

**Lanesboro Heritage Preservation Commission
Regular Meeting Agenda
Tuesday, October 13, 2026 - 5:00 p.m.
Lanesboro City Council Chambers**

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Meeting ID: 886 0133 8601 | Passcode: 838611

Call to Order

- A. Approval of Agenda

Motion _____ **Second** _____

- B. Public Comments

- C. Approval of Minutes

- a. Minutes of Regular Meeting, April 13, 2026

Motion _____ **Second** _____

Continued Business

New Business

- A. Review Application for Awning Replacement – 208 Parkway Avenue North

Motion _____ **Second** _____

- B. Review Roof Replacement Estimates for Sylvan Park Cabin

Motion _____ **Second** _____

Next Meeting: Monday, November 9, 2026 at 5:00 p.m.

Adjourn

Members: Katie Holmen, Chris Martin, Kate O’Neary, Leah Steding, and Susie Harris

**Lanesboro Heritage Preservation Commission
Regular Meeting Minutes
Monday, April 13, 2026 – 5:00 p.m.
Lanesboro City Council Chambers**

Members Present:

☒ Katie Holman ☒ Christopher Martin ☒ Susie Harris ☒ Kate O'Neary ☒ Leah Steding

Staff Present:

☒ Mitchell Walbridge ☐ Darla Taylor

Call to Order: City Administrator Mitchell Walbridge called the regular meeting to order at 5:01 p.m. Administrator Walbridge administered the oath of office to new commissioners Katie Holman and Christopher Martin.

- A. Agenda:** A motion was made by Member O'Neary to approve the agenda; Member Steding seconded the motion. All members voted in favor; motion carried.
- B. Appointment of Commission Chairperson for 2026:** Nominations were made for Kate O'Neary, Leah Steding, and Susie Harris. A motion was made by Member O'Neary to appoint herself as chairperson for 2026; the motion failed due to a lack of a second. A motion was made by Member Steding to appoint Susie Harris as chairperson for 2026; the motion failed due to a lack of a second. A motion was made by Member O'Neary to appoint herself as chairperson for 2026; Member Harris seconded the motion. All members voted in favor; motion carried.
- C. Public Comments:** No public comments were shared.
- D. Approval of Minutes:** A motion was made by Member Steding to approve the minutes of the regular meeting of October 14, 2025; Member Harris seconded the motion. All members voted in favor; motion carried.

New Business

- A. Discuss Appointment of Representative to the Fillmore County Historical Society:** Per feedback on the State Historic Preservation Office Annual Report, the commission should consider having a member seated on the board of the Fillmore County Historical Society. At the current time, there is not a vacancy for the district that Lanesboro is in, so Administrator Walbridge recommended the commission appoint one of its members to act as a liaison between the Fillmore County Historical Society and the Lanesboro Heritage Preservation Commission. A motion was made by Member Steding to appoint Katie Holman as the liaison; Member O'Neary seconded the motion. All members voted in favor; motion carried.
- B. Discuss National Alliance of Preservation Commissions Biennial Forum:** Administrator Walbridge asked if there was a member who would be interested in attending the conference that will take place in combination with the State Historic Preservation Office's annual PreserveMN Conference. Member O'Neary expressed interest in attending if there was adequate scholarship funding available. Member Steding expressed interest in serving as an alternate.
A motion was made by Member Steding to table discussion until the next meeting to allow for more time to research scholarship eligibility; Member Harris seconded the motion. All members voted in favor; motion carried.
- C. Discuss Sylvan Park Cabin Dedication:** Vicky McKinney and Member O'Neary presented background on the cabin's history and the commission's effort to make improvements to the cabin. Administrator Walbridge shared that the Lanesboro Area Community Foundation awarded a grant in the amount of \$4,000 to be used for roof repairs. Members discussed event ideas for the cabin's dedication to garner attention for the cabin. A motion was made by Member Holman to set a target date of August 22, 2026 for a Sylvan Park Cabin dedication event; Member Steding seconded the motion. All members voted in favor; motion carried.

A motion was made by Member Steding to adjourn the meeting; Member Martin seconded the motion. All members voted in favor; motion carried.

The meeting adjourned at 5:31 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

New Shingle Quote

AUG 06, 2026



Tri-State Commercial Roofing
Services

Commercial Roof Repair
Commercial Roof Replacement

commercialroof83@gmail.com
507 322 7773



CITY OF LANESBORO

202 Parkway Ave S
Lanesboro, MN
55949

INTRODUCTION

Hi City Of Lanesboro,

Thank you for the opportunity to quote on the repairs to your home. Please find your estimate below along with upgrade options for potential improvements to your project, if applicable.

The following estimate is for:

1. Remove and disposal of old materials
2. Supply and install new materials
3. Clean up of entire work area (all nails and other materials)
4. Clean all gutters (if roof is done)
5. Your own dedicated Production Scheduling team
6. All employees are WCB and COR certified
7. We are Licensed to work in your geographical region
8. Audit of all work completed by Quality Control Officer
9. 10-year Workmanship Warranty on complete projects - (Full Roof / Full Metals or Full Siding)

We don't want you to be personally liable should a worker happen to get injured therefore we maintain current WCB for all employees and crews. We carry two million liability insurance.

If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Kind regards,

Eddie Swartzentruber | Owner
commercialroof83@gmail.com
5634199811

INSPECTION



Use 3/4" long nails to avoid nails coming threw the bottom of the deck.



Install New Step Flashing, after step flashing is installed new counter flashings will be installed all the way around the chimney

CERTAINTEED LANDMARK

Cabin Roof Shingle Replacement

Item

WORK ORDER

Project: Cabin Shingle Roof Replacement

Scope of Work:

Tri-State Commercial Roofing will provide all labor, equipment, and materials necessary to remove the existing asphalt shingle roofing system and install a new asphalt shingle roof on the cabin.

Work to be Performed

- Tear off and dispose of the existing asphalt shingles and all associated roofing components.
- Inspect the existing roof decking for damage.
- Any deteriorated decking discovered during tear-off will be reported to the owner and replaced only upon approval as an additional cost.
- Install new synthetic roofing underlayment over the entire roof deck.
- Install new Drip Edge
- Install new asphalt shingles in accordance with the manufacturer's installation requirements.
- Install new ridge cap shingles and complete all roof terminations for a weather-tight roofing system.
- Replace existing pipe flashings and roof vents as needed to ensure proper waterproofing.
- Clean the job site daily and perform a final cleanup upon completion, including removal of all roofing debris and nails.

Materials Included

- Synthetic roofing underlayment
- Asphalt shingles
- Starter shingles
- Ridge cap shingles
- Roofing nails and fasteners
- New Metal Chimney Flashing
- Disposal of all roofing debris

Exclusions

- Replacement of damaged roof decking unless otherwise approved by the owner.
- Structural repairs not visible prior to roof removal.

	Quote subtotal	\$3,814.31
	Total	\$3,814.31

AUTHORIZATION

Certainteed Landmark

\$3,814.31

Name:

City Of Lanesboro

Address:

202 Parkway Ave S, Lanesboro, MN

Estimates valid for 30 days from date of estimate / A 25% deposit is required before any project begins.

Optional Upgrades

Description	Line total
☐ Certainteed Landmark IR Shingles - class 4 impact resistant shingle (highest impact rating available) with 3M Scotchguard technology with algae resistance to avoid black streaks	\$418.15

Customer Comments / Notes

My Product Selections

Shingle color

Metal color

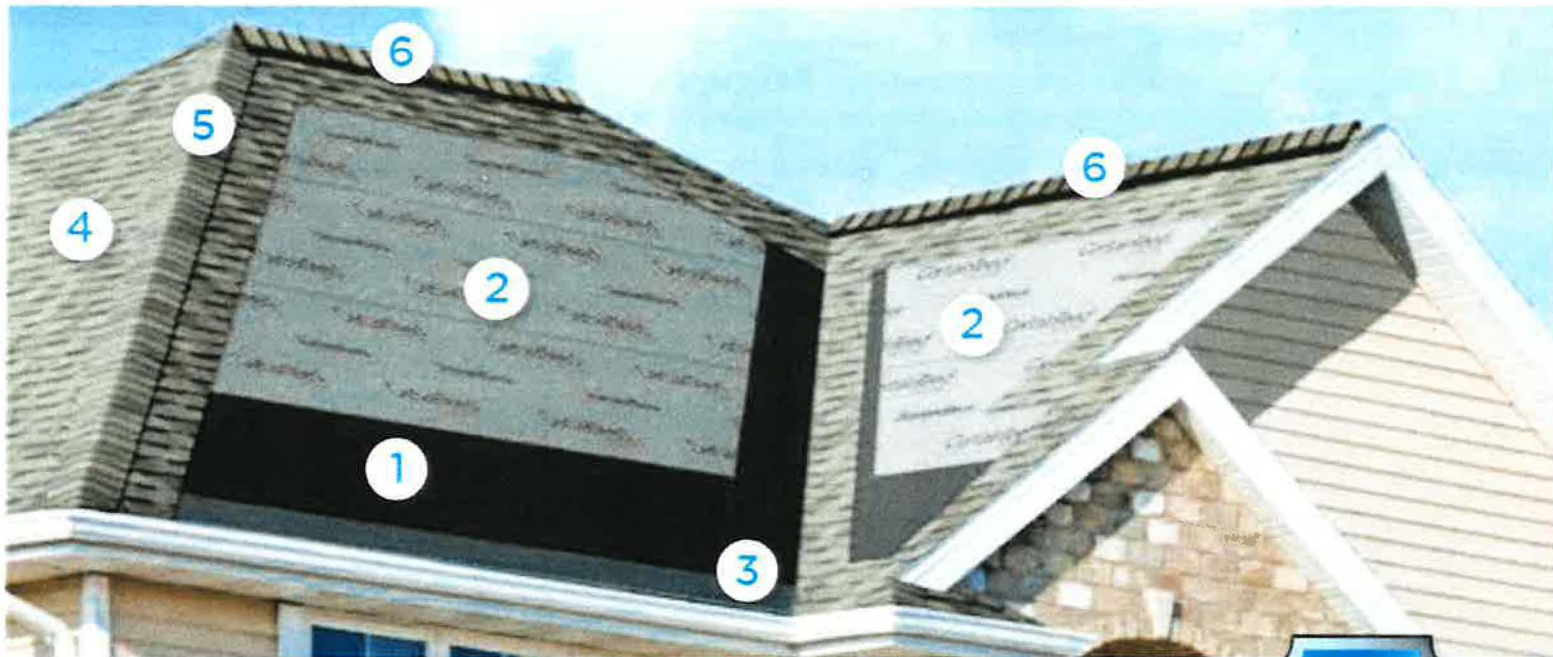
Siding color

City Of Lanesboro

City Of Lanesboro:

Date:

By signing this form I agree to and confirm the following: I certify that I am the registered owner of the above project property, or have the legal permission to authorize the work as stated. I agree to pay the total project price and understand that this work will be completed in accordance with industry best practices.



Integrity Roof System™

A COMPLETE APPROACH TO LONG LASTING BEAUTY AND PERFORMANCE

With as much care as you take in selecting the right contractor, choosing the right roof system is equally as important. A CertainTeed Integrity Roof System combines key elements that help ensure you have a well-built roof for long-lasting performance.



1. Waterproofing Underlayment

The first step in your defense against the elements. Self-adhering underlayment is installed at vulnerable areas of your roof to help prevent leaks from wind-driven rain and ice dams.

2. Water-Resistant Underlayment

Provides a protective layer over the roof deck and acts as a secondary barrier against leaks.

3. Starter Shingles

Starter Shingles are the first course of shingles that are installed and designed to work in tandem with the roof shingles above for optimal shingle sealing and performance.

4. Shingles

Choose from a variety of Good-Better-Best styles to complement any roof design and fit your budget.

5. Hip & Ridge Caps

Available in numerous profiles, these accessories are used on the roof's hip and ridge lines for a distinctive finishing touch to your new roof.

6. Ventilation

A roof that breathes is shown to perform better and last longer. Ridge Vents, in combination with Intake Vents, allow air to flow on the underside of your roof deck, keeping the attic cooler in the summer and drier in the winter.

learn more at:

certainteed.com/roofing

Landmark® Series
available in
areas shown



CertainTeed Corporation

ROOFING • SIDING • TRIM • DECKING • RAILING • FENCE • GYPSUM • CEILINGS • INSULATION

20 Mowat Road, Wyndham, PA 19383 Professional: 800-233-8990 Consumer: 800-760-6777 certainteed.com

CERTAINTEED
ROOFING

Top 5 Reasons

why professional roofing contractors are confident in the performance of CertainTeed products.



1 Shingle Weight

Our Landmark products are heavier by design than our major competitors' products. We believe that additional shingle weight translates to greater durability.



2 Proven Protection

CertainTeed has more than 40 years of field experience and proven results from our fiberglass shingles.



3 Third-Party Verification

- Underwriters Laboratory independently verifies that our fiberglass products meet the quality standard of ASTM D3462 (tear strength, nail pull resistance and wind uplift).
- Underwriters Laboratory verifies that our products meet 150 mph ASTM D7158 Class H wind test.



4 Top Rated

A leading consumer magazine most recently rated Landmark as a "BEST BUY" for the second consecutive time. And CertainTeed products are consistently ranked #1 in building industry surveys.



5 Complete Coverage

CertainTeed warrants that its shingles will be free from manufacturing defects, and provides the extra assurance of SureStart™ protection.

LANDMARK® PRO COLOR PALETTE



Max Def Burnt Sienna



Max Def Cobblestone Gray



Max Def Colonial Slate



Max Def Driftwood



Max Def Georgetown Gray



Max Def Heather Blend



Max Def Hunter Green



Max Def Mission Brown



Max Def Moiré Black



Max Def Pewter



Max Def Prairie Wood



Max Def Resawn Shake



Max Def Shenandoah



Max Def Weathered Wood

Max Def Colors

Look deeper. With Max Def, a new dimension is added to shingles with a richer mixture of surface granules. You get a brighter, more vibrant, more dramatic appearance and depth of color. And the natural beauty of your roof shines through.

TERMS AND CONDITIONS

You may cancel this contract from the day you enter into the contract until 10 days after you receive a copy of the contract. You do not need a reason to cancel. If you do not receive the goods or services within 30 days of the date stated in the contract, you may cancel this contract within one year of the contract date. You lose that right if you accept delivery after the 30 days. There are other grounds for extended cancellation. For more information, you may contact your state/territorial consumer affairs office. If you cancel this contract, the seller has 15 days to refund your money and any trade-in, or the cash value of the trade-in. You must then return the goods. To cancel, you must give notice of cancellation at the address in this contract. You must give notice of cancellation by a method that will allow you to prove that you gave notice, including registered mail, fax or by personal delivery.

I understand that if roof rot is discovered during tear-off Tri-State Commercial Roofing LLC reserves the right to replace sheathing and bill me up to \$200 in addition to the estimated cost below without notifying me in advance. Tri-State Commercial Roofing LLC will call me for authorization if wood replacement will exceed \$200.

I understand that I must remove items from the interior walls of my home that may be damaged or fall due to vibrations from the loading/installation of shingles on to my roof (if applicable), or installation of siding. Tri-State Commercial Roofing LLC is not liable for such damages.

I understand that minor stucco damage may result when the roof is torn off areas where stucco meets my roof's surface, especially where improperly applied. Tri-State Commercial Roofing LLC is not liable for repairing said damage.

I understand that any warranty for material used during the project is provided by the material manufacturer. Unless agreed upon otherwise, Tri-State Commercial Roofing LLC provides a 10-year Workmanship Warranty on portions of the project in which Tri-State Commercial Roofing LLC fully replaced any existing products. Roofing workmanship warranties will be reduced to one year when home owners have requested that full synthetic underlayment not be installed. Full warranty details available by request.

I understand that, unless agreed upon, This does not apply to products, some of which may deteriorate more rapidly (ie. sealants) and should be inspected on a regular basis, and am not responsible for material shortage and have no claim to material surpluses.

I certify that I am the registered owner of the above project property, or have the legal permission to authorize Tri-State Commercial Roofing LLC to perform the work as stated and agree to pay the total project price.

I understand that any insurance claims are subject to the specific terms and conditions outlined by my insurance company, and may be subject to insurance company approval.

I understand that payment in full is due upon completion of work as stated in contract. All invoices not paid in full after 15 days will be subject to a 2% per month interest charge.

I understand that approval of my estimate is subject to customer credit approval by Tri-State Commercial Roofing LLC I agree that Tri-State Commercial Roofing LLC may access my credit bureau report(s), trade references, and other credit information prior to granting credit approval.

I acknowledge that I have read and understand this page. Initials:

**Customer Info:**

Job #: N/A
City Of Lanesboro - Walbridge, Mitchell
202 Parkway Avenue South, Sylvan Park Cabin,
Lanesboro, MN, 55949
(507) 467-3722-work

Priority Construction Services

3431 Northern Valley Place NE Rochester, MN
55906
Phone: (507) 289-3275
Fax: (507) 226-8344

Company Representative:

Geoff Christensen
(507) 993-4656
geoff@priorityconstructionservices.com
Job Number: N/A

Roofing

Description
Replace roof on the cabin in Sylvan park . Includes removal and install of new Owens corning Duration shingles and all new underlayments . If new sheeting is found to be required an additional cost of \$1,300.00

Roofing total: \$3,875.00

Pella Reserve windows

Description
Replace both windows on the Sylvan park cabin with new Pella Reserve * Traditional windows best fit to match the architecture area of the building .

Pella Reserve windows total: \$6,850.00

Pella Lifestyle windows

Description
Replace Both windows with new Pella Lifestyle windows.

Pella Lifestyle windows total: \$5,650.00

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date

This estimate was last edited by Geoff Christensen ((507) 993-4656, geoff@priorityconstructionservices.com) on August 18, 2026. The estimate may be withdrawn if not accepted within _____ days.