

Approved 08/05/2024

**Lanesboro City Council
Regular Meeting Minutes
Monday, July 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 ___ Tara Johnson
 X Joseph O’Koren
Guests: Bonita Underbakke, Melissa Wagner, Hannah Wingert, Stacey Schultz

Regular Meeting

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

- A. Agenda:** Member Albrecht-Benson entered a motion to approve the agenda as presented; Member Wade seconded the motion. Motion carried with all in favor.
- B. Public Comment:**
 - Bonita Underbakke suggested that the city council members reconsider expanding the minimum lot size change in the proposed revisions of the city’s land use ordinance. Underbakke stated that this would reinforce the prioritization of affordable housing in the community.
- C. Approval of Minutes:** Member Albrecht-Benson entered a motion to approve the minutes of the June 3, 2024 Regular Meeting as presented; Member Bakke seconded the motion. Motion carried with all in favor.
- D. Consent Agenda:**
 - a. Accounts Payable
 - b. Southern Minnesota Initiative Foundation Donation
 - c. City Office Closure – July 5, 2024
 - d. Buffalo Bill Days Fireworks Permit
 - e. Buffalo Bill Days Firemen’s Dance Street Closure Request
 - f. Resolution 2024-22: Appointment of Election Judges for the August 13, 2024 Primary Election and the November 5, 2024 General Election

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

Department Reports

- A. Administration:** City Administrator Walbridge delivered the city administration department update.
 - Highway 250 Project Update: The revised Letter of Intent is ready for council consideration. Request letters have been sent to federal and state officials to set up meetings for funding assistance.
 - 2025 Budget: Department managers are working on 2025 budget proposals for the city council members to review. Department budgets will be ready for review at the August city council meeting so that a preliminary budget and preliminary levy resolution can be set in September.
 - 2024 Elections: The Primary Election is on August 13, 2024, and the General Election is on November 5, 2024. Judges are undergoing state-mandated training. City offices on the ballot include one mayor seat and two city council seats. Filing period is July 30-August 13, 2024.
 - POET Community Impact Grant: POET awarded \$2,000 to the Lanesboro Fire Department for an emergency services warning light system on Highway 16. Appreciation was expressed for POET’s contribution.
 - USDA Rural Business Development Grant: The Lanesboro Economic Development Authority was awarded \$99,900 from the USDA to recapitalize the city’s revolving loan fund.

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- Bland Foundation Rural Placemaking and Small Communities Grant: The city has been awarded \$20,000 from the Blandin Foundation to pursue a new comprehensive plan.
- B. Street: Administrator Walbridge shared that the backhoe purchase for the public works/street department has moved forward as the Lanesboro Public Utilities Commission approved its contribution towards the purchase.
- C. Park: Member Wade, liaison to the Lanesboro Park Board, shared the Park Department update.
 - Staff are getting caught up on tasks since the hire of the seasonal employee.
 - The new John Deere mower was purchased.
 - The park shelter project was completed by Nick Charlebois' class at Lanesboro Public Schools. Members thanked the students and Nick Charlebois for their efforts.
 - The invasive buckthorn removal project on Ridgeview Lane and Sylvan Park is still pending.
 - The Park Board has been discussing adding pickleball courts next to the basketball courts in Sylvan Park.

Continued Business

- A. Downtown Commercial Land Use – Interim Ordinance: Member Resseman entered a motion to table the discussion of an interim land use ordinance indefinitely; Member Bakke seconded the motion. Members discussed progress made on ordinance revisions and the lack of need for an interim ordinance. Motion carried with all in favor.
- B. Highway 250 Project – Letter of Intent: Brian Malm, Bolton & Menk, stated the changes to the letter of intent that the city council requested were made in the most recent draft. Malm explained the next steps would include a partnership agreement to be presented at either the August or September city council meeting. In addition, engineering work would begin. Council members questioned how engineering fees would be paid once fees are invoiced. Administrator Walbridge asked if the funds from the Southeast Minnesota Area Transportation Partnership would be available for engineering fees. Malm will investigate utilizing the ATP funds that the city was awarded. Member Resseman entered a motion to approve the letter of intent provided by the Minnesota Department of Transportation; Member Wade seconded the motion. Motion carried with all in favor.

Malm also provided brief updates on the 2022 Street & Utility Project. The only punch list item remaining to be completed is the installation of street crossing signs near Lanesboro Schools. Malm also noted progress has been made at the wastewater treatment facility as punch list items are being completed.
- C. Donations of Public Art, Memorials, and Monuments: Member Goetzke entered a motion to call for a public hearing for the proposed ordinance regulating donations of public art, memorials, and monuments; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- D. Ordinance 130.02 Amendment – Discharging Firearms: Members discussed whether to include bow and arrow language should be removed from the drafted revisions, though no change was made to the draft. Member Goetzke entered a motion to call for a public hearing regarding the amendment to ordinance 130.02; Member Resseman seconded the motion. Motion carried with all in favor.

New Business

- A. Sylvan Park Shoreline Project: Melissa Wagner, Area Fisheries Supervisor with the DNR, presented plans for stabilization of the Sylvan Park Pond shorelines as well as the installation of two concrete wheelchair sites to increase access for fishing at the ponds. The project is largely funded through the Get Out More grant that the DNR received. The city would be responsible for costs for two culvert replacements. Member Resseman entered a motion to approve the cooperative agreement between the city and the DNR for the Sylvan Park Shoreline project; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- B. Ordinance Chapter 151 - Land Use Amendment: The city council completed a first review of the proposed ordinance amendment. Members discussed the proposed changes in the Land Use ordinance amendment, including the permitted uses in the downtown commercial district and added definitions to

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the ordinance. Member Resseman entered a motion to table review of the ordinance; Member Goetzke seconded the motion. Motion carried with all in favor.

- C. Ordinance Chapter 120 – Lodging Businesses: The city council completed a first review of the proposed Chapter 120 ordinance which would regulate the licensure of lodging businesses. Members discussed the definitions of various types of lodging and the challenges posed with classifying them. Member Resseman entered a motion to table review of the ordinance; Member Goetzke seconded the motion. Motion carried with all in favor.
- D. City Fee Schedule Amendment: Administrator Walbridge shared a draft of revisions for the city’s fee schedule. The changes will be further reviewed at the next city council meeting. Member Resseman entered a motion to table review of the fee schedule; Member Wade seconded the motion. Motion carried with all in favor.
- E. AT&T Lease Amendment: AT&T has requested an amendment to the water tower lease agreement that would impact the rent fee paid each month. City Administrator Walbridge asked for a motion to offer a counterproposal of keeping the rent at its current rate with a 3% increase every five years. Member Resseman entered a motion to offer the counterproposal; Member Wade seconded the motion. Motion carried with all in favor.

Miscellaneous

- A. September City Council Meeting: Member Albrecht-Benson requested to move the September city council meeting to Wednesday, September 4, 2024 due to a scheduling conflict. Mayor Resseman asked Administrator Walbridge to send correspondence to members to make the meeting change will work. Consideration of the meeting change will take place at the August city council meeting.

Next Meeting: Monday, August 5, 2024 at 6:00 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk