

**Lanesboro City Council
Regular Meeting Minutes
Monday, April 7, 2025 – 6:00 p.m.
Lanesboro Community Center & Zoom**

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

Guests: Tamara DeGarmo, Jon Nicol, Delia Bell, Jon Buggs, Delia Bell, Kali Lentz, Don Bell, Pat Gemlo, Dale Forster, Karen Heimdahl, Hannah Wingert, Joe Goetzke, Sandy Webb, Ceil Allen, Peter Torkelson, Sarah Pieper, Kathy This, Bonita Underbakke; *Via Zoom:* Carly McNeilus, Shirley Mulder, Molly Gage, Deane Benson, Anna, Joe, Brian Malm, Bill, Sheila, Jonathan, PE

Regular Meeting

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

A. Agenda Approval: City Administrator Walbridge requested additions to the agenda:

- Lanesboro Arts Temporary Liquor License Application Approval – 04/12/25, 06/14/25, 08/16/25, 09/20/25, 10/25/25 to the Consent Agenda
- Resolution 2025-26 – Order Preparation of Report on Improvement to the Consent Agenda
- Sylvan Brewing Parking Closure Permit Application to New Business
- May 5, 2025 City Council Meeting Date to New Business

Mayor Pearson entered a motion to add the requested additions to the agenda; Member Bakke seconded the motion. Motion carried with all in favor.

Mayor Pearson requested to add city boundary commission to the agenda. Member Bakke entered a motion to add the request; Member Wade seconded the motion. Motion carried with all in favor.

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

B. Public Comments

- Tamara DeGarmo addressed the Lanesboro City Council about the previous city council meeting, stating that it was exhausting to watch. DeGarmo encouraged members and staff to work more collaboratively with each other and strive for better communication.
- Don Bell addressed the Lanesboro City Council encouraging the City to consider appointing a boundary commission. Bell provided a reference to Minnesota state statutes that authorize appointment of a city boundary commission.
- Sarah Pieper addressed the Lanesboro City Council asking for clarification of the term “financial support” as drafted in Resolution 2025-24.

C. Arbor Day Proclamation: Mayor Pearson read the 2025 Arbor Proclamation, proclaiming Friday, April 25, 2025 as Arbor Day in the City of Lanesboro.

D. Approval of Minutes

- a. Minutes of Special Meeting, February 11, 2025: Member Wade entered a motion to approve the minutes as presented; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- b. Minutes of Regular Meeting, March 3, 2025: Mayor Pearson entered a motion to approve the minutes as presented; Member Bakke seconded the motion. Motion carried with all in favor.

E. Consent Agenda

- a. Accounts Payable
- b. Accept Resignation of Jason Harvey – Lanesboro Volunteer Fire Department

Approved 05/01/2025

- c. Resolution 2025-23 Accepting Donations to the Lanesboro Fire Department
- d. Resolution 2025-24 Accepting Donations to the Lanesboro Public Library
- e. Approve Administrator to Attend Minnesota Municipal Clerks Institute – Year 1
- f. Approve Mayor to Attend LMC 2025 Annual Conference
- g. Accept Resignation of Joseph Newman, Seasonal Park Employee
- h. Lanesboro Arts Temporary Liquor Licenses: 04/12/25, 06/14/25, 08/16/25, 09/20/25, 10/20/25
- i. Resolution 2025-26 Order Preparation of Report on Improvement

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

2024 Audit and Financial Statement Presentation: Kali Lentz, Senior Manager with Smith, Schafer, and Associates presented results of the 2024 audit and the 2024 financial statements to the city council. Lentz noted that both the City of Lanesboro and Lanesboro Public Utilities were issued an unmodified, clean opinion in 2024. No legal compliance issues were found during the audit of 2024 financial activity. A single audit was not required for 2024. The City's unassigned fund balance in the General Fund equals 44% of annual General Fund expenditures. The Vehicle Replacement Fund has a balance of \$395,248 in assigned fund balance. All debt service funds are being adequately funded, and all outstanding bonds are being paid on time.

Continued Business

- A. Comprehensive Plan Update:** Administrator Walbridge requested that the city council appoint a steering committee for the comprehensive plan project. Member Albrecht-Benson entered a motion to appoint recommended members to the steering committee, including Michael Seiler (Planning Commission), Michael Boho (EDA Board), Teri Benson (Park Board), Jerod Wagner (Public Utilities General Manager), and David Haugen (Public Works Supervisor); Member Wade seconded the motion. Motion carried with all in favor.
Administrator Walbridge recommended that one or two of the council members also be appointed to the steering committee. Both Mayor Pearson and Member Albrecht-Benson expressed interest. Member Wade entered a motion to appoint Mayor Pearson and Member Albrecht-Benson to the comprehensive plan steering committee; Member Bakke seconded the motion. Motion carried with all in favor.
Brian Malm, Bolton and Menk, updated the city council on the survey that was sent out to members of the City Council, EDA Board, and Planning Commission. Once the steering committee meets in April, the project website will go live, and a public survey will be finalized.
- B. EDA Director Position:** Administrator Walbridge shared the EDA Board approved the drafted agreement to pursue economic development services with the City of Preston. Recruitment for an economic development director is underway.

New Business

- A. Consider Acceptance of 2024 Audit and 2024 City Financial Statements:** Member Albrecht-Benson entered a motion to accept the results of the audit and the drafted financial statements; Member Bakke seconded the motion. Motion carried with all in favor.
- B. Consider Acceptance of 2024 Audit and 2024 Lanesboro Public Utilities Financial Statements:** Member Bakke entered a motion to accept the results of the audit and the drafted financial statements; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- C. Consider Resolution 2025-25 Appointing a Member to the Lanesboro Public Library Board:** Member Albrecht-Benson entered a motion to approve Resolution 2025-25 to appoint Mary Junko-Isle to the Lanesboro Public Library Board as recommended by the library board; Member Wade seconded the motion. Mayor Pearson asked if there was any concern over the level of experience the board will have overall with appointment of inexperienced members. Member Albrecht-Benson noted that a change in membership can be beneficial to bring new insights. The motion carried with all in favor.
- D. Consider Approval of Amendment 1 to SWIFT Contract No. 254901 (Sylvan Park Ponds):** Administrator Walbridge explained that additional Get Out More grant funding is available to upgrade

Approved 05/01/2025

the ADA compliant pathways to the fishing docks to concrete. The contract amendment allows for the City contract and pay for the work, but the DNR will then reimburse the City with grant funds. Construction should not exceed \$8,000 as outlined in the drafted contract amendment. Mayor Pearson entered a motion to authorize the amendment to the original contract; Member Albrecht-Benson seconded the motion. Member Bakke asked Attorney O’Koren if he had reviewed the amendment. Attorney O’Koren stated he did not have any concerns with the amendment language. The motion carried with all in favor.

- E. Consider 2025 Sidewalk Improvements:** Administrator Walbridge explained that Public Works Supervisor David Haugen has identified two areas requiring sidewalk improvement in Spring 2025 – Parcel ID’s 190099000, 190101000, and 190102000 in the downtown commercial district on Coffee Street East – and Parcel ID 190384000 near 700 Fillmore Avenue South. Both create a pedestrian walking hazard. Administrator Walbridge requested the city council call for a public hearing on the proposed improvement at the May city council meeting. A public hearing regarding any special assessments could be done at the June city council meeting. Member Pearson entered a motion to call for a public hearing regarding the improvements; Member Bakke seconded the motion. Motion carried with all in favor.
- F. Sylvan Brewing Parking Closure Permit Application:** Karen Heimdahl, Sylvan Brewing, was present to explain why a parking closure permit is requested for Beacon Street West in front of the brewery. Heimdahl explained that the closure would allow mobile food units to park in the reserved space, which would increase safety as well as meet the needs of their customers. Attorney O’Koren stated that this type of permit is revocable, if the council ever needed to act on the permit. Member Wade entered a motion to approve the permit application; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- G. May 5, 2025 City Council Meeting Date:** As Administrator Walbridge will be at the Minnesota Municipal Clerks Institute the week of May 5, Administrator Walbridge asked the city council if they would like to reschedule the regular May city council meeting. Mayor Pearson entered a motion to move the meeting to May 1, 2025 at 6:00 p.m., pending an availability survey to be sent to the city council members; Member Bakke seconded the motion. Motion carried with all in favor.
- H. Boundary Commission:** Mayor Pearson entered a motion to discuss the idea of a boundary commission; Member Bakken seconded the motion. Motion carried with all in favor. Member Bakke asked if the duties of the boundary commission are something that the Planning and Zoning Commission could take on. Administrator Walbridge explained that the Planning and Zoning Commission already takes on evaluation of property lines when evaluating building permit applications. Lot size and setback requirements established in the city code are evaluated in the permitting process. Administrator Walbridge and Attorney O’Koren also pointed out that the City should avoid getting involved in private property disputes. Attorney O’Koren stated he could investigate the statute specifics regarding a boundary commission for the next meeting. Mayor Pearson entered a motion to table the discussion; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

Next Meeting: Tuesday, April 15, 2025 at 4:00 p.m. – Local Board of Appeal and Equalization

Mayor Pearson adjourned the meeting at 6:56 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk