

Lanesboro Economic Development Authority
Regular Meeting
Thursday, January 2nd, 2020 10:00 a.m.
City Council Chambers

Present: Elaine Edwards, Rebecca Charles, and Tom Smith

Absent: Phil Dybing

Visitors: Bonita Underbakke

Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 11:04 a.m.

- A. **Agenda:** Member Edwards motioned to approve the agenda with the additions of the invoices from CEDA. Member Smith seconded the motion. Motion carried all in favor.
- B. **Approval of the Minutes:** Member Edwards motioned to approve the minutes as submitted. Member Smith seconded the motion. Motion carried all in favor.
- C. **Persons Appearing before the EDA:** None

Regular Business:

A. Updates:

- 1. **Treasurer's Report:** The operating fund has a balance of \$10,389.31 remaining the same, the Loan fund balance is \$8,295.63. Member Edwards motioned to approve the two invoices to CEDA totaling \$7,583.33. Member Smith seconded the motion. Motion carried all in favor. Members requested that Administration reach out to Beautiful Something with regard to their outstanding loan.
- 2. **City/P&Z/HPC/LPU:** No report was given, as the City Council meets next week.
- 3. **Chamber of Commerce:** No update was available.
- 4. **Lanesboro Business Update:** Administrator Peterson noted the group is currently working on events for the upcoming months. The group also had a discussion about whether they should consider filing for a non-profit status, as well as the idea of having by-laws. The discussion will be continued.
- 5. **Rural Entrepreneurial Venture:** The next meeting will be held in Lanesboro on January 15th, at 9:00 a.m.
- 6. **EDA Director:** Director Rebecca Charles reviewed the projects she is working on and provided a monthly report as part of the packet. Charles noted that she plans to present an annual report at the February 6th meeting. Chris Hahn will be replacing Marty Walsh as the Fillmore County EDA Director.

B. Old Business:

- 1. **Loan Application Form:** Members noted that the application looked appropriate, however would like to wait until the guidelines have been reviewed to formally adopt both. Loan applications will be reviewed with Merchants Bank and F & M Bank, Director Charles will report back to the board with a review of each application. Member Edwards shared suggested changes; Administrator Peterson will create a document to share with everyone.

2. **Business Review – Darling:** Member Smith motioned to deny the loan request. Member Edwards seconded the motion. Due to a lack of available funding the board was not able to consider the request. Motion carried all in favor.

C. Items from Members:

1. **Salary:** Member Smith noted the current annual salary of \$15 for EDA board members. All feel this should be discussed, the topic will be on the February agenda.
2. **Property Tax:** Member Edwards questioned the taxing on homestead vs. non-homestead amounts.
3. **Decorah Sustainability Plan:** Visitor Bonita Underbakke shared the availability of the Decorah Iowa Sustainability Plan. The document can be found on their website, decorahia.org.

Next Meeting: February 6th, 2020 at 11:00 a.m.

Adjourn: Member Edwards moved to adjourn at 11:47 a.m. Motion seconded by Member Smith. Motion carried all in favor.

Respectfully Submitted,
Michele Peterson
City Administrator/Clerk

Lanesboro Economic Development Authority
Regular Meeting
Thursday, February 6th, 2020 11:00 a.m.
City Council Chambers

Present: Phil Dybing, Rebecca Charles, and Tom Smith

Absent: Elaine Edwards

Visitors: Bonita Underbakke, Sarah Peterson, Jason Resseman, Bailey Otto, Barbara Dolan

Member Dybing called the Regular Meeting of the Lanesboro Economic Development Authority to order at 11:00 a.m.

- A. **Agenda:** Member Smith motioned to approve the agenda as submitted. Member Dybing seconded the motion. Motion carried all in favor.
- B. **Approval of the Minutes:** Member Smith motioned to approve the minutes as submitted. Member Dybing seconded the motion. Motion carried all in favor.

Regular Business:

A. Updates:

1. **Treasurer's Report:** The operating fund has a balance of \$9,553.98 remaining the same, the Loan fund balance is \$10,298.10. Member Smith motioned to approve the treasurers report. Member Dybing seconded the motion. Motion carried all in favor.
2. **City/P&Z/HPC/LPU:** The Council approved a liquor license for Unwined and a lot split for the future brewery reported Member Smith. Administrator Peterson noted that the Planning & Zoning commission will be finalizing the survey document this month as part of the process to gather information for the Comprehensive Plan update.
3. **Chamber of Commerce:** Bailey Otto shared that the new Visitors Guide is now available as well the guide features a housing section this year.
4. **Lanesboro Business Update:** Mayor Jason Resseman attended the meeting noting that the group is working on details to upcoming events as well as marketing initiatives. They have decided to not have a Cabin Fever event this year. Additionally, it was noted that volunteers are being sought to help with Rhubarb Festival this year.
5. **Rural Entrepreneurial Venture:** Director Rebecca Charles has met with three business owners recently, Unwined, the Brewery, and Eye Prize Marketing. She has entered all of the information into Sourcelink. The first class for businesses will be held Wednesday, April 8th starting at 8:00 a.m. This class topic will be succession planning. Two additional classes will be held, although specific topics have not been confirmed yet. Charles also shared the news articles that were generated for the press release regarding the grant opportunity making these classes possible.
6. **EDA Director:** Director Rebecca Charles shared the annual report as well as the January report. Member Dybing motioned to accept the 2019 Annual report and send to the Council for review. Member Smith seconded the motion. Motion carried all in favor.

Presentation from Barbara Dolan with Minnesota Housing Partnership: Dolan provided an overview of the program, noting the anticipated outcomes. Discussion was also had on how to apply for the Housing Institute.

Adjourn: Member Dybing moved to adjourn at 11:30 a.m. Motion seconded by Member Smith. Motion carried all in favor. At his point Member Smith had to leave, however discussion continued as follows:

B. Old Business:

1. **Loan Application and Guidelines:** Members will review edits and discussion will be continued in March.

C. New Business:

1. **Member Salaries:** Discussion will be continued when all members are present
2. **CEDA Annual Regional Development Tour:** Director Charles reported that Lanesboro has been chosen to be a part of the tour this year. She will share additional information as it becomes available.
3. **Housing Institute:** As a member of Lanesboro Housing Group member Dybing will draft a letter of support for the program. Dybing and Administrator Peterson will complete the online application for participation in the Housing Institute.

Next Meeting: Thursday, March 5th, 2020 at 11:00 a.m.

Respectfully Submitted,
Michele Peterson
City Administrator/Clerk

Lanesboro Economic Development Authority
Regular Meeting
Thursday, March 5th, 2020 11:00 a.m.
City Council Chambers

Present: Phil Dybing, Elaine Edwards, Rebecca Charles

Absent: Tom Smith

Visitors: Bonita Underbakke, Sarah Peterson, Jason Resseman, Andrzej Zalasinski

Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 11:00 a.m.

- A. **Agenda:** Member Dybing motioned to approve the agenda as submitted. Member Edwards seconded the motion. Motion carried all in favor.
- B. **Approval of the Minutes:** Member Dybing motioned to approve the minutes from February 6th, 2020 as submitted. Member Edwards seconded the motion. Motion carried all in favor.

Regular Business:

A. Updates:

- 1. **Treasurer's Report:** The operating fund has a balance of \$9,553.98 remaining the same, the Loan fund balance is \$12,384.67. Treasurers report was approved my consensus.
- 2. **City/P&Z/HPC/LPU:** The City Council approved a proposal from Eye Prize Marketing for a new website, as well as approved the Wastewater Treatment Facility go out for bids. Work to complete a survey to gain information for updating the Comprehensive Plan continues.
- 3. **Chamber of Commerce:** Director Zalasinski noted that Bailey Otto is given her notice, and an ad to fill her position will be posted soon. He stated the importance of the site intranet.lanesboro.com. Zalasinski recently attended the Explore Minnesota Conference and plans to share the information with Chamber members soon.
- 4. **Lanesboro Business Update:** There will be a ribbon cutting ceremony for Eye Prize Marketing on March 11th. The new business Unwined is set to open in May. Additional discussion was had on job postings.
- 5. **Rural Entrepreneurial Venture:** Charles attended the quarterly REV meeting in Owatonna. During this meeting it was noted that each community should update their ripple maps, for this reason Lanesboro will hold a meeting on March 18th for the regular REV meeting and to update the ripple map. There are still some funds leftover for the REV project that SMIF is determining how they could be spent. One idea was a bus tour, the other is to create videos for each individual community.
- 6. **EDA Director:** Director Charles shared her monthly report, which was included in the packets. She is currently applying for two grants, one for a shelter in Sylvan Park, and the second for another fishing dock in Sylvan Park. Charles also noted the upcoming Business Enrichment Series, with the first class being held on April 8th, registration is out and fliers will be going up soon.

B. Old Business:

- 1. Loan Application and Guidelines:** Member Dybing motioned to approve the guidelines as submitted with the amendments to add Single Family Units to Ineligible Uses. Member Edwards seconded the motion. Motion carried all in favor.
- 2. Member Salaries:** Members requested waiting until all members were present for this discussion.
- 3. Housing Institute:** Member Dybing noted that he is the new President for the Lanesboro Housing Group. Dybing and Administrator Peterson completed the application for the Housing Institute. Dybing will research the timeline for the applications.

C. Items from Members:

- 1.** Member Dybing noted that a grant has been received for the Sons of Norway to paint the exterior of the building. They are also looking into grant opportunities for signage outside of the building. Director Charles will share information for design and grant opportunities with Dybing.

Adjourn: Member Dybing moved to adjourn at 11:32 a.m. Motion seconded by Member Edwards. Motion carried all in favor.

Next Meeting: Thursday, April 2nd, 2020 at 11:00 a.m.

Respectfully Submitted,
Michele Peterson
City Administrator/Clerk

Lanesboro Economic Development Authority
Regular Meeting
Thursday, April 2nd, 2020 11:00 a.m.
Via Zoom, Meeting was recorded on video and audio

Present: Phil Dybing, Elaine Edwards, Tom Smith, and Rebecca Charles

Absent: None

Visitors: Andrzej Zalasinski, Darla Taylor, and Ann Madland

Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 11:00 a.m.

- A. **Agenda:** Member Smith motioned to approve the agenda as submitted. Member Dybing seconded the motion. Members Edwards, Dybing, and Smith voted in favor by roll call vote. Motion carried all in favor.
- B. **Approval of the Minutes:** Member Edwards motioned to approve the minutes from March 5th, 2020 as submitted. Member Dybing seconded the motion. Members Edwards, Dybing, and Smith voted in favor by roll call vote. Motion carried all in favor.
- C. **Persons Appearing before the EDA:** Ann Madland presented a request for funding in the amount of \$9,200. She would use these funds to help start her business which would include selling her handmade jewelry and useful art pieces, as well as teach classes. The guidelines for the EDA loans state a maximum of 50%. Member Phil motioned to approve a loan amount of \$4,600 at 1.25% interest for five years, additionally no payments would be due until July 1st, 2020 with interest accruing in those months. Member Smith seconded the motion. Members Edwards, Dybing and Smith voted in favor by roll call vote. Motion carried all in favor.

Regular Business:

A. Updates:

1. **Treasurer's Report:** The operating fund has a balance of \$9,553.98 remaining the same, the Loan fund balance is \$14,307.14. An additional loan from 2016 was repaid to the City this week in the amount of \$3,500.00. Treasurers report was approved my consensus.
2. **City/P&Z/HPC/LPU:** The City Council will be meeting Monday night and will discuss whether or not the Public spaces such as bathrooms, B-ball courts, campground, etc. should be open to the public. The School project is continuing on; however, the Dam project has been delayed. Bids were opened for the Wastewater Treatment Facility, now the City waits to see what the funding package from the state will be.
3. **Chamber of Commerce:** Director Zalasinski noted that he has a site up that share's resources for businesses. It is available for all, not just Chamber members: lacc.mn/covid19.
4. **Lanesboro Business Update:** Many events have been cancelled or rescheduled. Resources for businesses was discussed at their meeting this morning. The group has decided to meet in two weeks to help support each other in these difficult times.

5. **EDA Director:** Rebecca Charles shared her monthly report highlighting the following:
- Two grants have been submitted, one for the shelter in Sylvan Park and another for a fishing dock. The grants are through AARP, and require a 10% match, which can include in-kind donations.
 - A third grant has been applied for a way finding sign in front of the Sons of Norway.
 - The CEDA Bus tour is still being evaluated, more information will be shared as it becomes available.
 - Due to the postponement of the business enrichment series the board approved a resolution requesting an additional year to complete the series beginning in the fall of 2020. Member Smith motioned to approve the resolution. Member Edwards seconded the motion. Members Edwards, Dybing, and Smith voted in favor by roll call vote. Motion carried all in favor.

B. Old Business:

1. **Member Salaries:** Member Smith motioned to increase salaries to \$15 per meeting retroactive to January 1, 2020. Member Edwards seconded the motion. Members Edwards, Dybing, and Smith voted in favor by roll call vote. Motion carried all in favor. Members also asked Administrator Peterson to inquire if there was an additional Council member willing to serve, so that they could have a five-member board again. Peterson will report back.
2. **Housing Institute:** No new information was available.

C. New Business:

1. **Business Resources:** Rebecca Charles shared information regarding programs available to help businesses. Discussion was had about the possibility of an emergency loan fund, as well as the possibility of deferred payments for existing loans. Charles will reach out to the current clients with loans to see if they would benefit from deferred payments. Charles will also work on completing the surveys for the REV program.

Adjourn: Member Smith moved to adjourn at 12:15 p.m. Motion seconded by Member Dybing. Motion carried all in favor.

Next Meeting: Thursday, May 7th, 2020 at 11:00 a.m.

Respectfully Submitted,
Michele Peterson
City Administrator/Clerk

Lanesboro Economic Development Authority
Regular Meeting
Thursday, May 7th, 2020 11:00 a.m.
Via Zoom

Present: Phil Dybing, Elaine Edwards, Tom Smith, and Rebecca Charles

Absent: None

Visitors: Andrzej Zalasinski, Darla Taylor, and Sarah Peterson

Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 11:02 a.m.

- A. **Agenda:** Member Dybing motioned to approve the agenda as submitted. Member Smith seconded the motion. Members Edwards, Dybing, and Smith voted in favor by roll call vote. Motion carried all in favor.
- B. **Approval of the Minutes:** Member Smith motioned to approve the minutes from April 2nd, 2020 as submitted. Member Edwards seconded the motion. Members Edwards, Dybing, and Smith voted in favor by roll call vote. Motion carried all in favor.
- C. **Persons Appearing before the EDA:** School Board Member Sarah Peterson provided an update for Lanesboro Schools.

Regular Business:

A. Updates:

1. **Treasurer's Report:** The operating fund has a balance of \$9,570.13 remaining the same, the Loan fund balance is \$19,827.36. Treasurers report was approved my consensus.
2. **City/P&Z/HPC/LPU:** Member Smith noted that the Council had received the 2019 Audit report for both City and Public Utilities, both were approved. A donation to the Southern Minnesota Initiative Foundation was also approved for the 2021 Budget. The Council reviewed the recommendations due to COVID-19: the bathrooms at the visitor center and bathhouse will open, the campground will reopen based on the recommendation from the Governor's office, a Preparedness Plan and Operations Plan for staff were also approved. The Library is currently doing two curbside picks each week. Administrator Peterson provided an update on the Dam project.
3. **Chamber of Commerce:** The hiring freeze remains in place for now. Discussion was had regarding the opportunity for a pop-up play in June. It was noted that according to current recommendations that would not be appropriate.
4. **Lanesboro Business Update:** The Brewery is hoping to open in mid-September, while Unwined is hoping to open as soon as recommended from the State of Minnesota.
5. **EDA Director:** Rebecca Charles shared her monthly report highlighting the following:

- Two grants have been submitted, one for the shelter in Sylvan Park and another for a fishing dock. Award notifications will be done July 6th, 2020.
- A third grant has been applied for a way finding sign in front of the Sons of Norway.
- The CEDA Bus tour is still being evaluated, more information will be shared as it becomes available.
- Charles has been working with several businesses on completing funding request applications.
- Ripple Mapping is now complete and has been submitted.

Member Smith left the meeting at 11:30 a.m.

B. Old Business:

1. **Housing Institute:** Although no confirmation at this point, additional information has been requested. Administrator Peterson will share the information with Member Dybing.

C. New Business:

1. **Business Enrichment Series Update:** Director Charles is in discussion with Julie Kiehne about the possibility of online classes. A quote will be submitted for potential courses. A dialog regarding engagement and class details will also be had. Given the time of year, classes will not be scheduled until the fall of 2020.
2. **REV Discussion:** The Ripple Mapping process is now complete. Charles is currently working on completing a sustainability plan for the REV program.

D. Items from Members:

1. Member Edwards encouraged businesses to be using personal protective equipment when working with the public.

Adjourn: Member Dybing moved to adjourn at 11:43 a.m. Motion seconded by Member Edwards. Vote was done by roll-call with all members in favor. Motion carried.

Next Meeting: Thursday, June 4th, 2020 at 11:00 a.m.

Respectfully Submitted,
Michele Peterson
City Administrator/Clerk

Lanesboro Economic Development Authority
Regular Meeting
Thursday, June 4, 2020, 11:00 a.m.
Via Zoom

Present: Phil Dybing, Elaine Edwards, Tom Smith, and Rebecca Charles

Absent: None

Visitors: Andrzej Zalasinski, Michele Peterson, Darla Taylor, and Sarah Peterson

Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 11:00 a.m.

- A. **Agenda:** Member Dybing motioned to approve the agenda as submitted. Member Smith seconded the motion. Members Edwards, Dybing, and Smith voted in favor by roll call vote. Motion carried all in favor.
- B. **Approval of the Minutes:** Member Smith motioned to approve the minutes from May 7th, 2020 as submitted. Member Edwards seconded the motion. Members Edwards, Dybing, and Smith voted in favor by roll call vote. Motion carried all in favor.
- C. **Persons Appearing before the EDA:** None

Regular Business:

A. Updates:

- 1. **Treasurer's Report:** The operating fund has a balance of \$9,570.13 remaining the same, the Loan fund balance is \$19,989.41. Treasurers report was approved by consensus.
- 2. **City/P&Z/HPC/LPU:** Member Smith shared that the dam project is on schedule. The city council also approved the basketball, volleyball, tennis, camping and Locker room areas to be opened. Future public meetings will be held in the gym with participants required to wear a mask in addition to the zoom option. A sidewalk ordinance was revised to allow for outdoor seating on the sidewalk, and also gambling to be allowed outside. Refunds for 3 months of liquor license fees and the annual lodging license fee were also approved.
- 3. **Chamber of Commerce:** The Visitor's Center remains closed. Maps and Brochures are available outside. The stay safe in Lanesboro, MN project was shared.
- 4. **Lanesboro Business Update:** Unwined opened this week. Outdoor dining has started for other businesses.
- 5. **EDA Director:** Rebecca Charles shared her monthly report highlighting that she is sharing information about the PPP program with businesses, and also that the Wayfinding signage application is taking longer to process at the county due to Covid-19. Additionally, the Bus Tour is going to have an online event and still exploring options for an in person tour.

B. Old Business:

1. **Housing Institute:** No Activity.
2. **Business Enrichment Series Update:** This is scheduled for June 15,17,19 from 9-10am each day. CEU's will be provided by Winona State. The link to register has been shared on the city's website and through invites.
3. **REV:** The quarterly meeting was held May 12. A sustainability plan was discussed and how to keep the momentum going. A subcommittee of the EDA was suggested.

C. New Business:

1. **Coronavirus Impacts:** The local survey had a 28% response rate. The main impacts noted are employee availability and safety, loss of income, and more informed communication. 77% felt that good information was being provided.
- D. Items from Members:** Member Dybing shared that the Son's of Norway will be advertising for bids on the painting project. Also they got a \$15,000 grant to upgrade the HVAC system in the building. Member Edwards shared that the St. Mane is also applying for grants to renovate. Lastly, Member Dybing state that History Alive also received a \$10,000 grant and will be continuing to grow.

Adjourn: Member Dybing moved to adjourn at 11:32 a.m. Motion seconded by Member Smith. Vote was done by roll-call with all members in favor. Motion carried.

Next Meeting: Thursday, July 2, 2020 at 11:00 a.m.

Respectfully Submitted,
Darla Taylor
Deputy Clerk

Lanesboro Economic Development Authority
Regular Meeting
Thursday, July 2nd, 2020, 11:00 a.m.
Via Zoom and in the Lanesboro Community Center Gymnasium

Present: Phil Dybing, Elaine Edwards, Tom Smith, and Rebecca Charles

Absent: None

Visitors: Darla Taylor

Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 11:00 a.m.

- A. **Agenda:** Member Smith motioned to approve the agenda as submitted. Member Dybing seconded the motion. Members Edwards, Dybing, and Smith voted in favor by roll call vote. Motion carried all in favor.
- B. **Approval of the Minutes:** Member Dybing motioned to approve the minutes from June 4th, 2020 as submitted. Member Smith seconded the motion. Members Edwards, Dybing, and Smith voted in favor by roll call vote. Motion carried all in favor.
- C. **Persons Appearing before the EDA:** None

Regular Business:

A. Updates:

- 1. **Treasurer's Report:** The operating fund has a balance of \$12,710.63, the Loan fund balance is \$20,326.40 as of June 25th, 2020. Treasurers report was approved by consensus.
- 2. **City/P&Z/HPC/LPU:** Member Smith noted the increase in visitors to town, as well as the progress on the Dam project.
- 3. **Chamber of Commerce:** The Visitor's center is again being staffed, with communication through a window, on Fridays, Saturdays, and Sundays.
- 4. **Lanesboro Business Update:** Suggestions are being made to promote the outdoor activities available in the area. Although Buffalo Bill Days has been officially cancelled, there will still be fireworks, raffle tickets, and t-shirts sold. Businesses are encouraged to advertise specials as well. The Filthy 50 bike race and Dinner Dance will be determined at a later date.
- 5. **EDA Director:** Rebecca Charles provided her monthly report:

☐ **OUTREACH AND NETWORKING**

- I. Michele Peterson, City of Lanesboro.
- II. Phil Dybing (Sons of Norway)
- III. Jennifer Hawkins (Minnesota State)
- IV. Brenda Pohlman (Fillmore County Dept. of Public Health)
- V. Julie Kiehne (Winona State University)
- VI. Andrzej Zalasinski (Lanesboro Chamber of Commerce)
- VII. Michael Seiler (Eye Prize Marketing)

☐ **NEW PROJECTS**

- I. COVID-19:

- a. Small Business Relief Grants Program: Applications are being accepted until 5:00 p.m. Thursday, July 2. Information about this program was sent to all 47 business contacts currently registered with email address in SourceLink.
- b. FY 2020 Public Works & Economic Adjustment Assistance Program (Economic Adjustment Assistance, EAA) From the US EDA. Provide economically distressed communities and regions with comprehensive and flexible resources to address a wide variety of economic needs. Projects funded by these programs will support the DOC Strategic Plan by, among other things; provide workforce development, advancing innovation, attracting investment. Through these programs, EDA supports bottom-up strategies that build on regional assets to spur economic growth and resiliency. EDA encourages its grantees throughout the country to develop initiatives that present new ideas and creative approaches to advance economic prosperity in distressed communities.
 - i. Currently researching needs and requirements for full application of funds.
 - o Goal is to make an application for funds for the EDA to create an Emergency Loan Fund to provide 0% interest loans, possibly with a percentage of loan forgiveness, for businesses affected by COVID-19.
 - o Upon repayment, funds would be allocated to the regular EDA Revolving Loan Fund for reuse in area development and investment.

EXISTING PROJECTS

I. REV Program

- a. Lanesboro REV Sustainability Plan 1st Draft
 - i. Sustainability Plan details will be discussed and selected at next quarterly REV meeting on 07.15.2020

II. Business Enrichment Series

- a. Worked with Julie Kiehne to set up Eventbrite page and prepare for sending out invites.
- b. Designed and distributed event flyers at Lanesboro businesses.
- c. Created and sent out invitations to 47 SourceLink contacts.
- d. Second round of invitations went out on 06.10.2020 and a request was also made to the Lanesboro Chamber of Commerce to forward registration info to their email list as well.
- e. Pre-event surveys were sent out to all registrants on behalf of the University of Minnesota Extension on 06.11.2020
- f. All new registrant data has been entered into SourceLink
- g. Worked with Michael Seiler of Eye Prize Marketing to add all materials and videos to the EDA website.
- h. Authored and distributed a short electronic survey to identify best practices for planning future workshops.
- i. Prepared a brief report of survey responses.
- j. Thank you notes were written and sent to Jennifer Hawkins (U of M Extension), Julie Kiehne (WSU Adult & Continuing Edu.) and Dustin Tollefsrud (WSU Adult & Continuing Edu.) for their help in planning and facilitating the June succession planning workshop.
- k. Debriefing Meeting will be held between Rebecca Charles, Jennifer Hawkins (MN Extension) and Julie Kiehne (Winona State University).

III. CEDA 2020 Regional Bus Tour

a. A meeting to discuss the bus tour and how it is to move forward took place on Monday, June 29th. Will provide updates as soon as they are available.

IV. AARP Community Challenge Competitive Grant Applications

- a. Sylvan Park Dock and Sylvan Park Shelter applications authored and submitted in April
- b. Applicants will be notified of awards the week of July 6th

V. Statewide Health Improvement Program (SHIP) mini-grant

- a. Funding from Fillmore County Public Health currently pending approval. Current delay is due to COVID-19. Brenda Pohlman will reach out once she has an update.

B. Old Business:

1. **Housing Institute:** A meeting with Warren Kramer, Community Development Director with Minnesota Housing Partnership is scheduled for later today. The goal of the meeting will be to determine the dynamics of the team for this opportunity.
2. **Business Enrichment Series Update:** Rebecca Charles shared the positive survey results from the first class offered. Additional classes will be offered for Employee Management and Marketing.
3. **REV:** A virtual meeting is planned for July 15th, 2020. Administrator Peterson will set up a Zoom meeting and share the link with Director Charles.

C. New Business:

1. **Coronavirus Impacts:** Community leaders from different segments of town held a meeting to discuss the vision of Lanesboro and where does it go from here. Potential plans for marketing as well as goals for common signage and clear communication and messages. Concerns were shared for the divide of opinions and how we can come together, showing respect to everyone.

D. Items from Members:

- Member Dybing noted that the Painting project for the Sons of Norway had been awarded to Nicholson Painting out of Rochester.
- Rebecca Charles requested input for who could be part of the video for the CEDA virtual bus tour this year. Suggestions were: Lori Bakke, Mayor Resseman, Andy and Karen Heimdahl, and Joe Nelson.

Adjourn: Member Smith moved to adjourn at 11:47 a.m. Motion seconded by Member Dybing. Vote was done by roll-call with all members in favor. Motion carried.

Next Meeting: Thursday, August 6th, 2020 at 11:00 a.m.

Respectfully Submitted,
Michele Peterson, MCMC
City Administrator/Clerk

Lanesboro Economic Development Authority
Regular Meeting
Thursday, August 6, 2020, 11:00 a.m.
Via Zoom and in the Lanesboro Community Center Dining Room

Present: Phil Dybing, Elaine Edwards, Tom Smith, and Cathy Enerson

Absent: None

Visitors: Darla Taylor, Andrezj Zalinski, Sarah Peterson

Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 11:04 a.m.

- A. **Agenda:** Cathy Enerson asked to add the Regional Development Tour to the agenda. Member Dybing motioned to approve the agenda with the addition. Member Smith seconded the motion. Motion carried all in favor.
- B. **Approval of the Minutes:** Member Dybing motioned to approve the minutes from July 2, 2020 as with the correction to the Treasurer's Report changing my to by. Member Edwards seconded the motion. Motion carried all in favor.
- C. **Persons Appearing before the EDA:** None

Regular Business:

A. New Business:

1. EDA Director: Cathy Enerson introduced herself to the board. She will be our new representative from CEDA. Cathy has worked for CEDA the past 12 years with a strong housing background. She also serves the communities of Preston and Eyota. The directors report was submitted by Rebecca Charles:

❖ **OUTREACH AND NETWORKING**

- I. Michele Peterson, City of Lanesboro – re: EDA, grant programs, REV, COVID-19
- II. Elaine Edwards – re: EDA & COVID
- III. Jennifer Hawkins (Minnesota State) – re: REV
- IV. Brett Stecher (Lanesboro Pastry Shop) – re: COVID
- V. Randy Rakosnik (Root River Unwind) – re: COVID
- VI. Caleb Lauritsen-Norby (Parkway Market) – re: COVID
- VII. Melissa Wray (Lanesboro Arts) – re: REV Mini Pods
- VIII. Brenda Pohlman (Fillmore County Dept. of Public Health)
- IX. Julie Kiehne (Winona State University)
- X. Michael Seiler (Eye Prize Marketing) – re: EDA website

❖ **NEW PROJECTS**

I. COVID-19

- a. Attended a CEDA Meeting to discuss use of CARES ACT funds, along with an area auditor to assist with questions of what is allowable and what is not. This list was forwarded to Michele as well. 07.22.2020
- b. Southern Minnesota Imitative Foundation Small Town Grant Program.
A grant application was written requesting \$10,000 for the establishment of a

Stay Safe Resource Grant program to offer up to \$200 of assistance to businesses. Application was submitted on 07/28/2020

c. FY 2020 Public Works & Economic Adjustment Assistance Program (Economic Adjustment Assistance, EAA) From the USED A

i. Email requests for Letters of Support were sent out to the following businesses:

- **Beautiful Something**, Shanalee Knight
- **Commonweal Theatre Company**, Hal Cropp
- **Cottage House Inn**, Alison Leathers
- **A Guest Hus Motel**, Drew Ferguson
- **Home Sweet Home**, Elizabeth Mason
- **Bluffscape Amish Tours**, Joan Ruen
- **Habberstad House**, Elaine Edwards
- **Eagle Cliff Campground**
- **Lanesboro Pastry Shoppe**, Maria Rothen
- **Historic Scanlan House B&B**, Kirsten Mensing
- **High Court Pub**, Paul & Louanne Hammann
- **Mrs. B's, Lanesboro's Historic Inn**, Trish Capua
- **Coffee Street Inn**, Cleo Boll
- **Spellbound Atelier**, Ann Madland
- **The Granary**, Kirsten Mensing
- **Aroma Pie Shoppe**, Karna Hudoba
- **Thompson House B&B**, David Grey
- **Lanesboro Sales Commission**, Joe Nelson

ii. Letters were received from the following businesses. All letters were uploaded into SourceLink.

- Commonwealth Theatre Company
- Cottage House Inn
- Haberstad House
- High Court Pub
- A Guest Hus Motel

iii. Grant writing in process for application

❖ **EXISTING PROJECTS**

I. REV Program

- a. Mini-Pods: Melissa Wray (of Lanesboro) was selected to produce a mini podcast series for all of the REV communities. I provided a list of times to Melissa that I felt would be appropriate for the Lanesboro Podcast Episode. That included: the mayor/council member, city administrator, EDA President, a private small business owner and a nonprofit director.
- b. REV Quarterly Meeting 07.15.2020
 - i. Sustainability Plan completion and preparation for implementation
- c. REV Information Session for New REV Applicants 07.21.2020

II. Business Enrichment Series

- a. Spoke with Julie Kiehne at Winona State University about the REV Team and EDA's decision to move forward with planning for the next workshop.

- i. The topic for the second course will be employee management and will take place the week of December 16th.
- ii. The topic for the third session will be Online Marketing and will take place the week of January 25th.

III. CEDA 2020 Regional Development Tour/Video

- a. General outline for video has been submitted to CEDA RDT Team.
- b. In process of setting up time for interviews

IV. AARP Community Challenge Competitive Grant Applications

- a. Neither of the Lanesboro projects were approved, as I was informed that none of the projects in Southeastern Minnesota were selected. If these projects do not get done before, I will plan to update and resubmit next year.

V. Statewide Health Improvement Program (SHIP) mini-grant

- a. Funding from Fillmore County Public Health currently pending approval. Current delay is due to COVID-19. I reached out to Brenda Pohlman most recently on 07.17.2020 via email. Still awaiting an update.

B. Updates:

1. **Treasurer's Report:** The operating fund has a balance of \$9460.63, the Loan fund balance is \$20,719.33 as of July 29, 2020. Treasurer's report was approved by consensus.
2. **City/P&Z/HPC/LPU:** Member Smith noted the Community Center will remain closed for the 2020 calendar year. Street vacates and detachment requests were also discussed. Council Member Johnson resigned and they will be asking for letters of interest from residents to fill the vacated position. It was also noted that Hwy 250 is scheduled for work in 2026. The dam project is ahead of schedule.
3. **Chamber of Commerce:** The Visitor's center is again being staffed, with communication through a window, on Fridays, Saturdays, and Sundays with all phone calls being answered remotely. Marketing is happening through Minnesota Monthly as well as the Visitor's Guide Bucket list Challenge. Masks have been received and are being distributed. The Dairyland Grant will also be applied for again.
4. **Lanesboro Business Update:** Brewery look at Oct 1 opening.
5. **School:** The construction project is on schedule with the building to be ready by the start of school on September 8. A special meeting was held to finalize the re-opening plan. Currently all students will be in person full time with classrooms at 50% capacity. This plan will stay in effect unless we would see our risk level change by 4 levels. Transportation is an issue and bus drivers are needed.

C. Old Business:

1. **Housing Institute:** 5 of the 9 team members attended the first meeting that was held digitally, offering many meeting tools for group interaction. The Lanesboro team feels a housing study isn't necessary however, more consensus and alignment of groups and goals is priority. Member Dybing also noted the old Methodist Church site will be up for sale soon.
2. **Business Enrichment Series Update:** No update

3. **REV:** The LEAN draft is due by August 13th.

D. Other:

1. **Regional Development Tour:** The script was presented to the board by Cathy Enerson. Input and suggested changes were requested. Cathy suggested the script should highlight current opportunities within the City of Lanesboro. August 12, 2020 is the scheduled date for taping.

Adjourn: Member Dybing moved to adjourn at 12:07 p.m. Motion seconded by Member Smith. Motion carried all in favor.

Next Meeting: Thursday, September 3, 2020 at 11:00 a.m.

Respectfully Submitted,
Darla Taylor
Deputy Clerk

Lanesboro Economic Development Authority
Regular Meeting
Thursday, September 3, 2020, 11:00 a.m.
Via Zoom and in the Lanesboro Community Center Meeting Room

Present: Phil Dybing, Elaine Edwards, Tom Smith, and Cathy Enerson

Absent: None

Visitors: Andrezj Zalinski, Sarah Peterson, and Jason Resseman

Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 11:00 a.m.

- A. **Agenda:** Cathy Enerson asked to add the EDA Loan funds to the agenda. Member Dybing motioned to approve the agenda with the amendment. Member Smith seconded the motion. Motion carried all in favor.
- B. **Approval of the Minutes:** Member Dybing motioned to approve the minutes from August 6, 2020 as presented. Member Smith seconded the motion. Motion carried all in favor.
- C. **Persons Appearing before the EDA:** None

Regular Business:

A. New Business:

- 1. **REV LEAN plan resolution & REV August meeting wrap up report:** Director Enerson reviewed the proposed sub-committee as well as the resolution supporting it. Member Smith motioned to recommend approval of the resolution to the City Council. Member Dybing seconded the motion. Motion carried with all in favor.
- 2. **Regional Development Tour Video - September 10th premier:** Members were encouraged to register for the virtual event. The program is set for 3-4 p.m. on the 10th, although Lanesboro's portion is only 2 minutes, members are encouraged to watch the entire program to perhaps gain insight into other communities and future ideas.
- 3. **EDA collaboration with P&Z - September 16:** Members are encouraged to attend in person or provide feedback for the Comprehensive Plan update, specifically for future mapping, policies, and goals.
- 4. **Information - County EDA and Commissioners Agendas and Minutes, Chamber Agendas and Minutes:** The County CARES Act Funding Grant program is now actively seeking applications. Businesses are encouraged to apply, applications are being taken on a first come basis. Director Enerson also discussed the idea of sharing agendas and minutes from the local EDA, County EDA, and Chamber of Commerce to keep all groups up to speed with what the others are working on. Enerson will work on coordinating the sharing of information.
- 5. **COVID Funding Grants:** Director Enerson noted that we have been awarded \$10,000 from the SMIF Stay Safe Resource Grant program. Enerson reviewed the requirements of the grant based on the application submitted. Member Smith motioned to recommend the City Council accept the grant funding with the following guidelines: \$5,000 be used for 0% interest loans to businesses, \$5,000 be used for \$200 grants to businesses for PPE expenses not previously reimbursed by other funding sources on a first come basis, as well request that the program be extended through June 30, 2021. Member Dybing seconded the motion. Motion carried with all in favor.

Administrator Peterson shared plans for allocating funding received by the City for COVID19. Director Enerson had proposed the idea of supporting the workforce by providing grants to licensed child care facilities in the City. The City is also working with Acentek and the School to look at providing internet in the park so that outdoor classrooms can be used as well. Member Edwards recommended that a grant of \$7,000 be recommended to the City Council to give licensed childcare providers in Lanesboro, disbursement would be proportionally distributed. Member Dybing seconded the motion. Motion carried with all in favor.

B. Updates:

1. **Treasurer's Report:** The operating fund has a balance of \$9380.27, the Loan fund balance is \$18933.43 as of August 31, 2020. Treasurer's report was approved by consensus.
2. **City/P&Z/HPC/LPU:** Member Smith noted that the Council had not met since the last EDA meeting. Administrator Peterson shared that the Planning & Zoning Commission is working on reviewing the Comprehensive Plan update. As well, the Heritage Preservation Commission has not met since the last EDA meeting.
3. **Chamber of Commerce:** Director Zalasinski noted that this year's membership drive will be different than in years past, businesses will be asked to pledge dues for next year in 2020. The Chamber is also looking to extend the bucket list challenge into 2021, and looking into the possibility of completing the challenge virtually. Work is beginning on the Visitor's Guide for 2020, funds are being requested to complete the matching portion of the Dairyland Grant. Member Smith motioned to approve \$750 towards the matching portion of the grant for the Guide. Member Dybing seconded the motion. Motion carried all in favor.
4. **Lanesboro Business Update:** Several businesses are working on virtual events. In person events are also being designed in order to meet State Health Department guidelines. Many business owners are hopeful that the visitors will respect our community as if it were their own. Sylvan Brewery is hoping to open in October, although an official date has not been set.
5. **EDA Director Update:** Director Enerson highlighted three topics:
 - a. A letter of intention will be requested for a new program bringing healthcare to rural communities. More information will be provided as it becomes available.
 - b. A grant could be applied for from the Lanesboro Community Foundation to help with the Housing Institute to create promotional materials. It was suggested that we wait until the next grant funding cycle to apply.
 - c. Educational Events and planning opportunities, Director Enerson suggested having the Online Marketing and Sales topics before the Holidays. In addition to the one hour course a few one on one sessions could also be offered within our budget. Members agreed to moving the class to October 28th, however offered that Eye Prize Marketing should also be contacted regarding the cost of offering one on one time after the one hour course. Director Enerson will check into the cost and report back.
6. **School Update:** Sarah Peterson provided an update on the Elementary plans as well as the building renovation. The Elementary is beginning the year with in person classes, several safety precautions have been implemented. The classroom spaces are being prepared for the students to come back on September 8th. The School Board did extend the timeline for the project in an effort to reduce the overall budget.

C. Old Business:

1. **Housing Institute:** Member Dybing noted the group has completed the first meeting. Dybing is also working to create a map showing the availability of vacant land, as well as the zoning of those lots. The group plans to update the Council on a quarterly basis, the first update will be in October.

D. Items from Members:

1. **Building for Sale:** Member Dybing noted that the former Methodist Church building is now officially for sale.
2. **EDA Loan Funds:** Mayor Resseman presented the idea of moving the EDA loan funds to F&M Community Bank in an effort to further build a relationship with another local financial institution. Member Edwards motioned to recommend the City Council authorize the transfer of the loan funds. Member Dybing seconded the motion. Motion carried with members Edwards and Dybing in favor, Member Smith voted no.
3. **Project Wizzard:** Director Enerson noted the need to create a database of information so that surveys can be completed quickly when information is requested. These surveys are sent out through DEED, they are requesting information for future business opportunities.

Adjourn: Member Smith moved to adjourn at 12:38 p.m. Motion seconded by Member Dybing. Motion carried all in favor.

Next Meeting: Thursday, October 1, 2020 at 11:00 a.m.

Respectfully Submitted,

Michele Peterson, MCMC
City Administrator/Clerk

Approved 11/5/20

Lanesboro Economic Development Authority
Regular Meeting
Thursday, October 1, 2020, 11:00 a.m.
Via Zoom

Present: Phil Dybing, Elaine Edwards, Tom Smith, and Cathy Enerson

Absent: None

Visitors: Andrezj Zalinski, Joe Jacobson, Harry Davis, Scot Ramsey, Joe Koetzke, Kara Maloney, Darla Taylor, Mat Johnson, and Katja Kressman.

Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 11:00 a.m.

- A. **Agenda:** Member Edwards motioned to approve the agenda as submitted. Member Smith seconded the motion. Motion carried all in favor.
- B. **Approval of the Minutes:** Member Dybing motioned to approve the minutes from September 3, 2020 as presented. Member Smith seconded the motion. Motion carried all in favor.

Regular Business:

A. New Business:

- 1. **Althing:** Joe Jacobson, Scot Ramsey, Mat Johnson, and Katja Kressman gave a presentation and brief explanation of the Althing Project. Althing is working to provide a solution to bring healthcare into communities. The Board approved unanimously to look into the project further, and determine what potential costs for the service could be. An in person meeting will be scheduled for the near future.
- 2. **Comprehensive Plan Update:** Harry Davis with Bolton & Menk Engineering provided an overview of the Comprehensive Plan Update, highlighting the sections relating to Economic Development. Discussion was had regarding the Economic Goals and Objectives, as well as the Land Use Map. Further discussion was had regarding zoning and if potential annexation should be considered in the plan.

B. Updates:

- 1. **Treasurer's Report:** Administrator Peterson shared that the loan funds had been moved to F&M Bank. All loan accounts are current, and the operating account is unchanged.
- 2. **City/P&Z/HPC/LPU:** Administrator Peterson shared that the Dam is substantially complete. The Council also recently accepted the bid from Wapasha Construction for a new Wastewater Treatment Facility. Additionally all public meetings for the month of October will be held virtually. Director Enerson and Member Edwards will provide a report to the Council at the October meeting.
- 3. **Chamber of Commerce:** Director Zalasinski noted that the Visitors Guide is being sent out, and will also include a letter to local residents. Zalasinski also reported that the app being created for the Chamber is in the trial version now, the app will show current business hours.
- 4. **Lanesboro Business Update:** The group met earlier in the day, Member Edwards, Director Enerson, and Administrator Peterson took part in the meeting. The Brewery is still scheduled to open in October. The group discussed welcoming and inclusion, the goal would be to create a welcome packet to share with new business owners as well as new residents. It was also noted that a request

Approved 11/5/20

to close Coffee Street has been received and the City Council will be reviewing the request at the Regular Meeting on October 5, 2020.

- 5. EDA Director Update:** Director Enerson shared the monthly report and noted that the Small Town Grant received an extension through June 2021. One hundred percent of the \$10,000 grant funds are to be used for personal protection equipment expenses. Director Enerson will share this with the City Council on Monday, October 5, 2020, as well create the necessary program documents.

C. Old Business:

- 1. Housing Institute:** Member Dybing noted he had gathered data specific to available ready to build lots, as well as additional potential vacant lots.
- 2. COVID Funding Grants:** This discussion is part of the City Council meeting for next Monday October 5.

D. Items from Members:

- 1. Sons of Norway:** Member Dybing noted that the project is nearly complete. In addition to the painting the front decking will also be replaced with composite decking. Director Enerson is still waiting to hear back on the grant funding for the way finding sign.

Adjourn: Member Dybing moved to adjourn at 12:38 p.m. Motion seconded by Member Edwards. Motion carried all in favor.

Next Meeting: Thursday, November 5, 2020 at 11:00 a.m.

Respectfully Submitted,

Michele Peterson, MCMC
City Administrator/Clerk

Lanesboro Economic Development Authority
Regular Meeting
Thursday, November 5, 2020, 11:00 a.m.
Via Zoom OR In Person at Lanesboro Community Center

Present: Phil Dybing, Elaine Edwards, Tom Smith, and Cathy Enerson

Absent: None

Visitors: Andrezj Zalinski, Drue Ferguson, Michele Peterson and Darla Taylor

Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 11:01 a.m.

- A. **Agenda:** Member Smith motioned to approve the agenda as submitted. Member Dybing seconded the motion. Motion carried all in favor.
- B. **Approval of the Minutes:** Member Dybing motioned to approve the minutes from October 2, 2020 as presented. Member Smith seconded the motion. Motion carried all in favor.

Regular Business:

A. New Business:

- 1. **SMIF GRANT APPLICATION relating to Althing Project:** An application for the Welcoming and Inclusive grants for the Althing feasibility study has been submitted for up to \$20,000 if we should decide to move forward.
- 2. **Senior Housing Outreach:** A meeting with Mark Takes was scheduled for today as well as a meeting with a design build team yesterday. It was noted that the EDA could help with tools but not lead a project. Member Dybing also noted that a possible trust fund may need to be established to proceed with feasibility studies.
- 3. **USDA Grant:** An opportunity to help with the Revolving loans to build businesses.

B. Updates:

- 1. **Treasurer's Report:** All loan accounts are current, and the operating account is unchanged. CEDA contract approved.
- 2. **City/P&Z/HPC/LPU:** Council Member Smith shared that the council held a Budget Workshop and a small increase should be expected and reasonable. They also heard a capital improvement update, noting that the WWTF will require a raise in utility rates. Mindy Albrecht-Benson was appointed to fill the 2 years remaining in Autumn Johnson's term. A public hearing was held about the rural taxing district with action yet to be taken. An overview of the Comp Plan will be presented at the next P&Z meeting on November 18, 2020. The election results will be certified on November 13, 2020.
- 3. **Chamber of Commerce:** Director Zalasinski noted that the Camber is promoting Shop Local, and that visitor's guides had been mailed to all 55949 addresses. The annual meeting will be held virtually on January 27, 2021 with two sets that will need to be filled.

4. **Lanesboro Business Update:** Plans for Experience the Magic are underway with the event scheduled for November 27,28,29.
5. **EDA Director Update:** Director Enerson shared the monthly report. She noted that the CEDA newsletter is available to all. The CEDA contract was up for renewal and it was noted that the city council had approved the renewal. Director Enerson also encouraged all businesses to apply for the Stay Safe Grant. A recap of the Althing Presentation that took place on October 29 was given with shared survey responses.

C. Old Business:

1. **Housing Institute:** A request for a local meeting to proceed with a development area map was presented. It was discussed that a committee to develop this map may be needed in the future to continue this process. As the process continues key stakeholders are to be identified and the new council will be asked to collaborate on the idea.
2. **Stay Safe Grant Application:** A motion to approve the Cottage House Grant application was made by Member Smith and seconded by Member Dybing. Motion carried all in favor.
3. **REV Report:** Working with the bank to promote Riverside on the Root. A work plan is in progress with new roles assigned.
4. **Online Education outcome and metrics:** No update at this time, waiting on debriefing sessions.

D. Items from Members:

1. **Drue Ferigison:**

Adjourn: Member Smith moved to adjourn at 12:26 p.m. Motion seconded by Member Dybing. Motion carried all in favor.

Next Meeting: Thursday, December 3, 2020 at 11:00 a.m.

Respectfully Submitted,

Michele Peterson, MCMC
City Administrator/Clerk

Lanesboro Economic Development Authority
Regular Meeting
Thursday, December 3, 2020, 11:00 a.m.
Via Zoom

Present: Phil Dybing, Elaine Edwards, Tom Smith, and Cathy Enerson

Absent: None

Visitors: Andrezj Zalinski, Joe Goetzke, Sarah Peterson, Cindy Vitse, Doug Grout

Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 11:01 a.m.

- A. **Agenda:** Member Dybing motioned to approve the agenda with moving the HRA discussion to the top when the guests are able to join. Member Smith seconded the motion. Motion carried all in favor.
- B. **Approval of the Minutes:** Member Dybing motioned to approve the minutes from November 5, 2020 as presented. Member Smith seconded the motion. Motion carried all in favor.

Regular Business:

A. Updates:

- 1. **Treasurer's Report:** The EDA operating fund has a balance of \$19,300.94, which does include grant funding for the learning sessions. The Loan fund is currently at \$19,250.41, with all loans current.
- 2. **City/P&Z/HPC/LPU:** Council Member Smith reported that the LPU will be presenting their budget to the council and recommended removal of the EDA funding. Smith also noted that he would like to see that funding be put back into the budget.
- 3. **Chamber of Commerce:** The annual meeting will be held virtually this year on Wednesday, January 27, 2021. There are currently three seats up for election on the board.
- 4. **Lanesboro Business Update:** The group met earlier in the morning and reviewed the Small Business Saturday event, as well as considered upcoming events.
- 5. **School Board:** Board member Sarah Peterson reported that 4 - 6 Grade as well as the high school would be distance learning through the winter break. The School is hoping to keep the Kindergarten through third grades in person, as they feel that is the most beneficial. The construction project is nearing completion. The School is in need of school bus drivers as well as Pera's.

B. Old Business:

- 1. **Learning Session Part 3 of 3:** Member Dybing motioned to approve the contract with Winona State University for the Workforce Development Class to be held January 20, 2021. Member Edwards seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- 2. **Stay Safe Grant Application:** Member Smith motioned to approve the following applications: The Peddler, Rootriver Rod Co, Lanesboro Arts, High Court Pub, and Coffee Street Fitness. Member Dybing seconded the motion. Vote was done by roll call with all in favor. Motion carried.

3. **Wayfinding Sign:** Currently waiting on additional information.
4. **Building EDA Capacity:** Director Enerson noted a call with the USDA where the RBAG program will be discussed to consider building a revolving loan fund. Member Smith motioned to approve of a resolution in support of the application be drafted and submitted to the Council. Member Dybing seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
5. **REV Report:** The Lanesboro group has officially graduated from the program, and is now continuing on with L.E.A.N. Member Edwards was also presented with a leadership award for her efforts in the program.

C. New Business:

1. **CEDA Resources:** Director Enerson has found data about the community and will be able to share that information with new and existing businesses and developers.
2. **Housing Bluff Country HRA:** Cindy Vitse and Doug Grout shared the current status as well as the history of the Bluff Country HRA. The organization would need a letter of intent for the Small Cities Application in order to pencil the City into a timeline. The initial application is due in the fall with the full application to be completed the following Spring. The current timeline is the fall of 2022 or 2023 for application.

D. Items from Member:

1. **Director's Report:** Director Enerson reviewed her report with board members, the report was included in the meeting packet as well.

Adjourn: Member Smith moved to adjourn at 12:09 p.m. Motion seconded by Member Dybing. Motion carried all in favor.

Next Meeting: Thursday, January 7, 2021 at 11:00 a.m.

Respectfully Submitted,

Michele Peterson, MCMC
City Administrator/Clerk