

**Lanesboro City Council
Regular Meeting Minutes
Monday, August 5, 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, Cheryl Neary, Karen Heimdahl, Sandy Webb

Public Hearing: Member Resseman called to order the public hearing for Amendment to Lanesboro Ordinance 130.02 – Discharging Firearms at 6:00 p.m. No public comments were shared. Member Resseman closed the public hearing at 6:02 p.m.

Regular Meeting

Call to Order: Member Resseman called to order the Regular Meeting at 6:02 p.m.

- A. Agenda:** City Administrator Mitchell Walbridge requested additions to the agenda.
- Resolution 2024-26 – A Resolution Changing the Interest Accrual Date for the 2022 Street/Utility Improvements Project added to the Consent Agenda.
 - Minnesota Department of Transportation Partnership Agreement for Highway 250 Project and Bolton & Menk Work Order for Design added to New Business.
 - EDA Request Memo added to New Business.

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

B. Public Comment: No public comments were shared.

C. Approval of Minutes:

- a. Minutes of Regular Meeting, July 1, 2024 – Member Goetzke entered a motion to approve the minutes as presented; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- b. Minutes of Special Meeting, July 18, 2024 – Member Wade entered a motion to approve the minutes as presented; Member Bakke seconded the motion. Motion carried with all in favor.

D. Consent Agenda:

- a. Accounts Payable
- b. Resolution 2024-23 – A Resolution to Support County of Fillmore, State of Minnesota Ordinance No. 20240423 Public Use of Cannabinoids
- c. 103 Coffee Street West Shoreline Landscaping Improvements
- d. Resolution 2024-25 – A Resolution Recognizing the Sylvan Park Cabin as a Local Historic Landmark
- e. Resolution 2024-26 – A Resolution Changing the Interest Accrual Date for the 202 Street/Utility Improvements Project

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

Southern Minnesota Initiative Foundation Update: No representative was present to give the update.

Department Reports

- A. Public Utilities: Administrator Walbridge shared a report from Public Utilities Supervisor Jerod Wagner.

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- Lanesboro Public Utilities is in the process of applying for a grant for electric system improvements. Frontier Energy is assisting with the grant application process.
 - A UMMEG meeting was held on July 29, 2024. Electric prices are reported as stable and trending similar all summer. MISO will announce changes in generation accreditation before 2025.
 - The wastewater facility is still struggling with BOD levels running high. Lanesboro Public Utilities did additional testing in the process to see if the BOD and TSS increase in the plant process somewhere.
- B. Planning and Zoning: Member Resseman shared that the Planning and Zoning Commission worked on a variance request for 201 Elmwood Street East as well as drafted ordinance language on food stand regulations. The food stand regulations will be added to a future city council meeting agenda for consideration.
- C. Heritage Preservation: Member Albrecht-Benson shared that the Heritage Preservation Commission recently applied for a grant to obtain funding to make the Church Hill area a locally recognized landmark. Results on the grant application are expected in October 2024.

Continued Business

- A. Ordinance 130.02 Amendment – Discharging Firearms: Member Albrecht-Benson entered a motion to adopt the amended ordinance as drafted; Member Wade seconded the motion. During discussion, Member Bakke proposed a modification to allow bow and arrow target practice within city limits, citing safety statistics that showed a low rate of accidents. Member Resseman entered a motion to amend the original motion to permit bow and arrow use for target practice with blunt tip arrows and a safety backdrop; Member Wade seconded the motion. Motion carried with all in favor. Member Resseman then entered a motion to approve the amended motion; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- B. Ordinance Chapter 151 – Land Use: Members completed a second reading of the amendments to Ordinance Chapter 151 – Land Use. They discussed the definitions of dwelling unit, vacation dwelling unit, and accessory uses, and the differences between hotels, motels, and vacation dwelling units like VRBO. Member Resseman entered a motion to table the discussion to allow for additional changes to Chapter 151 including interim use permits; Member Bakke seconded the motion. Member Resseman withdrew his motion and Member Resseman withdrew his motion and entered a new motion to call for a public hearing at the September 3, 2024 city council meeting; Member Wade seconded the motion. Motion carried with all in favor.
- C. Ordinance Chapter 120 – Lodging Licensure Regulations: Members completed a second reading of the proposed new ordinance chapter regulating the licensure of various types of short-term lodging. Member Goetzke asked if House Exchange would be categorized as a vacation dwelling unit. Administrator Walbridge confirmed that House Exchange would be considered a vacation dwelling unit, requiring licensure and lodging tax. Member Resseman entered a motion to call for a public hearing at the September 3, 2024 city council meeting; Member Bakke seconded the motion. Motion carried with all in favor.
- D. City Fee Schedule Amendment – Ordinance 30.111: Members reviewed the proposed amendments to the city’s fee schedule. Member Resseman entered a motion to change the annual lodging license fee from \$35 to \$50 in the ordinance amendment; Member Wade seconded the motion. Motion carried with all in favor. Administrator Walbridge proposed adding a \$150 fee for an interim use permit. With these changes, Member Goetzke entered a motion to call for a public hearing at the September 3, 2024; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

New Business

- A. Street/Parking Closure Request – Sylvan Brewing – September 21, 2024: Members considered a street/parking closure request for Sylvan Brewing’s Oktoberfest. Sylvan Brewing owner Karen Heimdahl explained the request to barricade Beacon Street in front of the brewery from 8:00 a.m. to

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11:00 p.m. on September 21. Member Wade entered a motion to approve the request; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

- B. Variance Application – Parcel ID 190224000: Administrator Walbridge explained that the property owner at 201 Elmwood Street East has requested to build a deck and staircase for ingress and egress from the residential dwelling. The proposed deck and staircase would encroach within the side yard and rear yard setback requirements of Lanesboro Ordinance 151.22. Administrator Walbridge noted that the Planning and Zoning Commission held a public hearing and assessed the variance application based on practical difficulties at its July 17, 2024, meeting. The Commission recommended approval of the variance application. Member Goetzke entered a motion to adopt Resolution 2024-24 – A Resolution Adopting Findings of Fact and Reasons for Approval for Variance Application of Cheryl Neary at 201 Elmwood Street East, Lanesboro, Minnesota; Member Bakke seconded the motion. Motion carried with all in favor.
- C. Building Permit Application – Parcel ID 190224000: In conjunction with the variance application, Administrator Walbridge requested approval of the building permit application submitted by the property owner at 201 Elmwood Street East, Lanesboro, Minnesota. Member Bakke entered a motion to approve the building permit application; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- D. S220A Marauder Salt-Sand Spreader Purchase: Administrator Walbridge requested approval for replacement of the salt and sand spreader for the Public Works Department. Per the vehicle replacement schedule, the spreader is due for replacement. A quote from Olsgard Auto was presented to replace the spreader at a cost of \$7,600. Member Goetzke entered a motion to approve the purchase from Olsgard Auto; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- E. 2025 Preliminary Budget: Members reviewed the preliminary budgets for the EDA, Park, and Street Departments. Member Bakke left the meeting at 7:02 p.m.
 - a. EDA: Members discussed a request from EDA Director Cathy Enerson to add \$10,000 to the budget for a mini-grant program. Grant funds are requested in each year's budget cycle leading up to the Highway 250 road construction project so that the EDA may be able to offer funds for business interruption mitigation.
 - b. Park: Members discussed budgeting for seasonal help at \$20/hour for 500 hours.
 - c. Street: Administrator Walbridge shared that the brush dump lease will be renewed with no increase to the rental amount. Members also noted the importance of the capital outlay amount in order to keep up with street improvements as well as the vehicle replacement amount to keep up with the replacement schedule.
- F. Highway 250 Project MnDOT Partnership Agreement and Design Work Order: Brian Malm of Bolton & Menk Engineering gave a summary of the contents of the MnDOT Partnership Agreement as well as the Bolton & Menk Engineering Work Order. Members will review both documents prior to the September city council meeting so that further discussion can take place. Member Resseman requested that Malm and Tim Zamzow of MnDOT be present at the September meeting to discuss the agreements. Member Resseman entered a motion to table the discussion; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- G. EDA Request Memo: Council members reviewed a request memo from EDA Director Cathy Enerson. The first request was for \$750 from the city's reserves to be approved if the EDA receives a SMIF REV Communities grant. The EDA committed \$4,250 of its remaining project funds in the 2024 budget, but an additional \$750 is needed to maximize the potential grant award. If awarded, the grant funds would pay individuals to interview business owners and entrepreneurs about challenges with the Highway 250 road construction project and provide training and coaching to entrepreneurs. Member Resseman entered a motion to approve the \$750 allocation request; Member Wade seconded the motion. Motion carried with all in favor.

The second request from Director Enerson was to allow a Taylor/SMIF grant application, potentially awarding the Park Department \$20,000 for new pickleball courts and \$5,000 for the Lanesboro Legion Lights initiative in Sylvan Park. Both projects require a 25% match. Administrator Walbridge explained

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that the Park Department has the necessary matching funds in the capital improvement budget, but the Legion Lights Committee would need to budget and authorize its own match as it is not a city entity. Member Resseman entered a motion to approve the grant application request; Member Goetzke seconded the motion. Motion carried with all in favor.

Miscellaneous

- A. SMIF/Taylor Emergency Services Grant Opportunity: Member Goetzke shared a grant opportunity forthcoming that the Lanesboro Fire Department may be eligible for. Member Goetzke will send additional information to Administrator Walbridge.

Next Meeting: Tuesday, September 3, 2024 at 6:00 p.m.

Member Resseman adjourned the meeting at 7:32 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk