Lanesboro City Council
Regular Meeting Agenda
Monday, June 1, 2026 at 6:00 p.m.
Lanesboro 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=ji7e6xXBzqYeyWhu4JoIeVZxTEPIPJ.1
Meeting ID: 816 7693 8481 | Passcode: 803467

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 Regular Meeting, April 27, 2026
   Motion _____ **Second** _____
D. Consent Agenda
   a. Accounts Payable
   b. Arbor Day Proclamation
   c. Approve Lanesboro Booster Club Gambling Permit
   d. Ratify Hire of Jaden Dahl, Seasonal Park Employee
   e. Resolution 2026-35 Accepting Donations to Lanesboro Fire Department
   f. Street Closure Request – July 31, 2026 – Firemen's Relief Association Street Dance
   Motion _____ **Second** _____

Closed Session: The meeting will be closed due to Attorney-Client privilege to discuss active or pending litigation pursuant to Minn. Stat. 13D.05 Subd. 3(b). The purposes served by the attorney-client privilege outweigh those served by the open meeting law and dictates the need for absolute confidentiality. The City is discussing litigation strategies with legal counsel regarding a contract dispute with Sparrow Valley Properties, LLC. A response from Sparrow Valley Properties LLC was received to the City's Complaint. Absolute confidentiality is necessary as open discussion of litigation strategy could reveal the City's strategy or jeopardize any potential resolution related to the current dispute.

Department Updates

A. Administration

Continued Business

New Business

A. Consider Request from Bluff Country Church
   Motion _____ **Second** _____
B. Consider Public Utility Commission Recommendation for North Water Tower Rehabilitation Work Order
   Motion _____ **Second** _____
C. Consider Estimate from Durst Outdoor Services for Legion Alley Repair
   Motion _____ **Second** _____
D. Consider Driftless Goat Company, LLC Agreement for Sylvan Park Hillside Project
   Motion _____ **Second** _____
E. Consider Revolving Loan Fund Application – Bluff Country Amish Tours
   Motion _____ **Second** _____
F. Consider Adoption of Minnesota Records Retention Schedule
   Motion _____ **Second** _____
G. Discuss Managed IT and Cybersecurity Services
   Motion _____ **Second** _____
H. Discuss City Website Project
   Motion _____ **Second** _____

Next Meeting Date: July 6, 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. **Approval of Minutes:**
   a. Minutes of Regular Meeting, March 2, 2026

   A motion was made by Member Albrecht-Benson to approve the minutes as presented; Member Bakke seconded the motion. All members voted in favor; motion carried.
C. **Public Comments:** No public comments were received.
D. **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 projected 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 automated funding increases if the surplus ratio is at or above 110%. 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
Regular Meeting Minutes
Monday, April 27, 2026 – 5:00 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 5:01 p.m. Member Albrecht-Benson participated remotely.

A. **Agenda Approval:** City Administrator Mitchell Walbridge requested to add a food truck request for the Preston EMS Annual Picnic under New Business. A motion was made by Member Wade to approve the agenda with the requested addition; Member Cullen seconded the motion. All members voted in favor by roll call vote; motion carried.
B. **Public Comments:** No public comments were received.
C. **Approval of Minutes:**
   a. Minutes of Regular Meeting, April 6, 2026
   b. Minutes of the LBOAE Meeting, April 14, 2026

   A motion was made by Member wade to approve the minutes of both meetings as presented; Member Albrecht-Benson seconded the motion. During discussion, Member Bakke questioned whether the minutes of the April 6, 2026 meeting were correct regarding Member Albrecht-Benson's motion to increase the Lanesboro Fire Relief Association's pension benefit level. City Administrator Walbridge stated he would review for accuracy and that the City Council should defer approval until details of the minutes are verified.

   A motion was made by Mayor Pearson to amend the original motion to only approve the minutes from the April 14, 2026 meeting; Member Wade seconded the motion. All members voted in favor by roll call vote to amend the motion; motion carried.

   On the amended motion, all members voted in favor by roll call vote; motion carried to approve the minutes of the April 14, 2026 meeting.
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

   A motion was made by Member Albrecht-Benson to approve the Consent Agenda; Member Bakke seconded the motion. All members voted in favor by roll call vote; motion carried.

Continued Business

A. **Consider Purchase and Sharing Agreement for DuraPatcher:** Administrator Walbridge explained he went through the agreement with both Chatfield City Administrator Michele Peterson and Stewartville City Administrator Bill Schimmel. Grammatical corrections were made as the agreement would be between three parties. Administrator Walbridge also discussed the sharing agreement and scheduling. Based on his conversations with the other cities' management, no concerns regarding the schedule sharing have ever been brought forth.
A motion was made by Mayor Pearson to approve the City of Lanesboro entering the DuraPatcher Agreement; Member Wade seconded the motion. All members voted in favor by roll call vote; motion carried.

New Business

A. **Consider Application for Simple Lot Split for Parcel ID 190398100:** Administrator Walbridge presented an application from Richard and Cheryl Lamon to split their lot at 811 Auburn Avenue South into two lots. Recommendation from the Lanesboro Planning and Zoning Commission was to approve the application contingent upon receipt of recorded utility and access easements as the new parcel would be landlocked. Administrator Walbridge also stated he spoke with adjacent property owner Linda Schrupp, 801 Parkway Avenue South, who questioned the survey stakes on her east property line. Administrator Walbridge stated that while the split may be approved, the City Council's decision does not determine the property lines. The two parties would need to work together to determine the official boundary.
A motion was made by Member Wade to approve the simple lot split application; Member Albrecht-Benson seconded the motion. All members voted in favor by roll call vote; motion carried.
A motion was made by Mayor Pearson to adopt Resolution 2026-30 Approving a Simple Lot Split for Parcel ID 19.0398.100; Member Bakke seconded the motion. All members voted in favor by roll call vote; motion carried.

B. **Consider Application for Conditional Use Permit for Parcel ID 190205000:** Administrator Walbridge presented an application from Michelle Leon of Rivers Retreat LLC for the property at 109 Elmwood Street East. Recommendation from the Lanesboro Planning and Zoning Commission was to deny the application based on findings of fact that the proposed use of short-term vacation dwelling unit lodging is neither a permitted nor conditional use per the City's land use ordinance.
A motion was made by Member Albrecht-Benson to deny the application; Member Wade seconded the motion. During discuss, Member Wade asked about other properties within the residential zoning districts that may operate as vacation dwelling units. Administrator Walbridge explained that the properties referenced by the applicant fall under a legal non-conforming use and are grandfathered in by previous versions of the land use ordinance code. All members voted in favor by roll call vote; motion carried.
A motion was made by Mayor Pearson to adopt Resolution 2026-32 Denying a Conditional Use Permit for Parcel ID 19.0205.000; Member Wade seconded the motion. All members voted in favor by roll call vote; motion carried.

C. **Consider Replacement of Public Works Truck:** Public Works Director David Haugen submitted a request to replace the current Public Works pickup per the City's vehicle replacement schedule. After receiving bids, staff recommend approval of a bid from Decorah Chevrolet for a 2026 Chevrolet Silverado 3500HD. The after-trade-in price is $18,870. In addition, Director Haugen requested purchase of attachments, lighting apparatuses, and tires totaling $5,653. Administrator Walbridge reviewed the department's vehicle replacement fund balance with the City Council.
A motion was made by Member Bakke to award the bid to Decorah Chevrolet and approve the purchase; Mayor Pearson seconded the motion. All members voted in favor by roll call vote; motion carried.

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A motion was made by Mayor Pearson to approve the purchase of the additional equipment for the truck; Member Bakke seconded the motion. All members voted in favor by roll call vote; motion carried.

D. **Consider Donation Request from Southern Minnesota Initiative Foundation:** A motion was made by Member Wade to donate $500 to the Southern Minnesota Initiative Foundation; Member Bakke seconded the motion. All members voted in favor by roll call vote; motion carried.

E. **Discuss Local Board of Appeals and Equalization:** At the request of the City Council, Administrator Walbridge presented information on the Open Book Meeting format versus the Local Board of Appeal and Equalization. Members were in favor of transitioning to the Open Book Meeting format on a three-year trial basis. Members noted that in nearly all considerations of making a property value adjustment, they rely on the input and expertise of the county assessor. Administrator Walbridge stated he would draft a resolution for the next regular meeting to initiate the Open Book Meeting format change.
A motion was made by Member Wade to table the discussion; Member Albrecht-Benson seconded the motion. All members voted in favor by roll call vote; motion carried.

F. **Preston EMS Food Truck Request:** Preston EMS is holding its community and member picnic in June. Because this is a public event, Preston EMS leadership requested that the city licensing requirements for Stumpys be waived for the one-time event. A motion was made by Member Bakke to waive the City's mobile food unit license for the event; Member Wade seconded the motion. All members voted in favor via roll call vote; motion carried.

Mayor Pearson adjourned the meeting at 5:43 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

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CITY OF LANESBORO

Payments

Current Period: June 2026

Payments Batch 06012026PAY $46,353.03

Refer 20260531 *RESTAURANT SUPPLY*
Cash Payment E 100-45200-500 Capital Outlay (GENER $5,255.00
Invoice INV-759813
Transaction Date 5/14/2026 OPERATIONAL ACC 10100 **Total** $5,255.00

Refer 20260532 *DAVID BAKKE*
Cash Payment E 100-45200-430 Miscellaneous (GENER Lights Bluff Country Gathering $150.00
Invoice
Transaction Date 5/14/2026 OPERATIONAL ACC 10100 **Total** $150.00

Refer 20260534 *SOUTHERN MN INITIATIVE FOUND*
Cash Payment E 100-41500-430 Miscellaneous (GENER City Council Donation $500.00
Invoice
Transaction Date 5/14/2026 OPERATIONAL ACC 10100 **Total** $500.00

Refer 20260535 *CANON FINANCIAL SERVICES INC*
Cash Payment E 100-41500-413 Office Equipment Rental $151.85
Invoice 43219778
Transaction Date 5/18/2026 OPERATIONAL ACC 10100 **Total** $151.85

Refer 20260536 *THE LINCOLN NATIONAL LIFE*
Cash Payment E 100-43100-134 Employer Paid Life $40.02
Invoice 4969869210
Cash Payment E 100-45200-134 Employer Paid Life $33.95
Invoice 4969869210
Cash Payment E 100-43100-134 Employer Paid Life $32.86
Invoice 4969869210
Cash Payment E 100-41500-134 Employer Paid Life $28.41
Invoice 4969869210
Cash Payment E 211-45500-134 Employer Paid Life $31.70
Invoice 4969869210
Cash Payment E 100-41500-134 Employer Paid Life $42.62
Invoice 4969869210
Transaction Date 5/18/2026 OPERATIONAL ACC 10100 **Total** $209.56

Refer 20260537 *AMAZON CAPITAL SERVICES*
Cash Payment E 100-43100-210 Operating Supplies (GE $13.02
Invoice 1C79-KPQR-7DWW
Transaction Date 5/18/2026 OPERATIONAL ACC 10100 **Total** $13.02

Refer 20260538 *PRESTON AUTO PARTS*
Cash Payment E 100-45200-210 Operating Supplies (GE $54.99
Invoice 875278
Transaction Date 5/18/2026 OPERATIONAL ACC 10100 **Total** $54.99

Refer 20260539 *LANESBORO SCHOOL DISTRICT 2*
Cash Payment E 100-45200-430 Miscellaneous (GENER Flowers $104.00
Invoice
Transaction Date 5/18/2026 OPERATIONAL ACC 10100 **Total** $104.00

Refer 20260540 *BERKLEY RISK ADMINISTRATORS*

CITY OF LANESBORO

Payments

Current Period: June 2026

Cash Payment	E 100-41500-150 Worker s Comp (GENE			$454.03
Invoice				
Cash Payment	E 220-42000-150 Worker s Comp (GENE			$3,178.18
Invoice				
Cash Payment	E 100-45200-150 Worker s Comp (GENE			$4,203.40
Invoice				
Cash Payment	E 100-43100-150 Worker s Comp (GENE			$4,833.18
Invoice				
Cash Payment	E 211-45500-150 Worker s Comp (GENE			$219.69
Invoice				
Transaction Date	5/19/2026	OPERATIONAL ACC 10100	**Total**	$12,888.48
Refer	20260541 *AFLAC*	-		
Cash Payment	G 100-21707 Aflac			$33.00
Invoice 032975				
Transaction Date	5/20/2026	OPERATIONAL ACC 10100	**Total**	$33.00
Refer	20260542 *OKOREN LAW OFFICE LLC*	-		
Cash Payment	E 100-41500-304 Legal Fees			$1,828.95
Invoice 1647				
Transaction Date	5/26/2026	OPERATIONAL ACC 10100	**Total**	$1,828.95
Refer	20260543 *PMA Financial*	Ck# 091146E 5/26/2026		
Cash Payment	R 211-45500-36230 Contributions and Do	Move Selco Withdrawl to 4M		$25,164.18
Invoice				
Transaction Date	5/26/2026	OPERATIONAL ACC 10100	**Total**	$25,164.18

Fund Summary

	10100 OPERATIONAL ACCOUNT
100 GENERAL FUND	$17,759.28
211 LIBRARY	$25,415.57
220 FIRE FUND	$3,178.18
	$46,353.03

Pre-Written Checks	$25,164.18
Checks to be Generated by the Computer	$21,188.85
Total	$46,353.03

City of Lanesboro
Arbor Day Proclamation

WHEREAS, Arbor Day provides an opportunity to celebrate the importance of trees and forests to our economy, culture, history, and future of the state; and

WHEREAS, trees are of great value as they provide clean air and water, shade and energy savings, wildlife habitat, recreational opportunities, wood products, and jobs, while also capturing and storing carbon from the atmosphere, thereby offsetting greenhouse gas emissions; and

WHEREAS, properly planting and caring for a diverse mix of trees makes community forests more resilient by minimizing the impacts of diseases, insects, and other stressors such as climate change and providing long-term community and environmental benefits; and

WHEREAS, thoughtfully choosing, planting, and caring for a diverse mix of trees now supports resilient communities into the future.

NOW, THEREFORE, I, Alicia Pearson, Mayor of the City of Lanesboro, do hereby proclaim Friday, June 5, 2026, **Arbor Day** in the City of Lanesboro, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 1st day of June, 2026

_____

Alicia Pearson, Mayor

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Lanesboro Booster Club

Previous Gambling Permit Number: X-

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any:

Mailing Address: 204 Ridgeview Lane S

City: Lanesboro State: MN Zip: 55949 County: Fillmore

Name of Chief Executive Officer (CEO): Kristen Asleson, Treasurer

CEO Daytime Phone: [redacted] CEO Email: [redacted]

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☑ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Lanesboro Public School

Physical Address (do not use P.O. box): 100 KIRKWOOD ST E

Check one:

☑ City: Lanesboro Zip: MN County: Fillmore

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): 8/15/2026

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: Lanesboro

Signature of City Personnel:

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Kristen Asleson Date: 4/17/2026
(Signature must be CEO's signature; designee may not sign)

Print Name: Kristen Asleson, Treasurer

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Office of the Minnesota Secretary of State
Certificate of Good Standing

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	Lanesboro Booster Club
Date Filed:	03/23/2005
File Number:	1282099-2
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 04/17/2026

Steve Simon

Steve Simon
Secretary of State
State of Minnesota

CITY OF LANESBORO
RESOLUTION NO. 2026-35

A Resolution Accepting Donations to the Lanesboro Fire Department

WHEREAS, the City of Lanesboro is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS, the following persons and entities have offered to contribute the cash amount set forth below to the City of Lanesboro for the support of the Lanesboro Fire Department:

Name of Donor	Amount
Betsy Holbrook	$25.00
Tommy Schmits	$100.00

WHEREAS, all such donations have been contributed to assist the city in continued financial support for the Lanesboro Fire Department, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donation offered;

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

1. The donations described above are accepted and shall be used towards Lanesboro Fire Department operational expenses, as allowed by law.
2. The City of Lanesboro is hereby directed to issue a receipt to the donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Lanesboro, Minnesota this 1st day of June, 2026.

_____
Alicia Pearson
Its: Mayor

Attested:

_____
Mitchell Walbridge
Its: City Administrator/Clerk

Lanesboro Minnesota

CITY OF LANESBORO, MN STREET/PARKING CLOSURE POLICY INFORMATION

Purpose: This policy is intended to assist the City Council in making sound street and parking closure decisions, while maintaining the best interest of all residents and businesses of the city, with the least disruption to the community as a whole.

Street/Parking Closure permits from the City of Lanesboro will be reviewed by the Public Works Supervisor, please advise as to the type of safety warning and barrier devices that will be needed for your project.

The Event/Street Closure permit application is attached on the following pages. Please read the instructions completely and include the required diagram in your application. Please complete **ALL** items below. Incomplete applications **WILL NOT** be processed.

You can submit your Event/Street Closure permit application by the following:

Email: MWalbridge@lanesboro-mn.gov
Mail: PO Box 333, Lanesboro, MN 55949
Drop off: City Office, 202 Parkway Avenue South, Lanesboro, MN 55949

Applicant Fees: $100 per barricade and $20 per cone damage deposit;

The Damage Deposit is refundable if the area used is left clean and in good condition and there is no damage to a barricade or cone. No staking of tents or other holes in the Streets or Right of Ways (ROW - area adjacent to a street including sidewalks. A $500.00 per hole fine will be imposed if found. *Please make checks payable to The City of Lanesboro.

No disruption to City Streets or Sidewalks by Tent Stakes, signage, etc.
The applicant agrees to comply with all of the terms and conditions and stipulations of this permit, all ordinances of the city and statues of the state and all other applicable laws and understands that failure to comply will result in immediate revocation of this permit. If the applicant does not adhere within the constraints of the conditions set forth on their approved Street/Parking Closure or failure to clean up from the event; applicant will be found in violation of the policy and this may result in denial of future permits for a period of one year from date of violation.

Indemnification.
The City shall not be liable to Applicant, its agents, servants, guests, employees, or invitees for any damage to person or property caused by any act, omission, or neglect (including the service and consumption of alcohol) of Applicant, its agents, servants, guests, employees, or invitees. Without limiting or being limited by any other indemnity in this Agreement, but rather in confirmation and furtherance thereof, Applicant agrees to indemnify, defend, and hold City harmless of, from, and against any and all losses, damages, liabilities, claims, actions, causes of action, demands, liens, costs, or expenses (including, but not limited to, court costs, reasonable attorney's fees, and litigation expenses) in connection with any injury to or death of any person or damage to or theft, loss, or loss of the use of any property occurring on or about the Permit Area arising from Applicant's

occupancy or use of the Permit Area, or from any activity, work, or thing done, permitted or suffered by Applicant, in or about the Permit Area, or from any breach or default on the part of Applicant in the performance of any covenant, or agreement on the part of Applicant to be performed pursuant to the terms of this Agreement, or due to any other act of omission or willful misconduct of Applicant or any of its agents, servants, guests, employees or invitees. It is further explicitly understood by Applicant that Applicant accepts sole responsibility for its actions, and the actions of their agents, servants, guests, employees or invitees, regarding the service or consumption of alcohol on or within the Permit Area. This indemnification provision is a material term of this Permit Application and Agreement.

Waiver and Assumption of Risk.

The Applicant knows, understands, and acknowledges the risks and hazards associated with using the Permit Area and hereby assumes any and all risks and hazards associated therewith. Applicant hereby irrevocably waives any and all claims against the City or any of its officials, employees, or agents for any bodily injury (including death), loss or property damage incurred by the Applicant as a result of using the Permit Area, and hereby irrevocably releases and discharges the City and any of its officials, employees or agents from any and all claims of liability. This Waiver and Assumption of Risk provision is a material term of this Permit Application and Agreement.

Applications must be submitted 60 days prior to the event date. Applications will be authorized on a first come basis. If the requested event coincides with an approved or established event within the city, the application will be denied, you may be able to work within the scope of the existing event if the chair of the event deems your activity appropriate.

No Assignment.

This Agreement shall not be assigned by Applicant unless agreed to in a separate signed writing by City.

Amendments.

Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

CITY OF LANESBORO APPLICATION FOR EVENT/PERMIT TO CLOSE STREET OR PARKING SPACE

The following application is submitted to the City of Lanesboro as a request to hold an event and/or for a street closing or parking space closure on a public right-of-way.

Applicant Information:

Applicant/Organization: Lanesboro Firemen's Relief Association

Applicants Address: 301 Sheridan St. W Lanesboro, MN

Applicant Email: [redacted]

Provide two contact numbers for individuals that can be reached during the event:

CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION

Minnesota Lanesboro

Contact Person: Rob Wagner, LFD Chief Contact Phone: [redacted]

Contact Person: Chase Bakke, LFR Association - President Contact Phone: [redacted]

DESCRIPTION OF PURPOSE/EVENT

Lanesboro Firemen's Relief Association requests a street closure on Coffee St. E between the blocks of Main Street to Kenilworth Ave N. We would like to host our annual street dance on the Friday night of Buffalo Bill Days. This is our main fundraising event of the year. The band is scheduled to play from 8:30 P.M. to 12:30 A.M. Please look at the attached layout of our event that includes fencing, stage, and beverage trailer.

*Please attach a sketch of the proposed layout and traffic control for the event to this application.

Please provide name and a signature from the property owners within the proposed area to be closed noting they are in agreement with the closure. Please include additional information if necessary on a separate document:

Name	Address	Signature
Merchants Bank	118 Parkway Ave N	[signature]
DFA Collective (Grocery Store)	108 Coffee Street E	[signature]
Cyntia Ruen	100 Coffee ST E	[signature]
(Christopher Kall) (Root River General)	105 Coffee St	[signature]
Root River Saloon	112 Coffee St	[signature]
Waldo Dental Office	704 Fillmore (409 Coffee)	[signature]
Angela C Taylor	102 Coffee St E	[signature]
Raging Root / Kris Paxton	110 E Coffee St	[signature]

CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION

Lanesboro Minnesota

LOCATION: Coffee St. E (alley behind bank will be blocked)

BETWEEN: Main Street &/TO: Kenilworth Ave N

CROSS STREET CROSS STREET

DATE: July 31st, 2026 TIME: 12:00 P.M.

START DATE START TIME

DATE: August 1st, 2026 TIME: 1:30 A.M.

END DATE END TIME

*This will generally be referred to as the "Permit Area."

A certificate of General Liability Insurance in the amount of $1,000,000 naming the City as an additional insured for the event must be provided to the City Office. The policy should provide that it cannot be canceled upon ten (10) days written notice filed with the City Office. Insurance may be available through the League of Minnesota Cities GatherGuard program. https://www.lmc.org/insurance-trust/coverages/gatherguard/

Chase Bakke 5/29/26

Applicant Signature Date

To request use of City-owned barricades and or cones, please complete the following, you will be responsible for setting up and moving the barricades and cones for the event.

# of Cones needed: _____

# of Barricades needed: _____

Pick up Date: _____ Pick up Time: _____

CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION

Lanesboro Minnesota

Return Date: _____ Return Time:
_____ **CITY OF LANESBORO - OFFICE USE ONLY**

Date Deposit Paid: _____

Special Conditions:

_____

_____

_____

_____

Detour and Barricade signage conditions:

_____

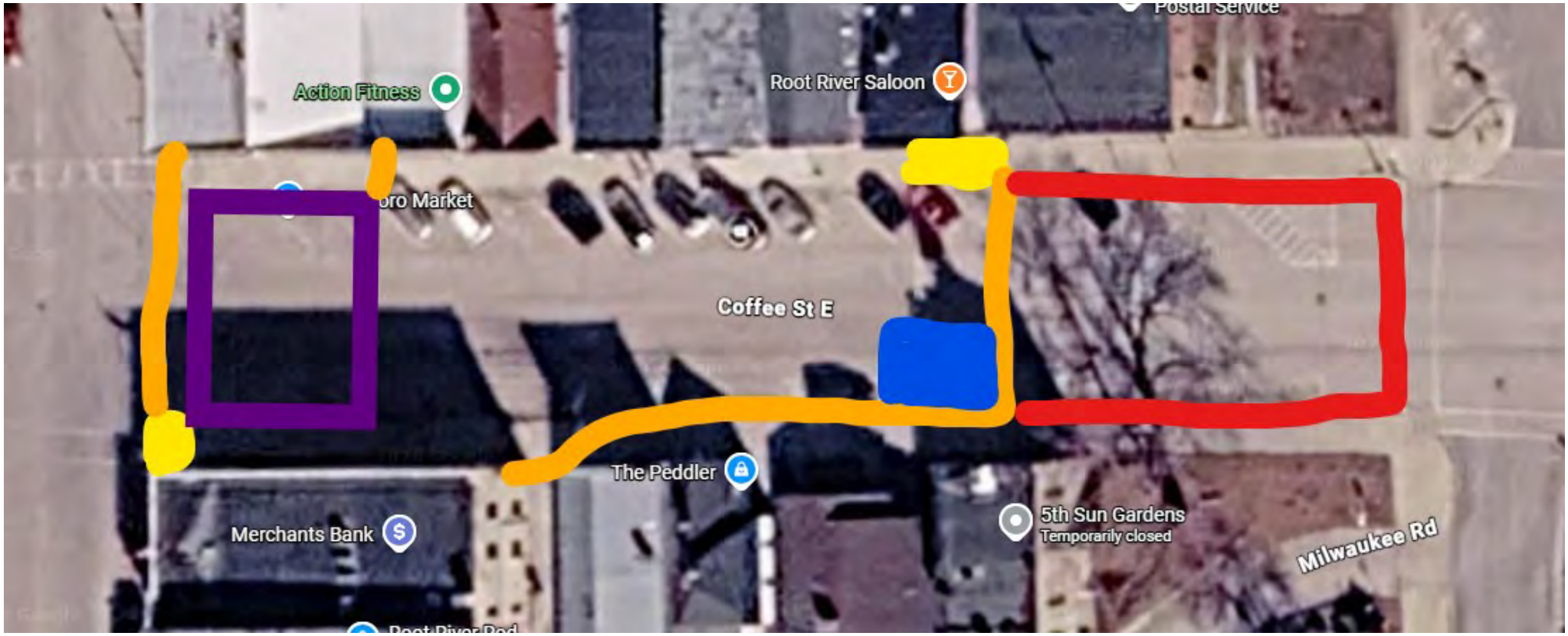
_____

_____

_____

Date Issued: _____ Permit Expires: _____

Authorized By: _____



Orange - Event Temporary Fencing
Yellow - Enter/Exit Locations
Purple - Band's Bus & Stage
Blue - Beverage Trailer
Red - Firemen Vehicle Parking

May 21st 2026

Greetings Mitchell Walbridge and
and All Concerned,

I am planning an event for Sunday, June 14th in Sylvan Park. This will be open to the public, a time for families + friends to gather in the park for fun + laughter.

-A Family Day in Sylvan Park-

It will begin at 11am with a Youth Fishing Tournament that goes until 2pm (winners announced at 2:30). At 3pm Randy Christensen, a world entertainer will perform 'Clown n' Around' an interactive act w/ audience for an hour. (No Cost)

Other activities of the day include Hot dog Combo meal * free will donation, face painting, twisted balloons, yard games etc.

I have asked Amber Coaty if she would be available to offer popcorn and cotton candy

during the day.

It was brought to my attention by Darla Taylor the city ordinance 113.11 regulating mobile food units. I am therefore requesting a waiver in order to have the 'Sugar Sharks' food trailer at our June 14th event. This would be between the hours of 10 am - 5 pm in Sylvan Park.

I appreciate the time and consideration you are giving for my request.

I'm looking forward to holding a wholesome, family friendly event that involves minimal cost if any for all those who want to attend.

I look forward to hearing from you.

Sincerely,

Jennifer K-Olson

Pastor - Bluff Country Church

[redacted]

WORK ORDER

Project: North Water Tower Rehab

Lanesboro, Minnesota

This Work Order is entered into this 1st day of June, 2026 by and between the CITY OF LANESBORO, Minnesota, 202 Parkway Avenue South, Lanesboro, MN 55949, hereinafter referred to as CITY, and BOLTON & MENK, INC., 2900 43rd Street NW, Suite 100, Rochester, MN 55901, hereinafter referred to as CONSULTANT.

RECITALS

WHEREAS, the City and the Consultant entered into a Professional Services Agreement on the 7th day of November, 2016; and

WHEREAS, the Professional Services Agreement allows the City to authorize the Consultant to perform Additional Services; and

WHEREAS, this Work Order outlines the Additional Services to be performed by the Consultant for the Project; the approved compensation for the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

ARTICLE ONE
SERVICES TO BE PERFORMED BY THE CONSULTANT

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described on Exhibit A attached hereto and made a part hereof.

ARTICLE TWO
CONSULTANT'S COMPENSATION

The City agrees to compensate the Consultant for services furnished according to Exhibit B attached hereto and made a part hereof.

ARTICLE THREE
SCHEDULE OF PERFORMANCE

The Consultant shall perform the services for the Project on a schedule as indicated in the scope of work.

Subject to the terms and conditions of this Work Order, all of the terms and conditions of the Professional Services Agreement dated the 7th day of November, 2016 will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first above written.

BOLTON & MENK, INC.

By: _____
Brian Malm, P.E., Principal Engineer

Date _____

CITY OF LANESBORO

By:_____
Alicia Pearson, Mayor

By:_____
Mitchell Walbridge, City Administrator

Date _____

EXHIBIT A

SERVICES TO BE PERFORMED BY CONSULTANT

A. SCOPE OF SERVICES

The Consultant shall provide professional engineering services for completing design, bidding, and construction administration for the rehabilitation of the existing 50,000-gallon North Water Tower. The scope of services shall include:

TASK 1 – DESIGN SERVICES
Design phase services shall include the following scoping items:

1. Complete a site review to gather visual condition assessment of the interior wet and exterior surfaces. Based on the findings, recommendations will be presented to the City prior to the preparation of final plans and specifications.
2. Provide recommendations for coatings systems for the interior wet and exterior surfaces.
3. Provide recommendations for repairs to the structural foundation (if any).
4. Review existing telecommunication equipment and recommend necessary actions that need to be executed to complete the tower rehabilitation.
5. Prepare contract documents and technical specifications for construction. The documents will be submitted for review and approval. The paint process quality, including surface preparation, prime application, and final color coating are critical for a water tank rehabilitation project and longevity of the coating systems.
6. Prepare final construction cost estimate prior to bidding.

TASK 2 – BIDDING SERVICES
Bidding services shall include the following scoping items. Based on preliminary review by a contractor, we anticipate the project bid price could be at or below the statutory threshold for public bidding and distributed directly to reputable contractors for quotes.

1. Distribute contract documents directly to at least three (3) reputable contractors which will include a proposal document, quotation form, agreement, bond forms (if applicable), and technical specifications. If the final construction cost estimate ends up higher than the statutory threshold, then the project would need to be publicly advertised for bidding.
2. Answer questions from contractors during bidding and issue addenda as necessary.
3. Receive contractor quotes and provide a bid evaluation letter to the City for consideration, including a recommendation to the City regarding award of the construction contract.

TASK 3 – CONSTRUCTION SERVICES
Construction phase services shall include the following scoping items:

1. **Construction Administration**
   We will serve as the City's professional representative at the project site. Our proposal includes project management and contract administration throughout construction. We will provide the following construction administration tasks throughout the construction period:

   a. Attend and conduct a pre-construction conference with the Contractor and City Staff.

b. Review shop drawings submitted by the Contractor.
c. Review and make recommendation for applications for payment submitted by the Contractor.
d. Administer the contract and prepare modifications as necessary.
e. Prepare and distribute contractor punch lists and close out documents.
f. Maintain files for shop drawings, field inspection reports, applications for payment, field orders, change orders, etc. for the City's records.

2. Construction Observation

The construction observer will serve the following roles for this project:

a. Serve as the liaison between the City and Contractor superintendent.
b. Provide part-time construction observation (critical point inspections) and determine if the work is proceeding in general accordance with the Contract Documents and AWWA standards.
c. Assist in helping the Contractor understand the intent of the Contract Documents and communicate with the design team whenever necessary.
d. Maintain files for shop drawings, correspondence, field inspection reports, field orders, change orders, etc. for the City's records.
e. Review the Contractor's applications for payments with the Engineer.

B. SCHEDULE

The Consultant shall begin the scope of services after receiving the City's authorization to proceed. The following table summarizes the anticipated schedule for performing the scope of work. The duration of construction services will depend on the contractor's schedule, but is anticipated to take up to 8 weeks once the existing tower is taken out of service and the work begins.

DESCRIPTION	SCHEDULE (APPROX.)
Design and Bidding Services	June – July 2026
Construction Services (1)	July – September 2026

(1) Depending on contractor availability, the construction work may need to be postponed until 2027

CONSULTANT'S COMPENSATION FOR PROJECT

TASK	DESCRIPTION	Total Cost
1	Design and Bidding Services	$15,000
2	Construction Services	$34,000
PROJECT TOTAL		**$49,000**

Tasks 1 and 2 shall be billed on an hourly basis not to exceed the project total, subject only to adjustments for a change in scope of services performed, agreed upon in writing by the City and Consultant. Additional services will be performed on an hourly basis, as requested by the City.

RENTAL AGREEMENT

This Rental Agreement ("Agreement"), effective June 2, 2026 ("Effective Date") is made between The Driftless Goat Company, LLC, a Minnesota Limited Liability Company, having its principal place of business at 22514 Grosbeak Road, Lanesboro, Minnesota, 55949 ("Lessor"), and the City of Lanesboro, a municipal corporation, which conducts its business at 202 Parkway Avenue South, Lanesboro, Minnesota, 55949, ("Lessee"). Lessor and Lessee may each be referred to as a "Party" and collectively as the "Parties."

Background

A. Lessor rents Grazing Goats to individuals for the purpose of removing invasive plant species from their real property.
B. Lessor desires to rent Grazing Goats to Lessee pursuant to the terms of this Agreement.
C. Lessee desires to rent Grazing Goats from Lessor pursuant to the terms of this Agreement.

ARTICLE ONE: TERMS

1. **Term of Agreement.** This Agreement shall commence on June 2, 2026 and shall automatically terminate on June 30, 2026.

2. **Site Preparation.** Lessor shall install Removable Fencing to contain Grazing Goats on Lessee's real property, at Lessor's sole discretion. For purposes of this Agreement, "Removable Fencing" shall mean temporary fencing installed by Lessor, which will be used to enclose the Grazing Goats to a specified area while they graze on Lessee's real property. For purposes of this Agreement, "Grazing Goats" shall mean goats, which will be deployed by Lessor for eating overgrowth and vegetation on Lessee's real property. The services being provided by Lessor to Lessee may be collectively referred to as "Grazing Services."

3. **Payment.** Lessee shall pay Lessor $2,550.00 for Grazing Services, which includes preparation of the grazing site, costs for installation of Removable Fencing, rental costs of the Grazing Goats, and delivery and removal of the Grazing Goats from Lessee's real property as described in Exhibit A. Payment is due and payable in full at the time the Agreement is fully executed by the Parties.

4. **Independent Contractor Relationship.** Lessor is acting as an Independent Contractor, and nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture, or employment relationship with Lessee.

5. **Decision Making.** Lessor retains the sole right to manage the herd of Grazing Goats and to coordinate placement of Grazing Goats and Removable Fencing on Lessee's real property to achieve the most effective Grazing Services for Lessee. Lessee shall not alter or remove any Removable Fencing placed or installed by Lessor, or relocate the Grazing Goats, without the express written permission of Lessor.

6. **Certification of Lessee.** By signing this Agreement, Lessee represents and warrants to Lessor that Lessee has legal title to, or the legal right to occupy, the real property where Grazing Goats, Removable Fencing, and Grazing Services will be utilized. If Lessee is untruthful in their representation and warranty of having legal title to, or the legal right to occupy, the real property, Lessee shall indemnify and hold Lessor harmless for any claims by other third-parties who claim an interest in the real property subject to Grazing Services.

7. **Grant of License to Enter Private Property.** Lessee grants Lessor a revocable limited license to enter onto Lessee's private property for the purpose of performing Grazing Services on Lessee's real property.

8. **Indemnification and Hold Harmless.** Lessee shall protect, defend, hold harmless, and indemnify Lessor from and against all claims, demands, actions, suits, damages, liabilities, losses, judgments, costs, and expenses, related to Grazing Services, except those arising due to the negligence of Lessor.

9. **Amendments.** This Agreement shall not be amended, modified, or supplemented except by an instrument in writing signed by all Parties to this Agreement.

10. **Severability.** If any provision of this Agreement is determined to be invalid or unenforceable, in whole or in part, this determination will not affect any other provisions of this Agreement and the provision in question will be modified by the Court so as to be rendered enforceable in a manner consistent with the intent of the Parties insofar as possible.

11. Choice of Law. This Agreement and any dispute, controversy, or breach arising out of, or related to this Agreement will be governed by the laws of Minnesota, without regard to Minnesota's conflict of laws principles. All proceedings related to this Agreement shall be venued exclusively in Fillmore County, Minnesota.

12. **Good Faith and Fair Reading.** It is the intention of the Parties that the rights and obligations hereby created are to be construed in a manner consistent with the best interests of the Parties. To this end, whenever a matter arises that is not covered specifically by the terms of this Agreement, the Parties covenant that they will deal fairly and attempt to resolve the matter in good faith, and in keeping with the spirit of the agreements contained herein.

13. **Entire Agreement.** This Agreement constitutes the complete, final, and exclusive embodiment of the entire agreement between Lessor and Lessee. This Agreement supersedes any other promises, warranties, or representations and any other written or oral statements concerning this Agreement and may not be varied or modified other than by writing executed by the Parties.

IN WITNESS WHEREOF, the Parties have signed this Agreement as of the date(s) set forth below.

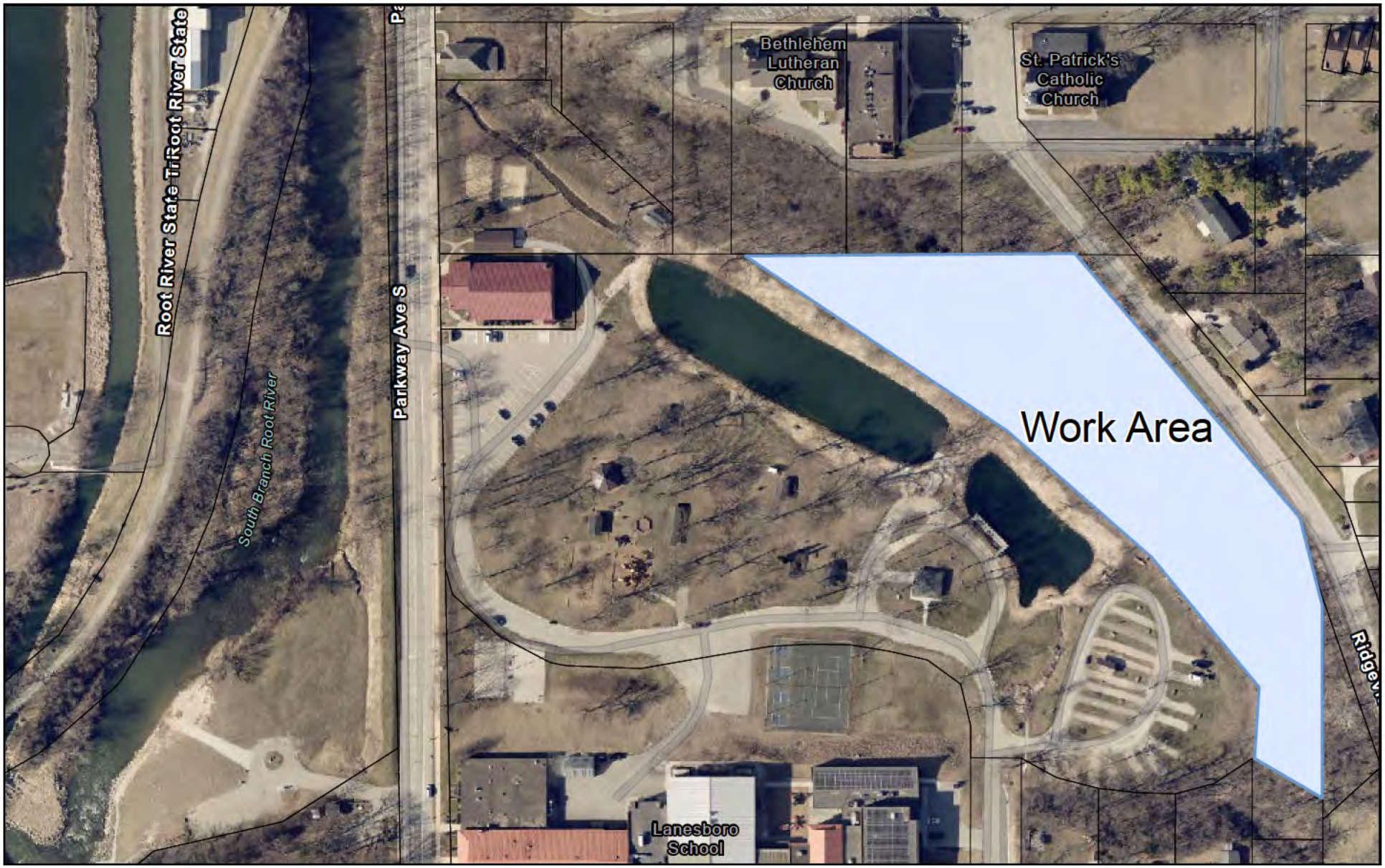
LESSOR- THE DRIFTLESS GOAT COMPANY, LLC

_____	_____
Date	By: Peter Ruen Its: Member

LESSEE – CITY OF LANESBORO

_____	_____
Date	By: Alicia Pearson Its: Mayor
_____	_____
Date	By: Mitchell Walbridge Its: City Administrator/Clerk

Exhibit A - Driftless Goat Company LLC Rental Agreement



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City Limits

Parcels (05/08/2026)

World Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

60cm Resolution Metadata

1:2,970

0 100 200 400 ft

0 30 60 120 m

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Microsoft, Vantor

Executive Summary

Bluffscape Amish Tours is a mobile tour company based in Lanesboro, Minnesota. The owners, Eric and Shayla Gehrke are seeking a $22,000 loan from the Lanesboro EDA Revolving Loan Fund to support working capital needs following the purchase of the business in early 2026.

Owned and operated by Eric and Shayla, Bluffscape Amish Tours has been a cornerstone of Lanesboro's Amish tours for decades. Through partnerships with local Amish families, they offer two daily tours six days per week (they are closed every Sunday as Amish customs do not allow work on Sunday).

Financial analysis demonstrates a viable operation with the potential to increase sales by extending the tour season outside of Lanesboro's "high season" of June through August. Further, the anticipated 2027 construction project is expected to have a minimal effect on this business as they can adjust their pickup and drop off locations quickly. They are also considering options to pick riders up in multiple locations at the height of the construction season.

The proposed $22,000 loan will be amortized over seven years at a 2.0% interest rate, with their two buses as collateral (through perfected titles) and personal guarantees from the applicants.

Bluffscape Amish Tours contributes significantly to the vitality of downtown Lanesboro and the region. Without this funding, the business may face operational reductions that could impact local employment and the community's economic vibrancy.

EDA staff recommend approval of this loan request, subject to the outlined terms and Lanesboro City Council approval.

Background

Bluffscape Amish Tours, LLC is a long-time business in Lanesboro, Minnesota. It was founded by Gerry (unknown last name) and operated as Flaby's Amish Tour. In 2007, Dave and Joan Ruen purchased the business and rebranded the business name to Bluffscape Amish Tours. In 2021, Jeff Sanders purchased the business and operated it until the time of his passing in 2025. In 2025, the applicants ran the business for the cost of expenses and were able to purchase the business from Jeff's estate in March 2026.

The business is organized as an LLC under the name Bluffscape Amish Tours, LLC and the Minnesota Secretary of State filing was updated to Shayla on February 26, 2025. The change was made ahead of the purchase to ensure business continued as planned. In

2025, the business served over 1,600 people and the borrowers (Shayla and Eric) plan to serve 2,000 people in 2026.

The business operates six days per week, Monday-Saturday. The route includes stops at five to six Amish farms and retail shops between Lanesboro, Preston, Canton and Harmony. An additional stop is made at Lenora Stone Church, a historical site established in 1856. Bus drivers are considered contract employees as they have flexibility in the way they manage each tour. The drivers are given the dates and times of tours and the stops to make but determine their route and the content they share during the tour.

Request/Need

The applicant is requesting a loan of $23,000. The purpose of the funding request is to assist with working capital. The business, which includes two Ford E-350 vans that accommodate 11 and 14 passengers each, was purchased in March 2026 for $20,000 by the applicants using personal cash reserves. The funds will be used to assist with replacing tires, fixing AC in one van, and general start-up expenses (payroll, marketing, etc.).

Credit and Capacity

The Lanesboro EDA is the only lender for this loan. The favorable terms of the EDA loan program help with the business's cash flow.

Monthly revenue in 2025 was $36,000 and expenses were $31,000, as reported by the applicant. There was $10,490 in Owner's Equity for the year. Financials from the previous owner are unreliable per the applicant and have not been considered in the projections. Three-year projections have been created for this project and are conservative, considering just one tour per day, six days per week, for 2026 and 2027. This model allows for fluctuation on busy days (Thursday-Saturday are generally busier than Monday-Wednesday). In 2028, we adjusted June through August to two tours per day, six days per week, and did not factor in a price increase. The potential is to run two buses six days per week, with two tours per day. If the applicant can scale to that on a consistent basis, the anticipated actual revenue is much higher than projected. Net Operating Income is negative in February and March of 2027 but recovers and is not projected to be negative again.

The Debt Service Coverage Ratio (DSCR) is 12.69 for 2026. In 2027 and 2028, the projected DSCR is 8.51 and 19.48, respectively. The business will be less impacted by the 2027 road

construction in Lanesboro because they are more mobile and can designate alternate pickup routes more easily. The DSCR is higher than normal; however, the business has very little overhead as they do not have a store front. We included $200 per month in parking although they may be able to find less expensive parking, especially during the busy season when the buses are moving more frequently.

The applicant has completed a personal financial statement and provided business tax returns as required. The applicants have self-reported credit scores of [redacted] for Shayla and [redacted] for Eric. Shayla's score is related to credit card debt that they are working through. They currently owe [redacted] on credit cards and [redacted] on Shayla's car. Their personal financial statement shows [redacted] in assets and [redacted] in liabilities for a net worth of [redacted]. They do not have a mortgage on their primary residence. Eric has employment income of approximately [redacted], and Shayla manages the business, which has not provided steady income yet.

Collateral

The applicant can provide collateral in the form of perfected titles on the 2017 Ford E-350 passenger van and the 2005 Ford E-350 passenger van, along with a signed personal guarantee. The estimated value of each is $20,000 and $4,500 respectively. This creates a loan to value ratio of 89.8%.

Terms and Conditions

The loan request for $22,000 will be amortized over seven (7) years at a rate of 2.0%. Payments will be made monthly, and the loan can be paid in full at any time without penalty.

Recording and closing fees for the EDA loan include*:

- Application fee - $100.00
- Auto Title Perfection fee x 2 - TBD
- Closing fee - $500.00

These fees will be paid by the borrower at the time of closing. *Subject to change.

Impact to Community

The business currently has four drivers/tour guides, who are all contracted. This helps them keep payroll costs low and allows for individual personalization of tours based on the

driver/tour guide's knowledge and relationships with Amish families. The business may be able to add two more drivers as it grows and offers tours in the shoulder seasons.

A market study shows two other Amish tour companies in the SE region, Amish Tours of Harmony and Amish Tours by R&M. With over 220,000 visitors to the Lanesboro area each year, the tours are a highlight for visitors and seats fill fast during the summer season. The applicant has worked with a consultant to evaluate new plans for marketing, including online booking. This is expected to attract younger people who prefer to make reservations online. They will also increase their online presence with a refreshed website. Shayla is a graduate of the Bluff Country Business Academy and has received several business resources to ensure that she has access to information for growing the business.

If the project is not funded, the business may need to reduce its hours or make other changes that reduce or end its regular operations. This could result in job loss and eventual loss of a long-standing community amenity.

Staff Recommendation

Based on feedback from the RLF Loan Committee, projections were created with a 5-year repayment term and show that there is capacity for the project to service the debt over 5 years rather than 7. Cash flow is negative in February 2027-May 2027 but recovers in June 2027 and is not projected to be negative again. The Debt Service Coverage Ratio in 2026 is 10.17, in 2027 it is 6.82 and in 2028 it is 15.61.

EDA staff have thoroughly reviewed the financial history and projections. Staff recommend approval of this loan at either a 5-year or 7-year term and contingent upon approval from Lanesboro City Council.

CITY OF LANESBORO
RESOLUTION NO. 2026-34

A Resolution Adopting the Minnesota General Records Retention Schedule for Cities

WHEREAS, Minnesota Statutes Section 138.17 requires that all government records must be properly managed and retained in accordance with approved records retention schedules; and

WHEREAS, the Minnesota Records Disposition Panel has approved the *General Records Retention Schedule for Minnesota Cities*, which establishes retention periods for common city records; and

WHEREAS, adoption of a standard retention schedule promotes efficient records management, ensures compliance with state law, preserves records of enduring value, and allows for the lawful disposition of records; and

WHEREAS, the City of Lanesboro desires to adopt the Minnesota General Records Retention Schedule for Cities to govern the retention and destruction of municipal records;

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

1. The City of Lanesboro hereby adopts the *Minnesota General Records Retention Schedule for Cities*, as approved by the Minnesota Records Disposition Panel, including any amendments or updates issued by the State of Minnesota.
2. The City Clerk/Administrator is authorized and directed to implement and administer this retention schedule for all city departments and records.
3. City records may be destroyed in accordance with the retention periods established in the adopted schedule, provided that: The records have met the required retention period; the records are not subject to any pending request, audit, litigation, or investigation; and a record of disposition is maintained as required by law.
4. Any prior records retention schedules or policies inconsistent with this resolution are hereby superseded.

Passed by the City Council of Lanesboro, Minnesota this 1st day of June, 2026.

_____
Alicia Pearson
Its: Mayor

Attested:

_____
Mitchell Walbridge
Its: City Administrator/Clerk

Minnesota Historical Society
State Archives Department
Minnesota History Center
345 Kellogg Boulevard West
St. Paul, MN 55102-1906
651-259-3260 Fax: 651-296-9961

NOTIFICATION OF ADOPTION OF CITY GENERAL RECORDS RETENTION SCHEDULE

1. Complete this form and send the original and one copy to the State Archives Department at the above address.
2. Destruction of records according to the general schedule is NOT permitted until this form is signed by the Minnesota Historical Society.

City	Telephone (include area code)
Lanesboro	507-467-3722
Street Address	**City, Zip Code**
202 Parkway Avenue South	Lanesboro, MN 55949

This is to notify the Minnesota Historical Society that the city named above has officially adopted the Minnesota City General Records Retention Schedule (revised 2008). Cities are advised to adopt the entire schedule. If this is not possible, individual sections may be adopted. ("X" the appropriate items)

[X] The City adopts the entire schedule

[ ] The City adopts only the following sections:

[ ] Administration	[ ] Financial/Accounting	[ ] Payroll
[ ] Assessing	[ ] Fire	[ ] Permits & Licenses
[ ] Attorney	[ ] Health Services	[ ] Planning & Zoning
[ ] Bonds	[ ] Housing and Redevelopment Authority/ Economic Development Authority	[ ] Public Safety – Police
[ ] Building Inspections	[ ] Human Resources	[ ] Public Works
[ ] Cemetery	[ ] Insurance	[ ] Records Management
[ ] Contracts/Agreements	[ ] Library	[ ] Utilities
[ ] Courts	[ ] Liquor Store	[ ] Vital Statistics
[ ] Elections	[ ] Parks & Recreation	[ ] Waste Management

Name/Title of City Official (print)	Signature of City Official	Date
Mitchell Walbridge		
Email Address of Person With Records Management Responsibility:		
MWalbridge@lanesboro-mn.gov		

The Minnesota Historical Society acknowledges your Notification of Adoption of the City General Records Retention Schedule. You are authorized to retain and dispose of records as indicated on the schedule.

Director or Designee, Minnesota Historical Society	Date