

**Lanesboro City Council
Regular Meeting Agenda
Monday, April 27, 2026 at 5:00 p.m.
Lanesboro Community Center – City Council Chambers**

Zoom is provided as a way to offer more accessibility to council and committee meetings. Full functionality is not guaranteed.

<https://us02web.zoom.us/j/81676938481?pwd=ji7e6xXBzqYeyWhu4JoleVZxTEPIJ.1>

Meeting ID: 816 7693 8481 | Passcode: 803467
Member Albrecht-Benson will participate remotely.

Call the Regular Meeting to Order

A. Agenda Approval

Motion _____ **Second** _____

B. Public Comments

C. Approval of Minutes

- a. Minutes of Regular Meeting, April 6, 2026
- b. Minutes of the LBOAE Meeting, April 14, 2026

Motion _____ **Second** _____

D. Consent Agenda

- a. Accounts Payable
- b. Lanesboro Arts Temporary On-Sale Liquor License – June 6, 2026
- c. Lanesboro Arts Temporary On-Sale Liquor License – June 20, 2026
- d. Lanesboro Arts Temporary On-Sale Liquor License – July 11, 2026
- e. Lanesboro Arts Temporary On-Sale Liquor License – August 8, 2026
- f. Lanesboro Arts Temporary On-Sale Liquor License – October 10, 2026
- g. Lanesboro Arts Temporary On-Sale Liquor License – October 24, 2026
- h. Lanesboro Arts Temporary On-Sale Liquor License – November 7, 2026
- i. Accept Grants from Lanesboro Area Community Foundation
- j. Resolution 2026-33 – Governing Write-In Vote Counting

Motion _____ **Second** _____

Continued Business

A. Consider Purchase and Sharing Agreement for DuraPatcher

Motion _____ **Second** _____

New Business

A. Consider Application for Simple Lot Split for Parcel ID 190398100

Motion _____ **Second** _____

B. Consider Application for Conditional Use Permit for Parcel ID 190205000

Motion _____ **Second** _____

C. Consider Replacement of Public Works Truck

Motion _____ **Second** _____

D. Consider Donation Request from Southern Minnesota Initiative Foundation

Motion _____ **Second** _____

E. Discuss Local Board of Appeal and Equalization

Motion _____ **Second** _____

Next Meeting Date: June 1, 2026 - 6:00 p.m.

Adjourn Regular Meeting

**Lanesboro City Council
Regular Meeting Minutes
Monday, April 6, 2026 – 6:00 p.m.
Lanesboro City Council Chambers**

Present Members:

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

Staff:

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

Mayor Pearson called the regular meeting of the Lanesboro City Council to order at 6:00 p.m.

A. Agenda Approval: City Administrator Mitchell Walbridge made requests to amend the agenda, including removing Resolution 2026-30 Certifying Unpaid Utility Charges from the Consent Agenda and removing Discuss Request from Lanesboro Fire Relief Association Regarding Donated Funds from New Business. Administrator Walbridge also requested that Approval of a Temporary On-Sale Liquor License be approved for Lanesboro Arts Center for a May 2, 2026 event.

A motion was made by Member Albrecht-Benson to approve the agenda with the amendment requests; Member Wade seconded the motion. All council members voted in favor; Motion carried.

B. Public Comments: No public comments were received.

C. Consent Agenda:

- a. Accounts Payable
- b. Resolution 2026-31 – Accepting Donations to the Lanesboro Fire Department
- c. Approve City Administrator Attendance of Minnesota Municipal Clerks Institute – Year 2
- d. Approve Independence Day Parade on Parkway Avenue – July 04, 2026 at 1:30 p.m.
- e. Approve Application from Lanesboro Arts Center for Temporary On-Sale Liquor License for May 02, 2026

A motion was made by Member Albrecht-Benson to approve the Consent Agenda; Member Wade seconded the motion. All council members voted in favor; Motion carried.

Kali Lenz, Senior Manager at CohnReznick, presented a summary of the 2025 financial statements for Lanesboro Public Utilities and the City of Lanesboro. Lenz stated the audit result was a clean, unmodified opinion for both the governmental and utility funds.

Continued Business

A. Closed Session for Attorney Client Privilege: A motion was made by Member Bakke to close the meeting pursuant to Minn. Stat. 13D.05 Subd. 3(b); Member Albrecht-Benson seconded the motion. Mayor Pearson shared that the justification for closing the meeting was for Attorney-Client Privilege to discuss litigation strategies with legal counsel regarding a contract dispute with Sparrow Valley Properties, LLC. All council members voted in favor; Motion carried. The meeting closed at 6:21 p.m. A motion was made by Member Wade to return the meeting to open session; Member Albrecht-Benson seconded the motion. All council members voted in favor; Motion carried. The meeting returned to open session at 6:41 p.m.

A motion was made by Member Wade to have the City of Lanesboro enter into the retainer agreement with Murphy and Roverud, PLLP; Member Albrecht-Benson seconded the motion. All council members voted in favor; Motion carried.

B. Consider Fire Department Purchase Request – Badges: Members held discussion on this item along with consideration of the Fire Department Uniform Allowance Policy as New Business.

New Business

- A. Consider Fire Department Uniform Allowance Policy:** Members reviewed a draft of a Fire Department Uniform Allowance Policy. Fire Chief Robert Wagner stated he would like the policy language to be edited to allow members to keep certain uniform items if it was not personal protective equipment (PPE). Specifically, Fire Chief Wagner stated he thought members should be allowed to keep their badges. Member Albrecht-Benson asked if more cost-effective badges were found. Fire Chief Wagner stated he did not have additional options to provide. A motion was made by Member Wade to adopt the Fire Department Uniform Allowance Policy with changes to the language to allow members to keep uniform items as long as they are not personal protective equipment (PPE) and approve the purchase of the requested uniform badges; Mayor Pearson seconded the motion. Members Albrecht-Benson, Wade, Cullen, and Pearson voted in favor and Member Bakke abstained from voting; Motion carried.
- B. Consider Request to Ratify Lanesboro Fire Relief Association Pension Benefit Level:** Member Bakke, who serves as the President of the Lanesboro Fire Relief Association, submitted a request on behalf of the Association's board of trustees to ratify the pension benefit level from \$1,850 to \$1,950 per service year. Member Bakke stated that financial analysis shows a surplus in the Association's Special Fund which houses pension benefit funds. Administrator Walbridge pointed out that the funding ratio and the calculated surplus amount should be looked at closely as the figures assume a 5.0% return on investments and that no project benefit payments are shown as anticipated through 2027. Member Bakke stated that the City Council could consider a Consent Agenda approval if the funding ratio exceeds a certain percentage – such as 105% or 110%. A motion was made by Member Albrecht-Benson to approve a one-time increase in the benefit level from \$1,850 to \$1,950. Member Bakke stated he would like to see some defined criteria established prior that could be applicable to future increase requests. Member Albrecht-Benson rescinded her original motion. A motion was then made by Member Albrecht-Benson to table discussion until the next meeting; Member Wade seconded the motion. All members voted in favor; Motion carried.
- C. Consider Purchase of Lawnmower:** Administrator Walbridge presented a recommendation from the Park Board to purchase a John Deere X758 Signature Tractor with mower deck. Of two quotes obtained, Preston Equipment Company had the lowest estimate with a remaining balance of \$5,500 after the trade-in value is applied. A motion was made by Mayor Pearson to proceed with the purchase based on the estimate provided by Preston Equipment Company; Member Bakke seconded the motion. All council members voted in favor; Motion carried.
- D. Consider Purchase of Dishwasher for City Hall:** Administrator Walbridge stated the current commercial dishwasher located in the community center kitchen has reached the end of its useful life. It is a used dishwasher purchased more than 20 years ago, and parts are no longer available for repair. An estimate from Restaurant Supply, LLC was presented to the City Council for a Hobart CDL-1 low temperature commercial dishwasher in the amount of \$5,255. An installation quote from VIS Plumbing for the unit's installation was presented in the amount of \$1,169.45. A motion was made by Member Albrecht-Benson to proceed with the purchase and installation based on the quotes provided; Member Bakke seconded the motion. All council members voted in favor; Motion carried.
- E. Consider Purchase and Sharing Agreement for DuraPatcher:** Public Works Director David Haugen reviewed the results from the DuraPatcher use last fall. Director Haugen explained the patched roadway held together well throughout the winter and spring freeze-thaw cycles. While not permanent fix for deteriorating roadways, Director Haugen explained that the DuraPatch method does temporarily improve roadways until the next scheduled road project takes place. Council members reviewed the agreement with City Attorney Joseph O'Koren. Some reservations regarding the agreement were brought up regarding maintenance responsibility of the DuraPatcher equipment, shared use of the unit, and termination of the agreement. Attorney O'Koren also stated some grammatical errors should be edited prior to the City of Lanesboro engaging in the agreement. Administrator Walbridge recommended

that he work with the city administrators and public works directors of Chatfield and Stewartville to see if they are amenable to making slight changes to the agreement language. Administrator Walbridge cautioned that the City should not try to dictate terms of a longstanding agreement that exists between the other two communities, though clarification of language in the agreement would be appropriate. A motion was made by Member Albrecht-Benson to table approval of the agreement until Administrator Walbridge can discuss the matter with the other cities' staff; Mayor Pearson seconded the motion. All council members voted in favor; Motion carried.

F. Consider Amendments to MnDOT Partnership Agreement for TH250 Project: Administrator Walbridge presented a Partnership Agreement amendment from MnDOT that would make MnDOT the director payer for easement acquisition for the Ashburn Street properties. Originally, the City of Lanesboro was responsible for paying property owners for easement acquisition compensation and later be reimbursed by MnDOT. The amendment eliminates the City as the intermediary. A motion was made by Member Albrecht-Benson to accept the amendment; Member Wade seconded the motion. All council members voted in favor; Motion carried.

G. Accept 2025 Audit and Financial Statements for Year Ended December 31, 2025: Based on the presentation of the audit earlier in the meeting, Administrator Walbridge requested the City Council adopt the financial statements and accept the audit findings. A motion was made by Member Albrecht-Benson to accept the 2025 financial statements and audit findings; Member Wade seconded the motion. All council members voted in favor; Motion carried.

H. Discuss Ordinance 116 – Regulating Lawful Gambling: At the request of a council member, council discussed the regulations around issuance of gambling site permits as governed by City Ordinance 116. Currently, only locations with a city-issued on-sale liquor license may conduct lawful gambling. The question was raised about whether cannabis businesses should be allowed to hold gambling site permits. Administrator Walbridge stated the City Council would need to amend the existing ordinance to allow cannabis businesses to allow lawful gambling. Attorney O’Koren explained that the limitation to on-sale liquor licenses is a regulatory and compliance tool and opening gambling site permits to other business types creates more work on staff who work on maintaining compliance. It was also mentioned that the City has the right to revoke a city-issued liquor license while cannabis licenses and permits are not issued by the City.

A motion was made by Member Albrecht-Benson to table discussion of Ordinance 116 amendment indefinitely; Member Wade seconded the motion. All council members voted in favor; Motion carried.

I. Consider Alternative Date for May 4, 2026 City Council Meeting: Due to Administrator Walbridge’s attendance of the Minnesota Municipal Clerks Institute May 4-8, 2026, council considered canceling the regular May 4 meeting and scheduling a special meeting. A motion was made by Member Albrecht-Benson to cancel the May 4 meeting and schedule a special meeting on May 13, 2026 at 6:00 p.m.; Member Wade seconded the motion. All council members voted in favor; Motion carried.

Administrator Walbridge stated that there are a few zoning applications that require city council action within 60 days of the application date, meaning May 13 would be too late. Administrator Walbridge recommended canceling the May 13 meeting and holding a special meeting on April 27, 2026 at 5:00 p.m. A motion was made by Member Albrecht-Benson to move the May 13 special meeting April 27 at 5:00 p.m.; Member Wade seconded the motion. All council members voted in favor; Motion carried.

Mayor Pearson adjourned the meeting at 7:46 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

**Lanesboro City Council
Special Meeting Minutes
Local Board of Appeal and Equalization
Tuesday, April 14, 2026 – 4:00 p.m.
Lanesboro City Council Chambers**

Present Members:

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

Staff:

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

Visitors: Isaak Solum (Fillmore County Assessors Office), Andy Hillary (Fillmore County Assessors Office)

Mayor Pearson called the meeting of the City of Lanesboro Local Board of Appeal and Equalization to order at 4:00 p.m.

Agenda Approval: A motion was made by Member Albrecht-Benson to approve the agenda; Member Wade seconded the motion. All members voted in favor; motion carried.

Isaak Solum from the Fillmore County Assessors Office presented assessment findings and trends through the City of Lanesboro and Fillmore County.

New Business

A. Local Board of Appeal and Equalization

- Parcel ID 190460010 – 201 Ridgeview Lane South, Apt. 101; Property owner David Shaffer presented an appeal to the board stating that his assessed property value is higher than justified. Shaffer stated that his condominium unit does not have the size or constructed amenities that other units do. Representatives from the Fillmore County Assessor Office stated that an on-site assessment of the property has not been conducted as of the date of the board meeting. The assessor’s office recommends making no change to the valuation, having the property owner schedule an additional consultation with the assessor staff, and have any staff recommendations go before the Fillmore County Board of Appeal and Equalization.
A motion was made by Member Wade to make no change to the valuation of Parcel ID 190460010; Member Albrecht-Benson seconded the motion. All members voted in favor; motion carried.

Mayor Pearson adjourned the meeting at 4:31 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

Payments

Current Period: May 2026

Payments Batch 05052026PAY		\$2,032.72
<hr/>		
Refer	202602367 PRESTON AUTO PARTS	-
Cash Payment	E 100-43100-210 Operating Supplies (GE Invoice 871359	\$34.99
Cash Payment	E 100-45200-210 Operating Supplies (GE Invoice 871592	\$8.99
Cash Payment	E 100-43100-210 Operating Supplies (GE Invoice 871575	\$124.99
Cash Payment	E 100-45200-210 Operating Supplies (GE Invoice 871575	\$125.00
Transaction Date	4/16/2026 OPERATIONAL ACC 10100	Total \$293.97
<hr/>		
Refer	202602368 PADDLE ON COFFEE	-
Cash Payment	E 250-46500-445 EDA Project Developme 4/16/26 coffee Invoice	\$50.00
Transaction Date	4/16/2026 OPERATIONAL ACC 10100	Total \$50.00
<hr/>		
Refer	202602369 HP INC	-
Cash Payment	E 211-45500-210 Operating Supplies (GE Director Computer Invoice 9046728938	\$1,404.81
Transaction Date	4/20/2026 OPERATIONAL ACC 10100	Total \$1,404.81
<hr/>		
Refer	202602370 ZEP MANUFACTURING COMPANY	-
Cash Payment	E 100-45200-210 Operating Supplies (GE Invoice 9012677287	\$132.09
Transaction Date	4/20/2026 OPERATIONAL ACC 10100	Total \$132.09
<hr/>		
Refer	202602371 CANON FINANCIAL SERVICES INC	-
Cash Payment	E 100-41500-413 Office Equipment Rental Invoice 43051078	\$151.85
Transaction Date	4/20/2026 OPERATIONAL ACC 10100	Total \$151.85

Fund Summary

	10100 OPERATIONAL ACCOUNT	
100 GENERAL FUND		\$577.91
211 LIBRARY		\$1,404.81
250 EDA OPERATING		\$50.00
		<hr/>
		\$2,032.72

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$2,032.72
Total	\$2,032.72

**CITY OF LANESBORO
RESOLUTION NO. 2026-33**

A Resolution Governing Write-In Vote Counting

WHEREAS, Minnesota Statute § 204B.09, subd. 3 authorizes a city to adopt a resolution governing the counting of write-in votes; and

WHEREAS, a city that adopts a resolution must do so before the first day of filing for office and must notify the county auditor; and

WHEREAS, city election officials spend considerable time and resources to count and individually record write-in votes cast, many of which are frivolous; and

WHEREAS, in order to save city time and resources, it is in the best interest of the City of Lanesboro, to enforce restrictions on the counting of write-in votes consistent with the provisions of Minnesota Statute § 204B.09, subd. 3.

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

Any candidate wishing to have their write-in votes individually recorded must file a written request with the City Clerk no later than the nineteenth day before any municipal election.

BE IT FURTHER RESOLVED, that pursuant to Minnesota Statute § 204B.09, subd. 3, the city clerk is hereby directed to notify the county auditor before the first day of filing for office of the adoption of this resolution.

BE IT FURTHER RESOLVED, that pursuant to Minnesota Statute § 204B.09, subd. 3, this resolution shall remain in effect until a subsequent resolution on the same subject is adopted by the City of Lanesboro.

Passed by the City Council of Lanesboro, Minnesota this 27th day of April, 2026.

Alicia Pearson
Its: Mayor

Attested:

Mitchell Walbridge
Its: City Administrator/Clerk

City of Lanesboro

202 Parkway Avenue South, Lanesboro, MN 55949
(507) 467-3722 | www.lanesboro-mn.gov

APPLICATION FOR SIMPLE LOT SPLIT

(For creating 2 lots from an existing parcel, including the existing parcel)

To be completed by applicant, who must be an owner with record title to the property. All owners must sign.

Applicant Information.

Name: Cheryl AND Rick Lamon
Mailing Address: Box 114
Telephone: [REDACTED]
Email: [REDACTED]

Land Subject to this application.

Parcel ID #: 53826 190398100
Street Address: 811 AUBORN Ave South
Legal Description: Refer to Attachment A

Reason for application.

Creation of a lot for construction of a single residence house.

Describe improvements/buildings on existing property, and planned use of additional lot if split is granted.

One house presently on property. Additional lot being made available for a second house.

Each application must include the following attachments:

Survey certified within the last 90 days identifying:

- (1) Existing parcel and lot boundaries and dimensions; Refer to Attachment B
- (2) Proposed parcel and lot boundaries and dimensions; Attachment B.
- (3) Area, in acres or square feet, of each resulting parcel or lot; 93,604 sq ft AND 169,451 sq ft
- (4) All existing structures; Attachment B
- (5) All existing easements; None
- (6) Any designated wetlands; None
- (7) 100-year flood zone boundary or a statement that the project area is outside the flood zone; Outside flood zone
- (8) All adjoining rights of way, planned source of potable water (city or well) for each lot; City water
- (9) Sanitary sewer service (city or approved septic system) for each lot. City

*Note that approval of this application does not constitute approval of the potable water supply or sanitary sewer service. The city may require connection to city sanitary sewer and disallow septic system.

Information for Applicants.

1. The simple lot split will produce no more than 2 lots, including the parent parcel.
2. Each lot will have direct access to an existing paved street with frontage required for the zoning.
3. Existing streets will not be affected, except as may be required to provide additional right of way in order to meet the minimum street design standards.
4. All lots will be serviceable by existing water and sewer lines, unless waived by the city.
5. The initial subdivision is not part of a future larger subdivision.
6. The proposed lots meet all applicable zoning or land use requirements.

Applicant's Statement.

This request is being made to divide and/or join property for the purpose of obtaining building permits or transferring ownership. I further understand that any request to alter lot or parcel boundaries is subject to the City of Lanesboro Zoning and the City's comprehensive plan, and other applicable ordinances and regulations. If approval of this application is granted based on false information provided by the Applicant and/or Surveyor, the City has the right to revoke the approval and any permits issued hereunder as a result of that false information, whether supplied through error or intent.

Rick Lamon
Applicant's Signature

3-4-26
Date

Cheryl Lamon
Applicant's Signature

3-4-26
Date

Attachment A



FILLMORE COUNTY AUDITOR-TREASURER
 101 Fillmore Street
 PO BOX 627
 Preston, MN 55965-0627

Property ID#: R 19.0398.100 Taxpayer ID#: 53886
 Primary Taxpayer: RICHARD LAMON

TAXPAYER(S):
 128*1**G48**1.002**1/4*****SNGLP
 RICHARD LAMON
 CHERYL LAMON
 603 CIRCLE DR
 LANESBORO MN 55949

New House



Tax Statement			
2024 Values for Taxes Payable in 2025			
Values and Classification			
	Taxes Payable Year:	2024	2025
Step 1	Estimated Market Value:	\$74,500	\$74,500
	Homestead Exclusion:	\$0	\$0
	Taxable Market Value:	\$74,500	\$74,500
	New Improvements:	\$0	\$0
	Property Classification:	RES NON HSTD	RES NON HSTD
Sent in March 2024			
Proposed Tax			
Step 2	2025 Proposed Property Tax:		\$1,152.00
	Sent in November 2024		
Step 3	1st Half Taxes:		\$608.00
	2nd Half Taxes:		\$608.00
	Total Taxes Due in 2025:		\$1,216.00

Go paperless next year!
 Register at eNoticesOnline.com. Authorization Code: **FIL-HT9FGLJY**
 Property Address: 811 AUBURN AVE, LANESBORO MN 55949
 Property Description: 6.74 AC PT LOT 2,3,4,5,7,8,9 & 10BLK 62 LANESBORO 1ST ADD.

\$\$\$ REFUNDS? You may be eligible for one or even two refunds to reduce your property tax. Read the back of this statement to find out how to apply. 2-10-25 v2

Tax Detail for Your Property:			
Taxes Payable Year:		2024	2025
1. Use this amount on Form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible. <input type="checkbox"/>			\$0.00
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		\$0.00	
Property Tax and Credits			
3. Property taxes before credits		\$1,240.00	\$1,216.00
4. Credits that reduce your property taxes:			
A. Agricultural market value credit		0.00	0.00
B. Other Credits		0.00	0.00
5. Property taxes after credits		\$1,240.00	\$1,216.00
Property Tax by Jurisdiction			
6. County: Fillmore		198.28	193.16
7. City or town LANESBORO CITY		779.78	773.56
8. State General Tax		0.00	0.00
9. School District 0229			
A. Voter approved levies		72.82	67.74
B. Other local levies		189.12	181.54
10. Special Taxing Districts			
A. Other taxing districts		0.00	0.00
B. Tax increment financing		0.00	0.00
11. Non-school voter approved referenda levies		0.00	0.00
12. Total property tax before special assessments		\$1,240.00	\$1,216.00
Special Assessments on Your Property			
13. Special assessments		PRINCIPAL: \$0.00	INT: \$0.00
14. YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS		\$1,240.00	\$1,216.00

RECEIPT

No. 000009

DATE 3-5-26

FROM Cheryl Lamon.

\$50.00

DOLLARS

FOR RENT Lot-Split Application

FOR _____

ACCT.		
PAID		
DUE		

- CASH
- CHECK 5901
- MONEY ORDER
- CREDIT CARD

FROM _____ TO _____

BY Darla Taylor

CERTIFICATE OF SURVEY

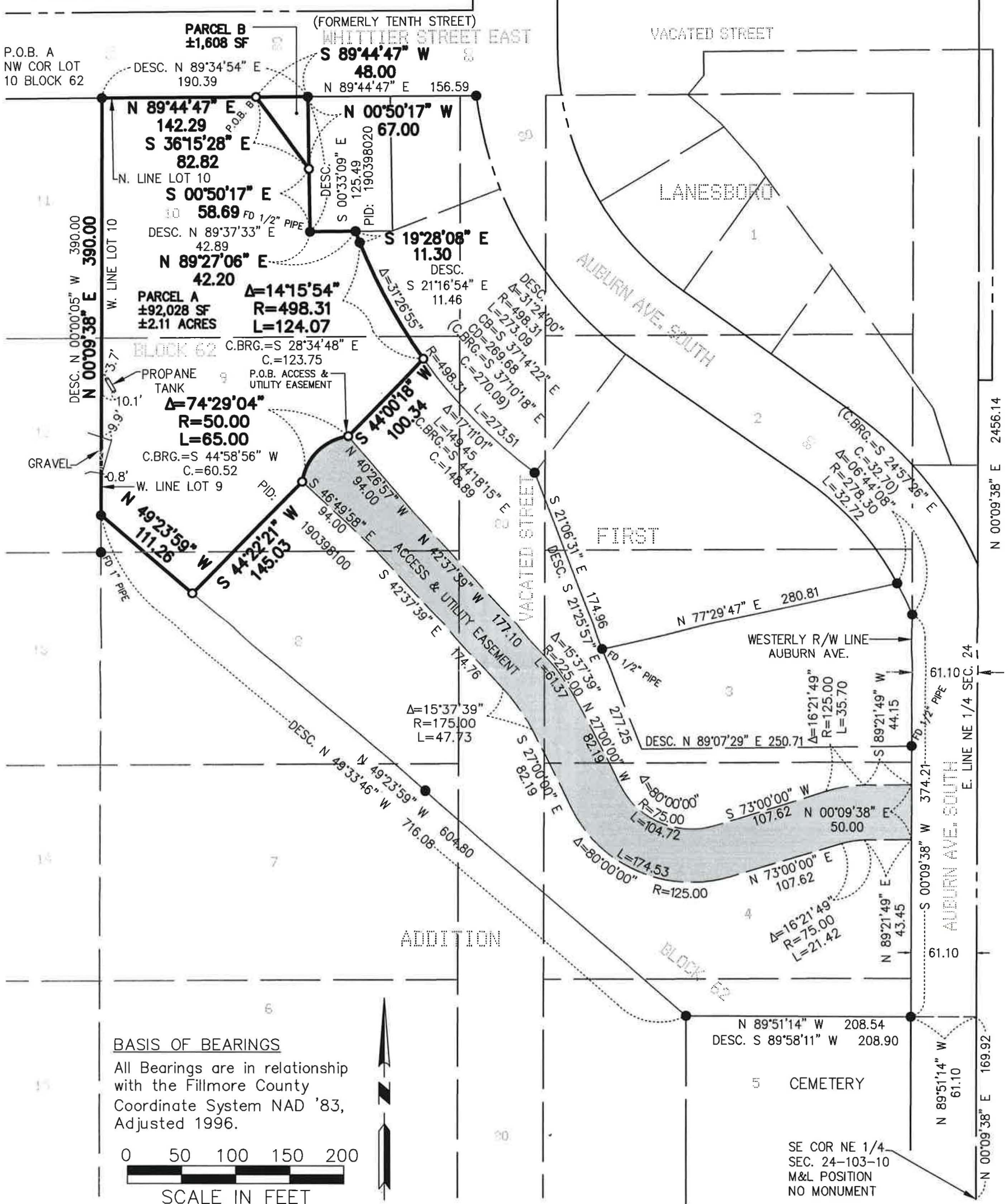
PART OF BLOCK 62

LANESBORO FIRST ADDITION

FILLMORE COUNTY, MINNESOTA

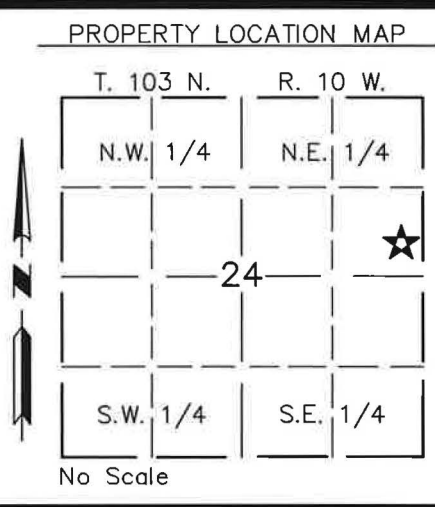
CIM AT
NE COR NE 1/4
SEC. 24-103-10

(PARCEL B TO BE ADDED TO PARCEL ID: 190398020)



BASIS OF BEARINGS
All Bearings are in relationship with the Fillmore County Coordinate System NAD '83, Adjusted 1996.

0 50 100 150 200
SCALE IN FEET



WSE + MASSEY
ENGINEERING & LAND SURVEYING^{LLP}
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4505, EMAIL SURVEY@WSE.ENGINEERING

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

RWZ
Reinhold W. Zieman

Date 4/15/2026
LIC. NO.: 59823

THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:

RICK LAMON
LANESBORO, MN

MONUMENTS

- FOUND (5/8" PIPE UNLESS NOTED OTHERWISE)
- SET (5/8" PIPE UNLESS NOTED OTHERWISE)

DATE: 4/15/2026
DWG NO. 3792SC02 JOB NO. 3792
DRAWN BY: G.D.Z. SHEET 1 OF 2

CERTIFICATE OF SURVEY
PART OF BLOCK 62
LANESBORO FIRST ADDITION
FILLMORE COUNTY, MINNESOTA

PARCEL A

That part of Lots 8, 9 and 10, Block 62, Lanesboro First Addition, according to the plat thereof on file at the County Recorder's Office, Fillmore County, Minnesota, described as follows:

Beginning at the northwest corner of Lot 10 of said Block 62; thence North 89 degrees 44 minutes 47 seconds East (NOTE: All Bearings are in relationship with the Fillmore County Coordinate System NAD '83, Adjusted 1996), along the north line of said Lot 10, a distance of 142.29 feet; thence South 36 degrees 15 minutes 28 seconds East, 82.82 feet to the easterly line of the property described in that certain Quit Claim Deed recorded on December 5, 1994 as Document No. 281458 in the office of the Fillmore County Recorder (the next 4 courses are along said easterly line); thence South 00 degrees 50 minutes 17 seconds East, 58.69 feet; thence North 89 degrees 27 minutes 06 seconds East, 42.20 feet; thence South 19 degrees 28 minutes 08 seconds East, 11.30 feet; thence southeasterly, 124.07 feet along a nontangential curve, concave northeasterly, having a central angle of 14 degrees 15 minutes 54 seconds, a radius of 498.31 feet, and the chord of said curve bears South 28 degrees 34 minutes 48 seconds East, 123.75 feet; thence South 44 degrees 00 minutes 18 seconds West, not tangent to said curve, 100.34 feet; thence southwesterly 65.00 feet, along a nontangential curve, concave southeasterly, having a central angle of 74 degrees 29 minutes 04 seconds, a radius of 50.00 feet, and the chord of said curve bears South 44 degrees 58 minutes 56 seconds West, 60.52 feet; thence South 44 degrees 22 minutes 21 seconds East, not tangent to said curve, 145.03 feet to the westerly line of the property described in that certain Quit Claim Deed recorded on December 5, 1994 as Document No. 281458 in the office of the Fillmore County Recorder (the next 2 courses are along said westerly line); thence North 49 degrees 23 minutes 59 seconds West, 111.26 feet to the west line of Lot 9 of said Block 62; thence North 00 degrees 09 minutes 38 seconds East, along the west line of said Lot 9 and the west line of Lot 10 of said Block 62, a distance of 390.00 feet to the point of beginning.

Said parcel contains 2.11 acres, more or less.

TOGETHER WITH:

An access and utility easement over, under and across a part of Lots 3, 4, 8, and 9, Block 62, and across a part of the vacated street lying westerly of said Lots 3 and 4 and easterly of said Lots 8 and 9, all being in Lanesboro First Addition, according to the plat thereof on file at the County Recorder's Office, Fillmore County, Minnesota, described as follows:

Commencing at the northwest corner of Lot 10 of said Block 62; thence North 89 degrees 44 minutes 47 seconds East (NOTE: All Bearings are in relationship with the Fillmore County Coordinate System NAD '83, Adjusted 1996), along the north line of said Lot 10, 142.29 feet; thence South 36 degrees 15 minutes 28 seconds East, 82.82 feet to the easterly line of the property described in that certain Quit Claim Deed recorded on December 5, 1994 as Document No. 281458 in the office of the Fillmore County Recorder (the next 4 courses are along said easterly line); thence South 00 degrees 50 minutes 17 seconds East, 58.69 feet; thence North 89 degrees 27 minutes 06 seconds East, 42.20 feet; thence South 19 degrees 28 minutes 08 seconds East, 11.30 feet; thence southeasterly, 124.07 feet along a nontangential curve, concave northeasterly, having a central angle of 14 degrees 15 minutes 54 seconds, a radius of 498.31 feet, and the chord of said curve bears South 28 degrees 34 minutes 48 seconds East, 123.75 feet; thence South 44 degrees 00 minutes 18 seconds West, not tangent to said curve, 100.34 feet to the point of beginning; thence southwesterly 65.00 feet, along a nontangential curve, concave southeasterly, having a central angle of 74 degrees 29 minutes 04 seconds, a radius of 50.00 feet, and the chord of said curve bears South 44 degrees 58 minutes 56 seconds West, 60.52 feet; thence South 46 degrees 49 minutes 58 seconds East, 94.00 feet; thence South 42 degrees 37 minutes 39 seconds East, 174.76 feet; thence southeasterly 47.73 feet, along a tangential curve, concave southwesterly, having a central angle of 15 degrees 37 minutes 39 seconds and a radius of 175.00 feet; thence South 27 degrees 00 minutes 00 seconds East, tangent to said curve, 82.19 feet; thence easterly 174.53 feet, along a tangential curve, concave northerly, having a central angle of 80 degrees 00 minutes 00 seconds and a radius of 125.00 feet; thence North 73 degrees 00 minutes 00 seconds East, tangent to said curve, 107.62 feet; thence easterly 21.42 feet, along a tangential curve, concave southerly, having a central angle of 16 degrees 21 minutes 49 seconds and a radius of 75.00 feet; thence North 89 degrees 21 minutes 49 seconds East, tangent to said curve, 43.45 feet to the westerly right of way line of Auburn Avenue South; thence North 00 degrees 09 minutes 38 seconds East, along said westerly right of way line, 50.00 feet; thence South 89 degrees 21 minutes 49 seconds West, 44.15 feet; thence westerly 35.70 feet, along a tangential curve, concave southerly, having a central angle of 16 degrees 21 minutes 49 seconds and a radius of 125.00 feet; thence South 73 degrees 00 minutes 00 seconds West, tangent to said curve, 107.62 feet; thence westerly 104.72 feet, along a tangential curve concave northerly, having a central angle of 80 degrees 00 minutes 00 seconds and a radius of 75.00 feet; thence North 27 degrees 00 minutes 00 seconds West, tangent to said curve, 82.19 feet; thence northwesterly 61.37 feet, along a tangential curve, concave southwesterly, having a central angle of 15 degrees 37 minutes 39 seconds and a radius of 225.00 feet; thence North 42 degrees 37 minutes 39 seconds West, tangent to said curve, 177.10 feet; thence North 40 degrees 26 minutes 57 seconds West, 94.00 feet to the point of beginning.

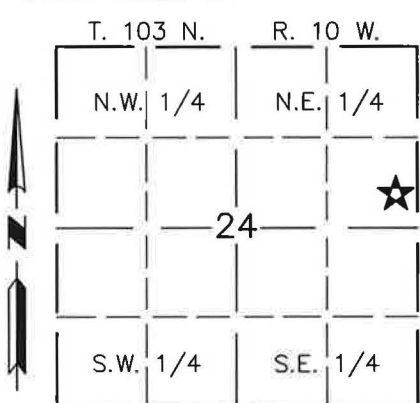
PARCEL B

That part of Lot 10, Block 62, Lanesboro First Addition, according to the plat thereof on file at the County Recorder's Office, Fillmore County, Minnesota, described as follows:

Commencing at the northwest corner of Lot 10 of said Block 62; thence North 89 degrees 44 minutes 47 seconds East (NOTE: All Bearings are in relationship with the Fillmore County Coordinate System NAD '83, Adjusted 1996), along the north line of said Lot 10, a distance of 142.29 feet to the point of beginning; thence South 36 degrees 15 minutes 28 seconds East, 82.82 feet to the easterly line of the property described in that certain Quit Claim Deed recorded on December 5, 1994 as Document No. 281458 in the office of the Fillmore County Recorder; thence North 00 degrees 50 minutes 17 seconds West, along said easterly line, 67.00 feet to the north line of said Lot 10; thence South 89 degrees 44 minutes 47 seconds West, along said north line, 48.00 feet to the point of beginning.

Said parcel contains 1,608 square feet, more or less.

PROPERTY LOCATION MAP



No Scale

WSE + MASSEY
ENGINEERING & LAND SURVEYING^{LLP}
 P.O. BOX 100, KASSON, MN 55944
 PH. NO. 507-634-4505, EMAIL SURVEY@WSE.ENGINEERING

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date _____

LIC. NO.: **59823**

Reinhold W. Zieman

THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:

RICK LAMON
 LANESBORO, MN

- MONUMENTS
- FOUND (5/8" PIPE UNLESS NOTED OTHERWISE)
 - SET (5/8" PIPE UNLESS NOTED OTHERWISE)

DATE: 4/15/2026

DWG NO. 3792SC02 JOB NO. 3792

DRAWN BY: G.D.Z. SHEET 2 OF 2



202 Parkway Avenue South | P.O. Box 333
Lanesboro, MN 55949
P: 507-467-3722 | E: city@lanesboro-mn.gov
www.lanesboro-mn.gov

Conditional Use Permit (CUP) Application

Part I - Property Owner Information

Name: Michelle Leon DBA River's Retreat LLC
Mailing Address: 5688 Oak Forest Lane City: Houston
State: MN Zip: 55943 Daytime phone: [REDACTED] Cell Phone: SAME
Email: [REDACTED]
Signature: [Signature] Date: 3/13/26

Part II - Applicant Information - Same as Owner? Yes No

Name: _____
Mailing Address: _____ City: _____
State: _____ Zip: _____ Daytime phone: _____ Cell Phone: _____
Email: _____
Signature: _____ Date: _____

Part III - Site Location & Proposal

Property Address: 109 Elmwood St. E.
Parcel ID Number: 190205000 Zoning District: R-2 Multifamily
Legal Description of Property: Lanesboro Original Plat Lot 4-5 Block
019 Lots 4 & 5 BIK
Statement indicating necessity or desirability of the proposed use: 19

We would like to have short term rental of four rooms to rent the house as a single family property, as this usage is established on our block both directly next door and directly across

Applicant's Affidavit: To the best of my (our) knowledge, the above statements and attached information are, in the all respects, true and accurate descriptions of the existing status and proposed plans for the property identified in this application.

[Signature] DBA River's Retreat 3/13/26 Street,
Signature of Applicant LLC Date and the house was

originally a single, and utilities etc are set up as such.

See attached for more details!

For Office Use Only

Application Date Received: 03-17-2026 Received By: Mitchell Walling

Application Fee: \$150.00 - Pd. CK# 2516

Heritage Preservation Commission

Review Date: _____

Recommendation: Approve Deny

Planning and Zoning Commission

Review Date: _____

Recommendation: Approve Deny

Public Utility Commission

Review Date: _____

Recommendation: Approve Deny

City Council

Review Date: _____

Approve Deny

Conditional Use Zoning Application
River's Retreat LLC (Michelle Leon, Sole Proprietor)
03/17/2026

INTENDED NEW USE:

We would like to convert our duplex to a single family unit by renting four rooms instead of two, and no longer having a long term tenant onsite. Per the zoning docs, this is a *CONDITIONAL USE* as *the use is compatible with the existing neighborhood.*

HISTORY

We looked at properties for over 2 years with the intention of renting in the summer as a short term rental, and keeping it for ourselves in the winter since I teach at the elementary school and have a long commute, and we also love weekendng in Lanesboro. We consulted with Cathy Enerson at the EDA, to make sure we were following all the regulations and exploring all options before purchasing, and were told specific rules about what could be used as a STR, specifically that it couldn't be a single family home, so chose the duplex at 109 Elmwood St. E. We were also told we could only rent two rooms and needed someone living onsite. After buying, we saw other single family STR properties, and this was confusing and frustrating. We are not big real estate developers. We purchased this property using retirement funds, intending it as a source of extra income as we age, and it is our only investment property.

When we inquired to the city when we saw the other properties, we were told the zoning had changed in Oct 2024, however, we were also told those rules prior to Oct 2024 when we first started looking in the summer of 2023. We compared the zoning docs before and after Oct 2024, and don't see changes to these rules, but it's possible we are missing something.

ESTABLISHED USE

Here are several properties within a one block radius that are compatible with our proposed use.

100 Elmwood St. E.--Single family, directly across the street, no one living onsite.

107 Elmwood St. E.-Right next door, single family, no one living onsite.

116 Coffee St.--One block away, single family, no one living onsite. We were also interested in this house, but did not bid due to it being a single family home. It sold for about 45K less than we paid, and this was in Nov of 2024, after the regulations changed.

201 Parkway Ave. N.: We had an offer on this property that we withdrew as we were told it could only be commercial property downstairs, but it is now a double airbnb with living space downstairs.

Also across the alley and at the end of the block are inns and other vacation properties,

ISSUES

- You can hear each other. We never had “partiers” but many people on vacation like to stay up, drink, laugh, play cards, watch movies, which is great!!! That's what we do on vacation too. But not so fun for the long term tenants.
- There is one set of utilities as it was originally one unit and only one unit can control heat and ac, so no way to accurately split bills.
- When we've looked for and rented to local tenants, the majority have had a budget of up to \$900 including utilities. This seems to be the going rate in town, and is not enough to sustain a property that we now have 300K invested into.

Also, we ARE local residents. We reside at the property frequently, and share it with family and friends often. Besides ourselves, we have a team of people who help us care for the property available to run over for any issues, including right next door.

SHORTAGE OF SHORT TERM RENTALS FOR LARGE GROUPS

There are many choices of STR properties for 2-6 people with STRs, hotels, b & bs, etc., but not many that work for 8 or more people. The ones we are seeing are already booked all summer.

FUTURE PLANS

We have a lot of big dreams and plans for the house. Tourists take pictures of our new mural, and we'd love to put in a sculpture garden, offer writers' and artist residencies and many more ideas. Making more money in the summers means a good investment into Lanesboro in many ways.

Thank you for listening and considering our zoning request,
Michelle Leon and Steve Neuharth DBA River's Retreat LLC

LPW work pickup:

2026 Chevrolet 3500 reg cab long box: trade price **\$18870**

Universal Truck Equipment: Parts and install of new mounting equipment for our plow, electrical and controller: **\$3157.50**

Wrangler Duratrac tires: **\$1656.02**

We will reuse old back rack but will need new mounting brackets: **\$150**

Arrow light: **\$199**

Grill safety lights: **\$120**

Bumper safety lights: **\$120**

Floor mats: **\$125**

Universal seat covers: **\$125**


Total: \$24522.52

Staff will complete all installation of equipment except for plow portion.

City of Lanesboro Bid

Truck starting MSRP:	\$ 54,385
Dealer Discount:	- \$ 2,195
Municipal Bid Assist:	- \$ 2,500
Sale Price:	\$ 49,690
Trade Value:	- \$31,000
Dealer Doc fee:	\$ 180

Grand total: \$ 18,870

X 
Manager Signature

X 4/2/26
Date



Order Workbench

Order Details - Order #FXWP7H

Displayed: 4/2/26 at 09:56:04 AM EDT
Printed By: Bergey, Lucas

BAC Information

Contact Name	Contact Phone	Stock No.
DAN	LNSBR	

Model/Order Information

Model Year	2026	VIN	MSRP W/DFC	\$54,385.00
Division	CHEVROLET			
Distribution Entity	RET			
Order Type	TRE - Retail Stock			
Allocation Group	HDSILV			
Model	CK30903 - 3500HD Silverado: LWB, 4WD, Reg Cab			
TPW				

Vehicle Specifications

PEG	IWT - Work Truck Preferred Equipment Group	Trim	HIT - 1WT/1FL-Cloth, Jet Black, Interior Trim	Transmission	MKM - 10-Speed Automatic
Color	GXD - Sterling Gray Metallic	Engine	L8T - Engine: 6.6L, V-8, SIDI	Emissions	NE1 - CT/MA/MD/ME/NJ/NY/OR/P A/RI/VT/WA Emissions

Ordered Options

1WT	Work Truck Preferred Equipment Group	NC7	Emissions Override, Federal
9L7	Upfitter / Accessory Electrical Switches	NE1	CT/MA/MD/ME/NJ/NY/OR/PA/RI/VT/WA Emissions
AQQ	Keyless Remote Entry	NQF	Transfer Case: w/ Rotary Dial Control, Electronic Shift
AZ3	Seats: Front 40/20/40 Split-Bench, Full Feature	NZZ	Skid Plate
BG9	Floor Covering: Rubberized Vinyl, Black	PYT	Wheels: 18" Steel, Painted
CGN	Chevytec Spray-on Liner	QF6	Tires: LT275/70 R18 All Terrain, Blackwall
DBG	Mirrors, O/S: Man. Ext & Folding, Heat, Turn Indicator	QKI	Standard Tailgate
E63	Durabed	SAF	Spare Tire Lock
G80	Auto Locking Differential, Rear	TQ5	Headlamps, Intellibeam
GT4	Rear Axle: 3.73 Ratio	UE1	OnStar Communication System

GXD Sterling Gray Metallic
HIT 1WT/1FL-Cloth, Jet Black, Interior Trim
IOR Chevrolet Infotainment, 7" Color Screen
JFP GVW Rating 11,300 Lbs
JL1 Integrated Trailer Brake Controller
K34 Cruise Control
K47 Heavy Duty Air Filter
KC4 Cooler, Engine Oil
KNP Transmission Cooling System
KW5 Alternator, 220 AMP
L8T Engine: 6.6L, V-8, SIDI
MKM 10-Speed Automatic

UE4 Following Distance Indicator
UEU Sensor, Forward Collision Alert
UHY Automatic Emergency Braking
UKJ Sensor, Front Pedestrian Braking
V76 Recovery Hooks
VK3 Front License Plate Mounting Provisions
VTP LPO - Assist Steps, Commercial, Black
VYU Snow Plow Prep / Camper Package
YM8 LPO Processing Option
Z82 Trailering Package
ZYG Tire, Spare: LT275/70 R18 All Terrain, Blackwall

Event History

Event Code	Event Description	Effective Date	Timestamp	End Date	System	User ID
2050	Order Changed	04/02/2026	04/02/2026 09:51:28.896 AM		NAOWB	LBergey4
2030	Order Re-edited	04/01/2026	04/01/2026 05:53:05.727 AM	04/01/2026	ORDERMGT	OM0P0408
2030	Order Re-edited	03/25/2026	03/25/2026 05:53:18.218 AM	03/25/2026	ORDERMGT	OM0P0408
2050	Order Changed	03/19/2026	03/19/2026 12:55:28.419 PM	04/02/2026	NAOWB	LBergey4
1100	Preliminary Order Accepted	03/19/2026	03/19/2026 11:15:57.640 AM		NAOWB	LBergey4
1101	Preliminary Order Added	03/19/2026	03/19/2026 11:15:57.640 AM		NAOWB	LBergey4

Change History

Effective Date	Timestamp	Data Element	Before Value	After Value	User ID
04/02/2026	04/02/2026 09:51:28 AM	Options	GAZ H2G	GXD HIT 9L7	LBergey4
03/19/2026	03/19/2026 12:55:28 PM	Options		CGN VTP YM8	LBergey4

April 2026

Mitchell Walbridge
City of Lanesboro
202 Parkway Ave S
PO Box 333
Lanesboro, MN 55949-0333

Dear Mr. Walbridge and City Council,

As Southern Minnesota Initiative Foundation (SMIF) marks 40 years of service to southern Minnesota, we reflect on a legacy rooted in economic resilience and regional growth. Since our founding in 1986 in response to the farm crisis, SMIF has reinvested more than \$178 million to strengthen the region's economic vitality.

Economic development is central to SMIF's mission. Strong local economies depend on thriving small businesses, an adaptable workforce and communities equipped to support both. From main streets in towns like Truman to close-knit communities like Harmony, local leadership and strategic investment are essential to sustaining long-term resilience.

SMIF partners with communities to drive this work. Through lending and technical assistance, we support entrepreneurs and small business owners as they start, expand and adapt. Our long-term impact is sustained through endowed funds that provide a stable foundation for continued investment. Our General Endowment and Entrepreneur Fund offer stability and fuel business growth by offering flexible financing and support to help enterprises remain rooted in the region.

Partnership with city and county governments is essential. Your leadership helps create the conditions where businesses succeed, talent grows and communities remain vibrant places to live and work. See the enclosed fact sheet for recent SMIF activity in your county.

Thank you for your last donation of \$500.00 on 2/17/2025. With your last gift, SMIF was able to leverage an extra \$32 into your county! We hope you will continue to support SMIF in 2027 to advance economic development across southern Minnesota. We are honored to work alongside you and look forward to building on this momentum in the years ahead.

With deep appreciation,

Benya Kraus
President & CEO

cc: Greg Schieber, Board Member; Brad Hoiness, Board Member; Robert Albright, Board Member

**City of Lanesboro
Local Board of Appeal and Equalization
Summary Data**

2026		
Number of Appeals	Local Valuation Change	Local Action Deferred
1	0	1

2025		
Number of Appeals	Local Valuation Change	Local Action Deferred
8	3	5

2024		
Number of Appeals	Local Valuation Change	Local Action Deferred
2	1	1

2023		
Number of Appeals	Local Valuation Change	Local Action Deferred
0	0	0

2022		
Number of Appeals	Local Valuation Change	Local Action Deferred
5	2	3

2021		
Number of Appeals	Local Valuation Change	Local Action Deferred
2	2	0

2020		
Number of Appeals	Local Valuation Change	Local Action Deferred
5	2	3

2019		
Number of Appeals	Local Valuation Change	Local Action Deferred
10	0	10

2018		
Number of Appeals	Local Valuation Change	Local Action Deferred
0	0	0

2018-2026 Totals		
Number of Appeals	Local Valuation Change	Local Action Deferred
33	10 (30.3%)	23 (69.7%)

Explanations of alternative methods of appeal

Open Book Meetings

Role of the board in the assessment process

Traditionally, open book meetings have been scheduled for jurisdictions in which the Local Board of Appeal and Equalization duties have been transferred to the county.

During “open book” meetings, the valuation and classification issues are handled by the assessor’s staff on a one-on-one basis with the property owner.

Typically, open book meetings are held by the county assessor’s staff. However, larger cities with an appointed city assessor may hold their own open book meetings.

The open book meetings are held in locations that are convenient for property owners. Often open book meetings are held over several days during both day and evening hours. This allows property owners to appeal when it best suits their schedules instead of having to rearrange their schedules to attend a meeting held at one place and time.

The open book meetings provide a forum for property owners to meet with assessment staff on an informal basis to review information about their property and to ask questions about the assessment. This setting allows the assessor’s office to resolve questions and reduce the number of appeals to the County Board of Appeal and Equalization (or the Special Board of Equalization).

Property owners do not need to make an appointment to meet with the assessment staff. They can simply show up at the dates and times stated on the Notice of Valuation and Classification to discuss their assessment.

Depending on the jurisdiction, the appraisers may have laptop computers to access information about the taxpayer’s property. Some counties may be able to link directly to their computer-assisted mass appraisal (CAMA) system which allows the appraiser to obtain data on sales of comparable properties.

When reviewing the details of the property with the owner, the appraiser can verify the accuracy of the county’s data and correct any errors. The property owner can also schedule an appointment for the appraiser to view the property if needed.

Benefits for the property owner

Property owners often find that the open book meeting is less intimidating than presenting their appeal to the board of appeal and equalization. They often appreciate the fact that they can have their questions answered in a more private setting, and not have to be apprehensive about making a presentation in front of their friends and neighbors. In this one-on-one setting, property owners may spend as much time with the appraiser as they need. They can compare the value of their home with the values of similar homes owned by their neighbors.

The process is very efficient because concerns and questions are often resolved immediately. Property owners can see that the appraiser collects the same information on all properties, reassuring them that the process is the same for everyone, and they have not been singled out for a value increase.

Open book meetings

An open book meeting is a meeting held by the county assessor’s office to discuss property owners’ questions regarding their assessments. The one-on-one meeting usually is held as an alternative to the Local Board of Appeal and Equalization.

Property owners who are not satisfied with the “open book” approach may appeal to the County Board of Appeal and Equalization (or Special Board of Equalization) and/or appeal to Tax Court.

It is only a recommendation that the property owner attend the open book meeting to discuss concerns prior to the county or special board. If a jurisdiction does not have a Local Board of Appeal and Equalization, **the property owner is not required to attend an open book meeting in order to appeal to the County Board of Appeal and Equalization (or Special Board of Equalization).**

Open book benefits for property owners

“Open book” meetings provide many benefits:

- No appointment needed.
- Property owners can verify or correct information about their property.
- Property owners can schedule a time for the assessor to view their property.
- The setting is less intimidating than a board meeting.
- The property owner does not need to “present” their appeal in front of friends and neighbors.
- Property owners can compare their values to the values of other similar homes.
- Questions and concerns are often resolved immediately.
- The process is very efficient.
- Property owners may appeal to the County Board of Appeal and Equalization (or the Special Board of Equalization) and/or to Tax Court if not satisfied with the outcome.

Benefits for the local board

The benefit for the local board is that an open book meeting saves time for board members. It eliminates the need for the board to become familiar with and educated on the local real estate market. Board members will be able to spend this time concentrating on their other duties as town board or city council members. In addition, board members can avoid confrontational situations with constituents and will no longer be put into difficult situations by having to make decisions about the property values or classifications of property owned by friends and neighbors.

However, one possible disadvantage is that the assessor who made the original assessment may also be reviewing the property for the open book appeal.

Objectivity (or the appearance of objectivity) may be lost.

Benefits for the county

While the number of appeals made at the open book meeting may not be less than the number of appeals to the local board, the benefit for the county is that the open book process allows for immediate consideration of issues, and in many cases, appeals are resolved before the County Board of Appeal and Equalization. The process is efficient for the county because it can often consolidate several jurisdictions into one meeting (or a series of meetings) instead of holding at least one meeting in each jurisdiction.

Option 1: Transferring assessment and local board duties to the county

The town board or city council may transfer the powers and duties of the Local Board of Appeal and Equalization to the county board (under Minnesota Statutes, Section 274.01, subdivision 3) and no longer perform the function of a Local Board of Appeal and Equalization.

However, in order to exercise this option, the local jurisdiction also must have its assessment done by the county. This means that the local jurisdiction must give up its local assessor. Some jurisdictions do not see this as an option, because they have no intention of relinquishing this power to the county. For other town boards or city councils, this may be a good option.

Before transferring the powers and duties to the county board, the town board or city council must give public notice of the meeting at which the proposal for transfer is to be considered (the public notice needs to follow the procedure contained in Minnesota Statutes, Section 13D.04, subdivision 2).

A town board or city council that wishes to transfer the assessment and local board duties to the county board must communicate this intent in writing to the county assessor before December 1 of any year to be effective for the following year's assessment. This transfer of duties may either be permanent or for a specified number of years. However, the duties must be transferred to the county board for a minimum of three years, and the length of the transfer must be stated in writing. A town or city may renew its option to transfer its duties to the county board.

Property owners in jurisdictions that have chosen this option would be provided with an open book meeting in place of the Local Board of Appeal and Equalization.

Property owners who are not satisfied with the outcome of the open book meeting may appeal to the County Board of Appeal and Equalization and/or to Tax Court.

Option 2: Transferring local board duties to the county

Previously, the only option for transferring the local board duties to the county board meant that the local jurisdiction had to give up its local assessor as well. Some jurisdictions saw this option as a loss of control, and therefore, it was not considered to be an option for the city or town.

The quorum and training requirements for local boards were implemented to improve the local board process so that the boards function fairly and objectively. The intent of the legislation was not to force or require a city or town to give up its local assessor. However, a jurisdiction that fails to meet these requirements must transfer the duties of the Local Board of Appeal and Equalization to the County Board of Appeal and Equalization. In this situation, the jurisdiction would lose the right to hold its local board, but it would be able to retain its local assessor.

It seems unfair that a jurisdiction which **voluntarily transfers** its Local Board of Appeal and Equalization duties to the County Board of Appeal and Equalization must give up its local assessor, while a local board that **must transfer** its duties to the county board for failing to meet the training or quorum requirements may retain its local assessor.

It seems appropriate that the local jurisdiction be given the opportunity to decide to forego its right to act as a Local Board of Appeal and Equalization and still maintain its local assessor. If the town board or city council deems that property owners would be best served with an open book meeting, which also would relieve the board from having to make difficult value and classification decisions, the board or council should contact the county assessor and inform him/her of the jurisdiction's intent to be treated as though it did not meet the quorum or training requirements. It should clarify that the city or town is transferring its duties to the county board, but will retain its local assessor. The town board or city council must notify the county assessor of this decision in writing before December 1 of any year to be effective for the following year's assessment.

Property owners in a jurisdiction that has chosen to transfer its Local Board of Appeal and Equalization duties to the County Board of Appeal and Equalization would be provided with an open book meeting in place of the local board. Property owners who are not satisfied with the outcome of the open book meeting may appeal to the County Board of Appeal and Equalization and/or to Tax Court.

The local board can be reinstated by resolution of the governing body of the city or town and upon proof of compliance with the training requirements. The resolution and proof of compliance must be provided to the county assessor before December 1 of any year to be effective for the following year's assessment