

Approved 02/06/2023

**Lanesboro City Council  
Regular Meeting  
Tuesday, January 3, 2023**

**Meeting held in the Lanesboro Community Center Meeting Room and via Zoom**

**Present:** Jason Resseman, Mitchell Walbridge, Mindy Albrecht-Benson, Joe Goetzke, and Chase Bakke

**Absent:** None

**Visitors:** Brian Malm, Hannah Wingert, Bonita Underbakke, Darla Taylor, Deane Benson, Deb Ristau, Andy Bunge, Brian McConnell, and David Haugen

**Elected Mayor and Council Members Oath of Office:** Mayor Resseman and Members Bakke and Albrecht-Benson recited the Oath of Office at 5:45 p.m.

**Regular Meeting:**

Mayor Resseman called the Regular Meeting to order at 6:00 p.m.

- A. Agenda:** Member Albrecht-Benson motioned to approve the agenda with the following amendments to the Consent Agenda: Remove item 2, 2023 Rhubarb Run/Walk, Add a Lodging License for Green Gables Inn, and amend Resolution 2023-05 to note 65.5 cents. Member Walbridge seconded the motion. Motion carried with all in favor.
- B. Public Comments:** No comments were shared.
- C. Approval of Minutes:**
- ❖ Minutes of the Regular Meeting, December 5, 2022: Member Walbridge motioned to approve the minutes as presented. Member Bakke seconded the motion. Motion carried with all in favor..
- D. Consent Agenda:**
1. Accounts Payable
  2. Resolution 2023-08 Authorizing New Member in Regional Safety Group
  3. Lanesboro Claydusters Gambling Permit Application
  4. Resolution 2023-01 Designating an Official Depository for City Funds
  5. Resolution 2023-02 Designating an Official Newspaper to Publish Ordinances and Other Matters as Required by Law
  6. Resolution 2023-03 Authorizing the Lanesboro Fire Relief Association for Lawful Gambling
  7. Resolution 2023-04 Authorizing Signature Authority for City Accounts
  8. Resolution 2023-05 Establishing Mileage Reimbursement Rate
  9. Resolution 2023-06 Appointing Trustees for the Lanesboro Firefighters Relief Association
  10. Resolution 2023-07 Appointing Fire Department Officers
  11. Resolution 2023-09 Accepting Donations
  12. 2022 Audit Engagement - Smith Schafer
  13. 2023 Lodging License for Green Gables Inn

Member Bakke motioned to approve the Consent Agenda items as amended. Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

**E. Project Reports:**

**a. Wastewater Treatment Facility**

- i. **Pay Request #25:** City Engineer Brian Malm recommended payment in the amount of \$44,989.62 which represents 89% of work completed. Additional work on fencing, landscaping, and paving will be completed in the spring as weather allows. Demolition of the old plant is currently underway. Member Albrecht-Benson motioned to approve the payment as recommended. Member Bakke seconded the motion. Motion carried with all in favor.

**b. 2022 Street & Utility Improvements:**

- i. **Pay Request #5:** City Engineer Brian Malm recommended payment in the amount of \$103,248.61, which represents 45% of work completed. Member Bakke motioned to approve payment as recommended. Member Walbridge seconded the motion. Motion carried with all in favor.

**F. Department Reports:**

- a. **Street:** Public Works Supervisor David Haugen shared the following work has been completed: Sidewalk repairs, inspected and graded road conditions including alleys, tree trimming and removal, equipment clean-up for storage and general maintenance, plowing, assist Public Utilities staff with projects at Wastewater and Water Treatment facilities, cleaning and reorganizing the Public Works building, meetings with engineers and contractors to ensure projects are completed, maintenance at the City brush dump. Haugen has also requested bids for cement for the Public Works shop floor as well as the walking bridge to Little Norway.
- b. **Administration:** Administrator Peterson noted that discussions with Public Works and Public Utilities will be happening next week to review the Capital Improvement Plan, and review priorities. Administration has been working on year end reporting for both State and Federal, filing and organizing, updates to financial software. Work has also begun preparing for the 2022 Audit.
- c. **Ambulance:** Director of Preston Emergency Services Deb Ristau was present to share an update on the service. A Hand-out was provided which provided the following information: cash balance, call volume, frequency of calls, member information, on-call hours and the value of those hours, as well as a review of activities for 2022. There have been 39 calls that Preston Ambulance responded to calls within Lanesboro, however there have also been several occasions where all three trucks were in service at the same time.
- d. **Chamber of Commerce:** A financial report was shared showing the activity for Lodging tax revenues and expenses through the 3rd quarter of 2022. Member Joe Goetzke answered questions from members relating to advertising expenses, number of staff members, and staffing of the visitor center. Additionally it was noted that the annual meeting for the Chamber will again be held virtually on January 25, 2023. Invitations will be sent out very soon.

**G. Agenda Request:**

- a. **Andy Bunge - Sidewalk on Beacon Street:** Andy Bunge was present to discuss the opportunity of having the sidewalk installed as part of the 2022 Street and Utility project next to the retaining wall on Beacon Street. It was noted that the original design plan had a 2 foot grass area in front of the parking spaces, then a 4' cement sidewalk abutting the

retaining wall. Bunge noted concern for Public Safety as well as the original design plan as his main points of requesting the sidewalk be added back into the project. Members discussed the history of why the sidewalk was removed from the project, as well that the discussion previously was to have the sidewalk installed at a later date. Members then discussed the design of the project, noting that it would be beneficial to install cement in the entire space rather than cement and grass. It was noted that there was no concern with butting the cement sidewalk up against the retaining wall. The cost to add in the 6' sidewalk is estimated to be \$16,500. At this time it is not known if there are additional funds available as part of the project, due to the project being 45% complete. Member Goetzke motioned to table the discussion. Member Albrecht-Benson seconded the motion. Brian Malm will bring potential change orders to the February meeting and Administrator Peterson will review if funds are available from other budgetary items. Motion carried with all in favor.

- b. **Joe Deden - Prairie Restoration on Parcel 190023000:** Joe Deden presented the idea of completing a prairie restoration project on the City owned parcel that also houses a welcome sign into Lanesboro. Deden reviewed the information in the presentation he created and that was included in the packet. It was noted that this could be completed at no cost to the City of Lanesboro. Members did question if there were other areas of concern within the City, and if so what is the priority level. It was noted that although there are areas noted, there is not a plan for buckthorn removal. There have been two other projects approved by the City and done by volunteers in the past. Member Goetzke motioned to approve the project as presented. Member Bakke seconded the motion. Motion carried with all in favor.

#### H. Continued Business:

- a. **Administrator/Clerk Job Description Update Review:** Member Goetzke motioned to approve the job description as presented. Member Walbridge seconded the motion. Concern was shared that a mention of long range capital planning should be included. Member Goetzke then rescinded the motion. Mayor Resseman motioned to table the discussion. Member Albrecht-Benson seconded the motion. Administrator Peterson will add the suggested language. Motion carried with all in favor.
- b. **Fire Truck Purchase Agreement:** Attorney O'Koren presented an amended version of the purchase agreement, noting that the requested change had not been inserted, and therefore he recommended the additional language based on direction of the City Council. Member Goetzke motioned to approve the amended contract. Member Albrecht-Benson seconded the motion. It was noted that the date on the contract would be amended as well. Mayor Resseman then motioned to amend the previous motion to include approval from the Fire Department and Fire Safety. Member Walbridge seconded the motion. The motion for the amendment carried with all in favor. A vote was then called for the amended motion, motion carried with all in favor.
- c. **Walking Bridge to Little Norway Repairs:** Mayor Resseman motioned to table the discussion until quotes are received for estimated repairs. Member Walbridge seconded the motion. Motion carried with all in favor.

#### I. New Business:

- a. **Appointment of Mayor Pro-Tempore for 2023:** Member Goetzke motioned to appoint Member Bakke as Mayor Pro-Tempore. Member Walbridge seconded the motion. Member Bakke then declined the nomination. Member Goetzke rescinded his motion.

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Member Walbridge motioned to appoint Member Albrecht-Benson as Mayor Pro-Tempore. Mayor Resseman seconded the motion. Motion carried with all in favor.

- b. Sewer Department Underbilling Collection:** Administrator Peterson shared a recommendation from the Public Utilities Board for collection of sewer charges that had been underbilled. An error was made entering the fee into the accounting software, which is where the underbilling came from. Attorney O’Koren noted that the City does have the statutory authority to collect the underbilled charges. The Public Utilities Commission recommended collection based on the fees within the ordinance over a period of 12 months. Administrator Peterson offered a second option of charging a lower user rate for the underbilled portion, with collection over a twelve month period. Member Goetzke motioned to collect at the lower rate. Member Bakke seconded the motion. Member Goetzke then amended the motion to include payment over a 12 month period of time, along with issuing a letter to notify residents. Member Bakke seconded the amendment. An option was offered to look into any potential insurance coverage. The amendment carried with all in favor. A vote was then called for the amended motion, motion carried with members Albrecht-Benson, Bakke, Goetzke, and Walbridge voting in favor. Mayor Resseman voted against.

**Next Meeting: Monday, February 6, 2023 6:00 p.m.**

**ADJOURN:** Mayor Resseman adjourned the meeting at 7:18 p.m.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk