side (not alley)

E. Legal Description:
Lanesboro Original plat Lot - 4-5 Block - 019
Lots 4 & 5 BLK 19

F. Description of Proposed Project:
Tear out old stairs leading to frontdoor @ 109 Elmwood and
rebuild stairs changing the orientation of the stairs so they
will now be east to west.
(uphill) (downhill = door)

G. Specify the section of the ordinance from which a variance is sought:
Chapter 151 - 151.22 R-2 Multiple Family Residential District
E3A and E3b.

H. Explain how you wish to vary from the applicable provisions of the ordinance:
Due to the house being built within ~5' of the sidewalk,
I am not able to comply with the front yard setback rule.
To make the stairs easier to navigate, I will need to change
the orientation of the stairs and they will start in the side yard
I. Please attach a site plan or accurate survey as may be required by ordinance. within 15' of
property
line

J. Please answer the following questions as they relate to your specific variance request:
1. In your opinion, is the variance in harmony with the purposes and intent of the ordinance? Yes

Yes No () Why or why not?

Will change orientation of stairs to match other houses on the street.

2. In your opinion, is the variance consistent with the comprehensive plan?

Yes No () Why or why not?

3. In your opinion, does the proposal put property to use in a reasonable manner?

Yes No () Why or why not?

Makes stairs easier to navigate

4. In your opinion, are there circumstances unique to the property?

Yes No () Why or why not?

This block houses are built very near to front property line. My understanding was there used to be a home between my house and the neighbors, & this is now empty space and

5. In your opinion, will the variance maintain the essential character of the locality?

Yes No () Why or why not?

_____ should not impede.

The Planning Commission must make an affirmative finding on all of the five criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the City Code and other applicable ordinances.

Applicant's Signature:

Date:

Alanna Murdos

3/19/2024

Fee Owner's Signature:

Date



Mitchell Walbridge <mwalbridge@lanesboro-mn.gov>

City of Lanesboro - Variance Application

Alanna G <alannagibbs@gmail.com>

Wed, Mar 20, 2024 at 12:57 PM

To: Mitchell Walbridge <mwalbridge@lanesboro-mn.gov>

Thanks Mitchell!

This gets into aesthetics a bit, which is a subjective concept. The aesthetic of the house will remain the same, and the stairs under the revised approach would be facing the same direction as other stair structures on the street (currently it's the only one on the block that faces it's current direction). In terms of aesthetic, the stairs would extend to the left beyond the physical house, similar as my neighbor to the right of me (I think that's 105 Elmwood) so it would actually be a change that increases consistency of the aesthetic within my block.

Let me know if you need additional information.

Thanks!

Alanna Gibbs

[Quoted text hidden]

Exhibit B

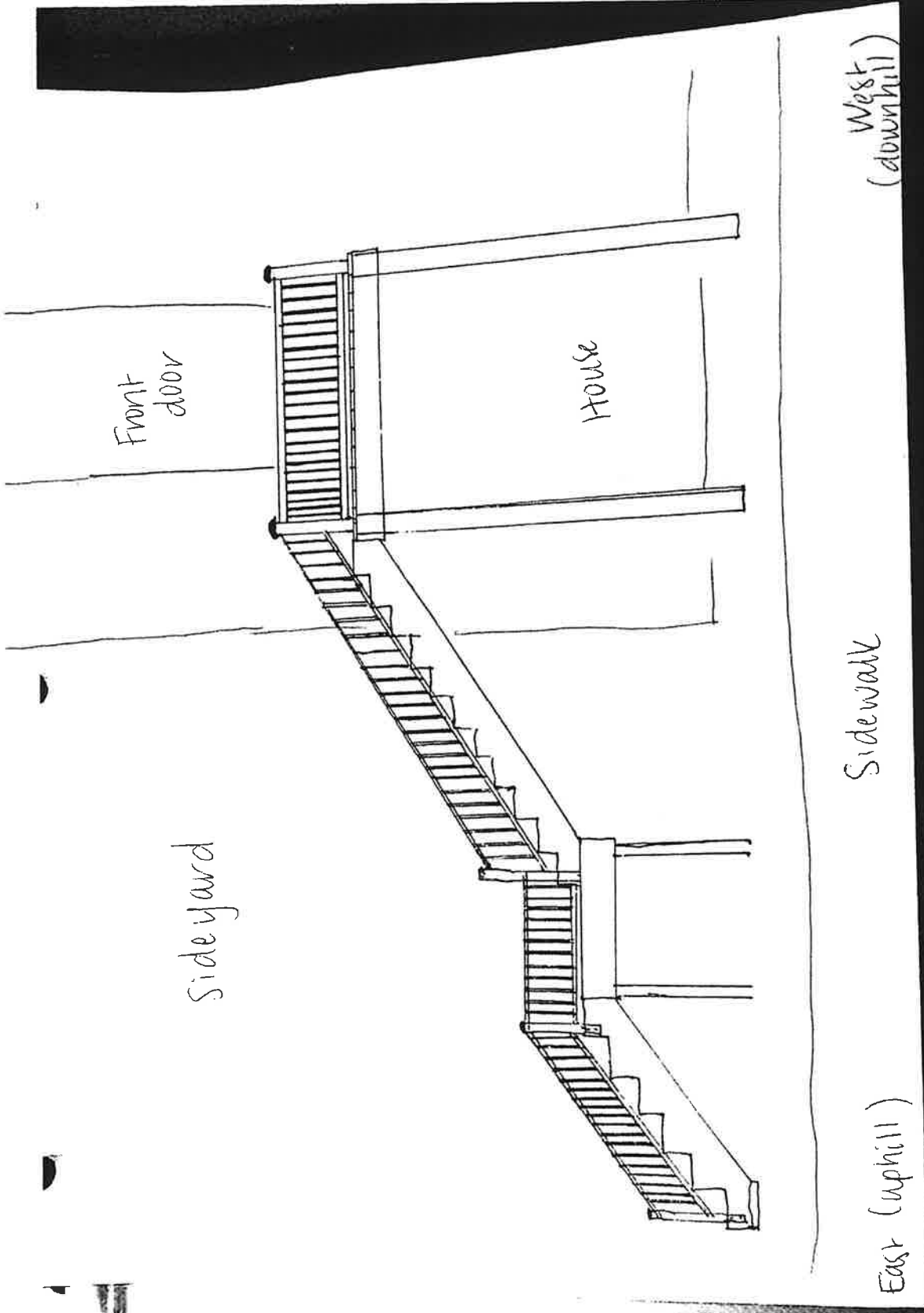


City of Lanesboro
 202 Parkway Avenue S, Lanesboro, MN 55949
 507-467-3722

Application for Building Permit

Property Information			
Site Address 109 Elmwood Street East, Lanesboro MN 55949			Date 03-19-24
Property Owner Alanna Gibbs	Parcel ID 190205000		Project Valuation 6,000
Applicant Information			
Applicant is: <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other			
Applicants Name Alanna Gibbs		Phone Number 612-232-9984	State License #
Company Name		Email alennegibbs@gmail.com	
Company Address		City	State Zip Code
I would like my approved permit...			
<input checked="" type="checkbox"/> Emailed (if different from above): <input type="checkbox"/> Mailed <input type="checkbox"/> Will Pick Up in Person			
Detailed Description of Work:			
Tear out old stairs leading to front door on Elmwood Street and rebuild changing orientation of stairs (currently goes from downhill to uphill (door) to uphill (base) to downhill (door). This will be the same orientation as other houses on this block.			
Property Type:		Construction Type:	
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> New Building	<input type="checkbox"/> Addition
		<input checked="" type="checkbox"/> Alteration/Remodel	
		<input type="checkbox"/> Deck	<input type="checkbox"/> Re-Side
		<input type="checkbox"/> Re-Roof	<input type="checkbox"/> Windows/Door Replacement
		<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Accessory Building
		<input type="checkbox"/> Move Building	<input type="checkbox"/> Demo Building
		<input type="checkbox"/> Other _____	
Setback Requirements			
<input type="checkbox"/> Residential		<input type="checkbox"/> Commercial	
<input type="checkbox"/> R1	<input checked="" type="checkbox"/> R2	<input type="checkbox"/> R3	<input type="checkbox"/> C1 Downton
			<input type="checkbox"/> C2 Highway
Min	Actual	Min	Actual
30'	Front Yard:	30'	Front Yard:
6'	Side Yard:	15'	Side Yard:
20'	Rear Yard:	30'	Rear Yard:
Applicant - Please read and sign below:			
Application is made to the Zoning Department of the City of Lanesboro, Fillmore County, Minnesota. The applicant is hereby advised that no construction shall proceed under the terms of this permit until the time and date the permit application receives the signature of the Lanesboro Zoning Administrator. The applicant is further advised that review of the permit application is made according to the terms of the Lanesboro Zoning Ordinance, a copy of which is available and may be reviewed at the City Office.			
The applicant shall attach a single 8 1/2" x 11" page illustrating: the size and dimensions of the subject property owned by the applicant; the location and size of existing and proposed buildings, such that the Zoning Administrator can identify how far all buildings are from front, side, and rear lot lines; the location of street right-of-ways; and the names of all adjacent property owners.			
Additional information may be requested by the Zoning Administrator: location of easements, foliage, topography and waterways, existing and proposed parking, landscaping, size and location of all signs, building floor plans, building elevations. If this zoning permit is granted, the applicant states that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted, and with all City Ordinances applicable hereto. The applicant understands that he or she may be requested to explain the proposed activities to the Lanesboro City Council, Lanesboro Planning and Zoning Commission, or the Lanesboro Historic Preservation Commission. In the event the building permit is denied or modified, you may appeal the decision to the Lanesboro City Council.			
This permit shall become invalid unless the work authorized is commenced within 365 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 365 days.			
Applicants Signature: Alanna Gibbs		Date Signed: 3/19/2024	Permit Fee 50
			Late Fee (2 times the permit fee) 0
			Total Fee Due 50
Office Use Only			
Comments:			
Permit Approved	Meeting Date	Zoning Administrator Signature	

3-19-24
 pd ck
 #102



Front door

House

Side yard

Sidewalk

West (downhill)

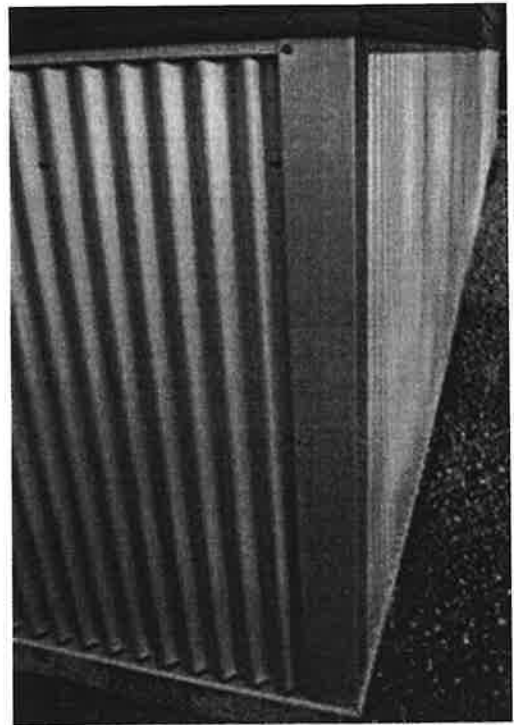
East (uphill)



City of Lanesboro
 202 Parkway Avenue S, Lanesboro, MN 55949
 507-467-3722

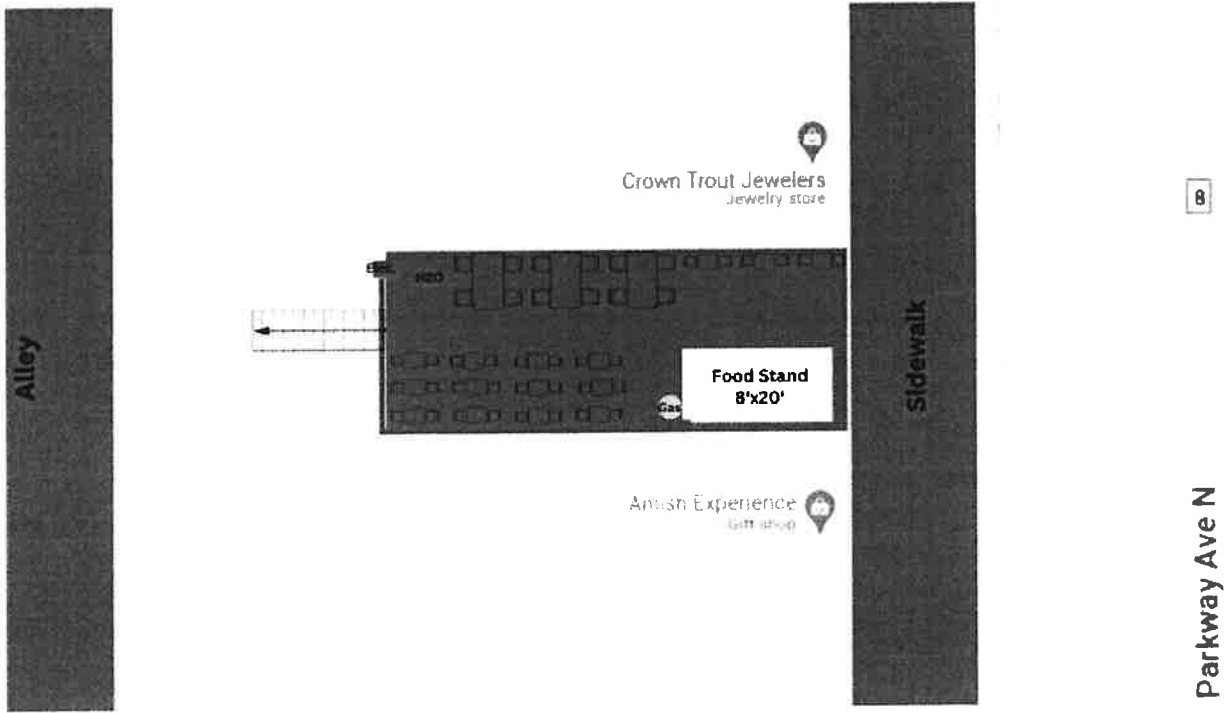
Application for Building Permit

Property Information					
Site Address 105 3/4 Parkway Ave N Lanebsord, MN 55949					Date 04/04/2024
Property Owner Tilted Tiki (Chris Goetzke)			Parcel ID 19.0186.000	Project Valuation \$50,000	
Applicant Information					
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Other					
Applicants Name Zach Lind			Phone Number 612-709-8531	State License #	
Company Name Driftless Trading Post, LLC			Email zach@driftlesstradingpost.com		
Company Address 29705 State Hwy 43		City Rushford	State MN	Zip Code 55971	
I would like my approved permit...					
<input type="checkbox"/> Emailed (if different from above):			<input checked="" type="checkbox"/> Mailed		<input type="checkbox"/> Will Pick Up in Person
Detailed Description of Work:					
<p>Permanent Seasonal Food Stand to be built on the Southeast corner of the lot with the intended purpose to serve food and beverage to the general public. Electric, water and gas utilities to be sourced municipally while propane gas is sourced from Consolidated Energy. Our business will operate in accordance with the rules set by Minnesota Department of Agriculture.</p>					
Property Type:		Construction Type:			
<input type="checkbox"/> Residential		<input checked="" type="checkbox"/> New Building			
<input checked="" type="checkbox"/> Commercial		<input type="checkbox"/> Deck		<input type="checkbox"/> Windows/Door Replacement	
		<input type="checkbox"/> Addition		<input type="checkbox"/> Retaining Wall	
		<input type="checkbox"/> Alteration/Remodel		<input type="checkbox"/> Re-Roof	
				<input type="checkbox"/> Accessory Building	
				<input type="checkbox"/> Move Building	
				<input type="checkbox"/> Demo Building	
				<input type="checkbox"/> Other _____	
Setback Requirements					
<input type="checkbox"/> Residential			<input checked="" type="checkbox"/> Commercial		
<input type="checkbox"/> R1		<input type="checkbox"/> R2		<input checked="" type="checkbox"/> C1 Downton	
				<input type="checkbox"/> C2 Highway	
Min	Actual	Min	Actual	Min	Actual
30'	Front Yard:	30'	Front Yard:	30'	Front Yard:
6'	Side Yard:	15'	Side Yard:		Side Yard:
20'	Rear Yard:	30'	Rear Yard:		Rear Yard:
Applicant - Please read and sign below:					
<p>Application is made to the Zoning Department of the City of Lanesboro, Fillmore County, Minnesota. The applicant is hereby advised that no construction shall proceed under the terms of this permit until the time and date the permit application receives the signature of the Lanesboro Zoning Administrator. The applicant is further advised that review of the permit application is made according to the terms of the Lanesboro Zoning Ordinance, a copy of which is available and may be received at the City Office.</p> <p>The applicant shall attach a single 8 1/2" X 11" page illustrating: the size and dimensions of the subject property owned by the applicant; the location and size of existing and proposed buildings, such that the Zoning Administrator can identify how far all buildings are from front, side, and rear lot lines; the location of street right-of-ways; and the names of all adjacent property owners.</p> <p>Additional information may be requested by the Zoning Administrator: location of easements, foliage, topography and waterways, existing and proposed parking, landscaping, size and location of all signs, building floor plans, building elevations. If this zoning permit is granted, the applicant states that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted, and with all City Ordinances applicable hereto. The applicant understands that he or she may be requested to explain the proposed activities to the Lanesboro City Council, Lanesboro Planning and Zoning Commission, or the Lanesboro Historic Preservation Commission. In the event the building permit is denied or modified, you may appeal the decision to the Lanesboro City Council.</p> <p>This permit shall become invalid unless the work authorized is commenced within 365 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 365 days.</p>					
Applicants Signature: 			Date Signed: 04/04/2024	Permit Fee	\$200
				Late Fee (2 times the permit fee)	
				Total Fee Due	\$205.70
Office Use Only					
Comments:					
Permit Approved		Meeting Date		Zoning Administrator Signature	



Proposed skirting of corrugated steel (top right photo) for the base of the food stand (top left).

Layout out the property with food stand depicted below





CITY OF LANESBORO

202 Parkway Ave. S • P.O. Box 333 • Lanesboro, MN 55949 • (507) 467-3722 Fax (507) 467-2557 • lanesboro@acegroup.cc

www.lanesboro-mn.gov

Date: April 29, 2024
To: Lanesboro City Council
From: Mitchell Walbridge, City Administrator
Subject: Zach Lind Building Permit Application

The Lanesboro City Council is asked to consider a building permit application submitted by Zach Lind, Driftless Trading Post, LLC, to install a permanent seasonal food stand constructed on the southeast corner of the lot located at 105-3/4 Parkway Avenue North, Lanesboro, Minnesota. While the building permit application was a business item at the Lanesboro Planning and Zoning Commission's April 17, 2024 meeting, the commission did not act upon the application and did not adopt a recommendation of approval or denial of the application. Due to the Lanesboro Planning and Zoning Commission's lack of recommendation for approval or denial of the application, Lind requested his application be reviewed by the Lanesboro City Council.

Background.

1. Zach Lind, on behalf of Driftless Trading Post, LLC, was granted a loan from the Lanesboro Economic Development Authority's Revolving Loan Fund on or about April 25, 2023.
2. Per conditions of the loan, Driftless Trading Post, LLC operated within the City of Lanesboro in 2023.
3. At the January 4, 2024 Lanesboro Economic Development Authority meeting, Lind presented his intention to move Driftless Trading Post, LLC operations to 105-3/4 Parkway Avenue North. The Lanesboro EDA passed a motion to table any loan amendment until the Lanesboro Heritage Preservation Commission and the Lanesboro Planning and Zoning Commission approved any requirements.
4. At the January 17, 2024 Lanesboro Planning and Zoning Commission meeting, Lind presented his plan to operate a permanent seasonal food stand at 105-3/4 Parkway Avenue North. Commission members requested detailed drawings, a final layout of the lot, and an inventory of any construction materials that would be used for the structure. The Planning and Zoning Commission also recommended Lind's plans be reviewed by the Lanesboro Heritage Preservation Commission.
5. At the January 17, 2024 Lanesboro Heritage Preservation Commission meeting, Lind shared his plan to install a permanent seasonal food stand at 105-3/4 Parkway Avenue

North. While a picture of the structure was shared, more definitive plans were requested to be shared at a future commission meeting.

6. At the February 21, 2024 Lanesboro Planning and Zoning Commission meeting, Lind presented additional documentation to the Planning and Zoning Commission. Members discussed the definition of 'Mobile Food Unit' as defined in city ordinance 113.11. Members also discussed how the plan would affect the aesthetics of the historic downtown district. The Planning and Zoning Commission requested additional information about the permitting process of permanent seasonal food stands and tabled the discussion until the March 2024 meeting. A motion was passed to have the Lanesboro Heritage Preservation Commission review the plans.
7. At the March 27, 2024 Lanesboro Planning and Zoning Commission meeting, Members discussed the Driftless Trading Post, LLC plan for a permanent seasonal food stand. The commission made recommendations to Lind regarding porta-potties and utilities. Approval of the business proposal failed due to the lack of a second on a motion. Discussion was tabled to the next meeting.
8. On Friday, April 05, 2024, Lind submitted a building permit application to the city administrator requesting approval for the construction of a permanent seasonal food stand at 105-3/4 Parkway Avenue North.
9. At its April 08, 2024 meeting, the Lanesboro Heritage Preservation Commission reviewed the building permit application and passed a motion recommending the application's approval.
10. On April 09, 2024, City Administrator Mitchell Walbridge received confirmation from Chris Goetzke, the property owner, that he was aware of the permit application and has a lease with Driftless Trading Post, LLC for the calendar year 2024.
11. On April 17, 2024, City Administrator Walbridge received written correspondence from Nicole Hunger, R.S., Minnesota Department of Health, regarding the licensing of food facilities inclusive of permanent seasonal food stands. The Minnesota Department of Health evaluates compliance of physical structure, plumbing, electrical, ventilation, equipment, and compliance with Minnesota Food Code Laws and Rules. In the licensing of both mobile food units and permanent seasonal food stands, applicants go through a Plan Review process and inspection ensuring that the unit is Code compliant.
12. At its April 17, 2024 meeting, the Lanesboro Planning and Zoning Commission considered Lind's building permit application. Administrator Walbridge recommended approval of the building permit application based on his review of applicable zoning code 151.26. Members considered the application and took no action.
13. On April 21, 2024, Lind requested his building permit application be considered by the Lanesboro City Council due to lack of action and formal recommendation from the Lanesboro Planning and Zoning Commission.

Recommendation.

1. City council members review the building permit application for any discrepancies with applicable city ordinance(s) such as 151.26 and 151.34.
2. City council members consider approval of the building permit application or denial of the building permit application citing discrepancy with city ordinance code(s).

As city council members consider the building permit application, members should consider the 60-day rule for agency action. Failure to act upon a request within 60 days may result in automatic approval of the request.

Please let me know if you have any questions or require additional information regarding the Lind building permit application.

Respectfully,

Mitchell Walbridge
City Administrator