

**Lanesboro City Council  
Regular Meeting Minutes  
Monday, October 6, 2025 – 6:00 p.m.  
Lanesboro Community Center Meeting Room**

**Present Members:**

☒ Mindy Albrecht-Benson   ☒ Chase Bakke   ☒ Joe Cullen   ☒ Alicia Pearson   ☒ Kathryn Wade

**Staff:**

☒ Mitchell Walbridge   ☒ Darla Taylor   ☒ David Haugen   ☐ Mark Lawstuen   ☐ Jerod Wagner  
☐ Tara Johnson   ☒ Joseph O’Koren   ☐ Michelle Marotzke

**Guests:** Peter Torkelson, Sandy Webb, Elve Albrecht, Hannah Wingert, Dale Forster, Sjeila Goetzke, Tara Johnson, Betsy Holbrook, Luis Hummel; *Via Zoom:* John Nicol, Delia Bell, Carly McNeilus, Sheila Walbridge, Deane Benson, Joe Goetzke, Vicki Torkelson

Mayor Pearson called the regular meeting to order at 6:00 p.m.

**A. Agenda Approval:** Member Wade entered a motion to approve the agenda; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

**B. Public Comments:**

- Peter Torkelson addressed the City Council regarding disciplinary action involving a Library Department employee. His comments followed up on remarks made at the September council meeting.
- Sandy Webb spoke about recent book talk events and shared several titles that will be added to the Library’s catalog collection.

**C. Approval of Minutes:**

- Minutes of Regular Meeting, September 2, 2025 – Member Wade entered a motion to approve the minutes as presented; Member Bakke seconded the motion. Motion carried with all in favor.
- Minutes of Special Meeting, September 15, 2025 – Mayor Pearson entered a motion to approve the minutes as presented; Member Wade seconded the motion. Motion carried with all in favor.

**D. Consent Agenda**

- a. Accounts Payable
- b. Resolution 2025-46 – Authorizing Application for Grant Navigation Support
- c. 5<sup>th</sup> Sun Gardens, LLC – On-Sale Liquor License
- d. Root River Game Protective League, Inc. – Exempt Gambling Permit
- e. 2026 Liquor/Tobacco License Applications
- f. FY2025 Quarter 3 Budget & Unaudited Fund Balances

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

**Department Updates**

- A. TH 250 Road/Utility Project:** City Administrator Mitchell Walbridge updated the City Council on the TH 250 Project.
- The first round of business engagement meetings concluded, with 28 meetings held with local businesses and property owners.
  - The engineering team is proceeding with final design and initiating construction staging discussions with MnDOT.
  - The right-of-way acquisition process will begin in October 2025.
  - MnDOT reviewed the request for a rapid flashing beacon at the Root River Trail pedestrian crossing. The request was denied due to the frequency of bicycle and pedestrian traffic using the crossing.

Approved 11/03/25

- The Minnesota Public Facilities Authority (PFA) will release the 2026 Intended Use Plan (IUP) in October, providing an indication of potential loan and grant funding.

### **Continued Business**

- A. Consider Proposals for Mold Remediation Services:** Following the discovery of mold in City Hall HVAC air handler rooms and storage areas, Administrator Walbridge presented two bids—from MAVO Systems and SERVPRO—for mold remediation, including removal of contaminated materials and cleaning of HVAC systems. Administrator Walbridge and Public Works Supervisor David Haugen recommended approving a budget amount to allow staff to determine what work could be completed internally with appropriate protective equipment.

Member Albrecht-Benson entered a motion to authorize the City Administrator to spend up to \$20,000 based on the SERVPRO estimate; Member Wade seconded. Motion carried with all in favor.

- B. Consider Local Option Sales Tax:** Administrator Walbridge requested City Council input on identifying key projects that a new local option sales tax could fund. Council members prioritized the TH 250 Road/Utility Project, city street and alley improvements, and building maintenance projects. Administrator Walbridge will draft a resolution to initiate the local option sales tax request process. No action was taken.

### **New Business**

- A. Consider Applications for Library Board Vacancy:** The City Council considered two applications from Sandy Webb and Gwen Harmon for the Library Board vacancy. Member Albrecht-Benson entered a motion to appoint Gwen Harmon; Member Bakke seconded. During discussion, members noted that both applicants were well-qualified. On the motion, Members Albrecht-Benson, Cullen, and Bakke voted in favor; Mayor Pearson voted against; Member Wade abstained due to a potential conflict of interest. Motion carried.
- B. Consider Amendment to Personnel Policy – Section 10.01 Health, Disability, and Life Insurance:** Administrator Walbridge recommended amending the Personnel Policy to specify that the City will cover 100% of HSA Option Family Coverage if the amount is equal to or less than 75% of the High Plan Family Coverage premium. Mayor Pearson entered a motion to approve the amendment; Member Bakke seconded. Administrator Walbridge explained that the amendment aligns the policy with current practice and results in cost savings for the City. Motion carried with all in favor.
- C. Appoint Mediation Representative for Wapasha Construction Company Contract Negotiation:** Administrator Walbridge recommended appointing a representative and alternate for mediation scheduled on December 5, 2025. Member Wade entered a motion to designate Administrator Walbridge as the City’s mediation representative, with Utility Supervisor Jerod Wagner as alternate; Mayor Pearson seconded. Motion carried with all in favor.
- D. Consider estimate for New Snowplow:** After the purchase of the Park Department’s 2024 Ford F-350 in the spring, the city council considered the purchase of a new plow. Public Works Supervisor David Haugen explained he obtained two bids and recommended the City Council approve Olsgaard Auto’s bid for a Western plow. Administrator Walbridge explained that the purchase fits into the Park Department’s Vehicle Replacement Fund, which should yield a positive balance at the end of the fiscal year. Member Albrecht-Benson entered a motion to facilitate the purchase based on the Olsgaard Auto bid; Member Bakke seconded the motion. Motion carried with all in favor.
- E. Mobile Phone Service on MN State Highway 16:** Mayor Pearson raised concerns about limited mobile phone service along MN Highway 16 between Lanesboro and Rushford, noting challenges for emergency communication. Member Albrecht-Benson entered a motion to table the topic pending additional information from neighboring jurisdictions; Member Wade seconded. Member Bakke noted that coordination with other municipalities and townships would strengthen advocacy since tower infrastructure is privately owned. Motion to table carried with all in favor.

Approved 11/03/25

- F. Request for Fiscal Agent – Rural Health Innovation Initiative:** Mayor Pearson described a proposed Rural Health Innovation Initiative facilitated by the University of Minnesota, PharMerica, and other partners, which seeks a fiscal agent to manage donations and expenditures. Members discussed the scope, duration, and administrative impact on staff. Administrator Walbridge advised weighing additional responsibilities against existing workload, especially given the upcoming TH 250 project. Member Albrecht-Benson entered a motion to table discussion indefinitely; Member Wade seconded. Members agreed to gather more information and explore whether another entity, such as Fillmore County Public Health, could serve as fiscal agent. Motion to table indefinitely carried with all in favor.
- G. City Administrator Annual Performance Evaluation:** The meeting was closed pursuant to Minnesota Statute §13D.05, Subdivision 3(a), to evaluate the performance of Mitchell Walbridge, City Administrator/Clerk, who is subject to the Council's authority. Mayor Pearson entered a motion to close the meeting; Member Albrecht-Benson seconded. Motion carried with all in favor.

The meeting was closed at 7:05 p.m.

The meeting was opened at 8:28 p.m.

Member Wade entered a motion to adopt the Annual Performance Evaluation for Mitchell Walbridge, City Administrator/Clerk; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

Member Albrecht-Benson entered a motion to increase Mitchell Walbridge, City Administrator/Clerk's compensation from Grade 7, Step 4 to Grade 7, Step 5. Motion carried with all in favor.

**Next Meeting:** Monday, November 3, 2025 at 6:00 p.m.

The meeting adjourned at 8:31 p.m.

Respectfully submitted,

Mitchell Walbridge  
City Administrator/Clerk