

**Lanesboro City Council  
Regular Meeting Minutes  
Monday, June 3, 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                       X  David Haugen  
                  \_\_\_\_\_ Mark Lawstuen                      \_\_\_\_\_ Jerod Wagner                       X  Tara Johnson  
                  \_\_\_\_\_ Joseph O’Koren  
Guests:      Bonita Underbakke, Wanda Hanson, Ceil Allen, Jon Buggs, Brian Malm (Bolton & Menk),  
                  Stacey Schultz

**Regular Meeting**

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

**Technical Recess:** At 6:02 p.m., Member Resseman placed the meeting in recess due to technical difficulties with the Zoom streaming service.

**Return from Recess:** The meeting resumed at 6:08 p.m. when Member Resseman brought the meeting out of recess.

**A. Agenda:** City Administrator Walbridge requested the following changes to the agenda:

- Add 2022 Street/Utility Project Pay Request #12 to New Business.
- Remove Sylvan Park Pond Shoreline Project from New Business.

Member Wade entered a motion to approve the agenda with the requested changes; Member Bakke seconded the motion. Motion carried with all in favor.

**B. Public Comment:**

- Jon Buggs expressed concern over lack of communication between the city and the library board regarding a surveillance camera installed in the lobby outside of the library. Jon Buggs also stated the library board meetings of the past several months have been chaotic due to animosity between the library board, the city council, and city staff.

**C. Approval of Minutes:** Member Goetzke entered a motion to approve the minutes of the May 6, 2024 Regular Meeting as presented; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

**D. Consent Agenda:**

1. Accounts Payable
2. Hire of Season Park Maintenance Employee – Joseph Newman

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

**Department Reports**

**A. Fire Department:** Member Bakke presented the fire department update.

- There have been 13 calls year-to-date in 2024.
- Two new members are participating in required training and obtaining certifications.
- Five members received storm spotter training certification.
- The department has facilitated three controlled burns in 2024.
- The fire department’s golf tournament was a success with 21 teams that participated.
- The department will conduct a training session on June 8, 2024, including a house burn.
- POET grant and DNR grant applications have been submitted. If grants are awarded, funds will be used to cover warning light installation expenses and fire equipment purchases.

**B. Economic Development Authority (EDA):** Member Goetzke presented the EDA update.

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- A grant application is pending to recapitalize the EDA's revolving loan fund.
  - A strategic planning survey has been completed.
  - The Lanesboro Entrepreneur Action Network has created new goals for its sub-committee.
  - Cathy Enerson, EDA Director, will have new market data insights available in July.
  - The EDA Board has expressed interest in investigating the development of the city's riverfront property that houses the city's public works buildings. A special meeting is scheduled for June 6, 2024 to tour the property. Member Resseman stated that any direction regarding the sale of city property would need to come from the city council, and that the city council would need to initiate any steps regarding the sale of the property.
- C. Library: Library Director Tara Johnson presented the library's report.
- The Friends of the Lanesboro Library book sale will take place on June 8, 2024.
  - The summer reading program kicks off on June 6, 2024.
  - The Fillmore County Board of Commissioners has approved the contract for library funding for the years 2025-2027. Director Johnson stated there will be a 3% increase in funding each contract year.

### **Continued Business**

- A. Downtown Commercial Land Use – Interim Ordinance: Administrator Walbridge reported that the Planning and Zoning Commission is in the process of revising the city's Land Use ordinance chapter to regulate lodging within the city. Additionally, the commission is drafting language for a new ordinance chapter that will establish a licensure regulation system for short-term lodging venues. Due to the progress made, it appears that an interim ordinance is not necessary. Administrator Walbridge recommended tabling the Downtown Commercial Land Use discussion until the next meeting. Member Resseman entered a motion to table to the July city council meeting; Member Bakke seconded the motion. Motion carried with all in favor.
- B. Highway 250 Project – Letter of Intent: Administrator Walbridge stated that a revised draft of the letter was not received from MnDOT. Brian Malm from Bolton & Menk mentioned that MnDOT's project management team is working on the language revisions and will submit the revised letter to the city for its next meeting. Member Resseman entered a motion to table discussion on the Letter of Intent; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

### **New Business**

- A. Donations of Public Art, Memorials, and Monuments: Administrator Walbridge presented draft ordinance language to the council members that would regulate donations of public art, memorials, and monuments. Both the Planning and Zoning Commission and the Park Board reviewed the draft at their meetings before referring it to the city council. Administrator Walbridge requested that members review the draft language for discussion at the July city council meeting. Member Resseman entered a motion to table discussion to the July city council meeting; Member Goetzke seconded the motion. Motion carried with all in favor.
- B. Ordinance 130.02 Amendment – Discharging Firearms: Administrator Walbridge introduced revised language for the city's 130.02 Discharge of Firearms ordinance. Walbridge explained that the discussion to revise the ordinance stemmed from a citizen's request to the Planning and Zoning Commission, highlighting unclear language regarding where and when the discharge of firearms is acceptable within city limits. Walbridge requested that council members review the drafted ordinance language for future discussion. Member Resseman entered a motion to table discussion to the July city council meeting; Member Wade seconded the motion. Motion carried with all in favor.
- C. 2022 Street/Utility Project Pay Request #12: Brian Malm updated the city council on the status of the street/utility project. Yard cleanup and sod replacement on Kirkwood Street are in progress. The final pavement on Kirkwood Street has been completed, and manholes have been installed. Final striping of Kirkwood Street is scheduled for June 8, 2024. The final payment and project completion are due by July 26, 2024, and the project is expected to be completed under the cost estimate. Member Albrecht-

Approved 07/01/2024

Benson entered a motion to approve Pay Request #12 in the amount of \$260,112.93; Member Resseman seconded the motion. Motion carried with all in favor.

- D. 2024 Case 580 SN Backhoe Purchase: A quote from Titan Machinery in La Crosse, Wisconsin was presented for the purchase of a 2024 CASE 580SN Backhoe.

2024 CASE 580SN Cash Price - \$135,500  
Total Trade-In Price for 2019 CASE 580SN - \$72,000  
Total Cash Price with Trade-In - \$63,500

David Haugen, Public Works Supervisor, explained that the city's current 2019 CASE Backhoe is due for replacement based on the city's vehicle replacement schedule. Haugen emphasized the importance of adhering to the schedule to maximize the trade-in value. He noted that the quoted equipment is an upgrade of the same model currently in the city's public works fleet. Administrator Walbridge explained that the funding for the purchase will be split between the city's Public Works Department and Lanesboro Public Utilities. Walbridge also stated that both the Public Works Department and Lanesboro Public Utilities vehicle replacement funds have sufficient funding to cover the purchase. Member Resseman entered a motion to authorize up to \$37,463.00 from the city's vehicle replacement fund for the purchase of a 2024 CASE 580SN Backhoe; Member Bakke seconded the motion. Motion carried with all in favor.

- E. Invasive Buckthorn Removal: The Park Board recommended that the city council approve a quote for invasive buckthorn removal from two areas within the city: along Ridgeview Lane South and around the ponds in Sylvan Park. A quote from O'Connell Excavating & Snow Plowing estimated the removal cost at \$1,200 per area. Administrator Walbridge stated that the Park Department's budget has adequate funding to cover the total expense of \$2,400. Member Goetzke entered a motion to approve the quote from O'Connell Excavating & Snow Plowing in the amount of \$2,400; Member Bakke seconded the motion. Motion carried with all in favor.

### **Miscellaneous**

- A. City Administration: Member Resseman commented that it is the city administrator's role to advise and ensure that the city's boards and commissions act within guidelines and comply with federal and state laws when conducting business on behalf of the city. Member Resseman further noted that the city administrator performs these duties to protect the best interests of the city.

**Next Meeting:** Monday, July 1, 2024 at 6:00 p.m.

Member Resseman adjourned the meeting at 6:50 p.m.

Respectfully submitted,

Mitchell Walbridge  
City Administrator/Clerk