

**Lanesboro City Council
Regular Meeting Minutes
Monday, May 1, 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: Todd Readinger, Bonita Underbakke, Scott Taylor, Angie Taylor, Aaron Johnson (SMIF); *Via Zoom:* Shirley Mulder, Sheila Walbridge, Brian Malm (Bolton & Menk)

Public Hearing on Sidewalk Improvement

Mayor Pearson called the public hearing to order at 7:00 p.m.

1. Todd Readinger, 100 Coffee Street East, addressed the city council about the proposed sidewalk improvements. Readinger questioned whether there is a better approach to improving the area of sidewalk that will likely be improved as part of the TH250 road project. Readinger suggested that there may be an opportunity to repair or improve the portion of the sidewalk without complete replacement.

Mayor Pearson closed the public hearing at 7:05 p.m.

Regular Meeting

Call to Order: Mayor Pearson called the regular meeting to order at 7:05 p.m.

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

- Comprehensive Plan Update under Continued Business
- Hire of Season Park Employee, Wyatt Seablom

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

B. Public Comments: No public comments were shared.

C. Approval of Minutes

- a. Minutes of Special Meeting, April 7, 2025: Member Wade entered a motion to approve the minutes as presented; Member Bakke seconded the motion. Motion carried with all in favor.
- b. Minutes of Local Board of Appeal and Equalization Meeting, April 15, 2025: Member Albrecht-Benson 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. Temporary On-Sale Liquor License – Buffalo Bill Days
- c. Temporary On-Sale Liquor License – Firemen’s Relief Association
- d. Lodging License Application – River’s Retreat LLC
- e. On-Sale Liquor License Application – Dew Drop Inn
- f. Acceptance of Lanesboro Area Community Foundation Grant Funds
- g. Resolution 2025-27 – Approving State of Minnesota Joint Powers Agreement
- h. Resolution 2025-28 – Declaring Surplus Equipment and Authorizing Sale of 1999 Sterling Tanker
- i. Resolution 2025-29 – Supporting MN SF3383 and MN HF3128 to Fund Utility Improvements
- j. Hire of Season Park Employee, Wyatt Seablom

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

Southern Minnesota Initiative Foundation Presentation, Aaron Johnson, Director of Philanthropy: Aaron Johnson provided an overview of SMIF contributions to Lanesboro and Fillmore County in the past year. Johnson also encouraged the continued partnership that SMIF has with the community and City of Lanesboro.

Continued Business

- A. EDA Director Position:** City Administrator Walbridge shared that the hiring committee consisted of Preston City Administrator Ryan Throckmorton, Preston EDA Board Chair Jon Ebner, Lanesboro City Administrator Mitchell Walbridge, and Lanesboro EDA Board Chair Kathryn Wade. The committee conducted an application review and interviews for the most qualified candidates for the economic development director position. The committee selected Michelle Marotzke for the position. Because of Marotzke's experience, a higher pay step was offered which needs an authorized increase in Lanesboro's share of the contract compensation. Member Albrecht-Benson entered a motion to approve the cost-share increase to \$25,422.54 as recommended by the Lanesboro EDA Board; Mayor Pearson seconded the motion. Motion carried with all in favor.
- B. Consider 2025 Sidewalk Improvements:** Considering input from the public hearing, the city council expressed interest in options for improvement on the sidewalk at 100 Coffee Street East. Public Works Supervisor David Haugen stated he would be able to research options for temporary repair due to the upcoming TH250 roadway improvement project, but public works must maintain an ADA compliant sidewalk in that area before TH250 improvements are made. The other sidewalk areas need to be completely replaced due to the heaving. Supervisor Haugen will provide additional information at the June city council meeting. City Administrator Walbridge recommended moving forward with the assessment public hearing at the June city council meeting at which time the council could also pass a resolution ordering the improvement. Member Wade entered a motion to call for the assessment hearing; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- C. Consider City Boundary Commission:** At the request of the city council, City Attorney Joseph O'Koren and City Administrator Walbridge researched the statutes pertaining to a possible city boundary commission. Both the city attorney and city administrator recommended leaving private property line disputes to be handled by the property owners. City Administrator Walbridge explained that the city does evaluate building permit applications to make sure that applicants comply with property line setback requirements listed in the city's zoning code. Member Albrecht-Benson entered a motion to table discussion on a boundary commission indefinitely; Member Wade seconded the motion. Motion carried with all in favor.
- D. Consider Lanesboro Public Utility Truck Replacement:** The city council had previously authorized Public Utility Manager Jerod Wagner to spend up to \$40,000 for a utility truck replacement. Utility Manager Wagner was outbid and seeks an increased spending limit in the event another truck replacement opportunity presents itself. The public utility commission recommended a spending limit of \$60,000. Member Albrecht-Benson entered a motion to authorize Utility Manager Wagner to spend up to \$60,000 on a utility truck replacement; Member Bakke seconded the motion. Motion carried with all in favor.
- E. Comprehensive Plan Update:** City Administrator Walbridge shared the comprehensive plan steering committee met for its initial meeting. A walking tour was conducted, and members of the committee discussed the revision of the comprehensive plan goals. The project website will launch, and a community survey will be released to collect responses prior to the next steering committee meeting. No city council action was taken this day.

New Business

- A. Consider Approval of Park Department Truck Purchase:** Public Works Supervisor David Haugen presented a quote for the purchase of a 2024 Ford F-350 from Decorah Auto Center. Supervisor Haugen

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explained that the current 2016 Ford F-350 was first used as a public works vehicle prior to being designated as the park department truck. To maximize trade value, now is the time to purchase a new truck and capitalize on the trade allowance. The 2016 Ford F-350 was also scheduled for replacement in 2024, and Supervisor Haugen stated it was important to keep up with city vehicle fleet rotations. City Administrator Walbridge explained that there is an adequate vehicle replacement fund balance earmarked for the park department to facilitate the purchase with the trade allowance. In addition, the vehicle replacement fund also has an appropriate balance to consider a lawnmower replacement in 2025. Member Albrecht-Benson entered a motion to authorize the purchase of a 2024 Ford F-350 truck from Decorah Auto Center not to exceed \$26,889.98; Member Bakke seconded the motion. Motion carried with all in favor.

- B. Consider Donation of Surplus Equipment Policy:** City Administrator Walbridge explained that when city departments have surplus equipment, it may be considered for donation rather than sale. However, Minnesota state statute requires a municipality to have a Donation of Surplus Equipment Policy to allow for a donation to take place. The policy must designate a monetary Fair Market Value that the equipment must fall below to allow for the item to be donated. Attorney O’Koren also stated the statute requires the item to have minimal or no resale value.

Member Albrecht-Benson entered a motion to modify the drafted policy to set the Fair Market Value at \$250.00; Mayor Pearson seconded the motion. Motion carried with all in favor.

Member Albrecht-Benson entered a motion to adopt the Donation of Surplus Equipment Policy; Mayor Pearson seconded the motion. Motion carried with all in favor.

- C. Consider Wastewater Treatment Facility Contract Enforcement:** City Administrator Walbridge stated the final pay request from Wapasha Construction was submitted for the wastewater treatment facility construction project. However, due to delay in construction completion, the City and Lanesboro Public Utilities incurred additional costs that meet the definition of liquidated damages per the construction contract. City Engineer Brian Malm, Attorney O’Koren, and City Administrator Walbridge met to discuss a pay application deduction prior to the pay request approval. There is a 30-day time window to settle on an amount with Wapasha Construction on a proposal communicated through city staff. City Administrator Walbridge requested the city council authorize staff to work with the engineers to communicate the pay deduction request to Wapasha Construction and postpone the pay request approval. A special meeting may be needed to approve the pay request and negotiated amount. Member Albrecht-Benson entered a motion to authorize city administrator, the city attorney, and city engineer to negotiate a reduction in the amount owed on the pay request and issue a written response to the pay request; Member Bakke seconded the motion. Motion carried with all in favor.

- D. Consider Housing Development Assistance Programs:** Mayor Pearson suggested the City continue to investigate state and federal programs to assist developers with housing developments. Mayor Pearson asked Attorney O’Koren about the legal framework required to administer such programs for developers. Attorney O’Koren explained that absent an actual development agreement, the City would not be able to assist with housing development grant assistance. However, once an agreement is entered into, the City could investigate program options based on eligibility. Eligibility factors may include the type of housing being built and subdivision code compliance. No action was taken this day.

Next Meeting: Monday, June 2, 2025 at 6:00 p.m.

Mayor Pearson adjourned the meeting at 8:09 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk