

Approved 2/3/22

Lanesboro Economic Development Authority
Regular Meeting
Thursday, January 6, 2022 at 10:30 a.m.
Via Zoom and In Person Council Chambers

Present: Elaine Edwards, Joe Goetzke, and Cathy Enerson, member Dybing participated virtually due to a health concern.

Absent: None

Visitors: Sarah Peterson, Michael Seiler, Jason Resseman, and Dina Shaesha

1. **Call To Order:** Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:30 a.m.
2. **Agenda:** Member Dybing motioned to approve the agenda with the additions of Forfeited Property and Capron Building to Other.. Member Goetzke seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** Guests were welcomed, no comments were received.
4. **Approval of the Consent Agenda:**
 - A. EDA Minutes December 2, 2021
 - B. December Financial Report

Member Goetzke motioned to approve the Consent Agenda items as presented. Member Dybing seconded the motion. December loan repayments will be added to the spreadsheet and shared with members. Motion carried with all in favor.

5. City Business:

- A. **Council Reps/City Administrator/Planning and Zoning:** The Attorney Contract and fee schedule was approved. Zoning continues to discuss the possibility of allowing food trucks in town.
- B. **Chamber Report:** Director Zalasinski is currently at a conference. Members and staff are getting ready for the annual meeting, where there will be voting for the 2022 membership and consideration for bylaw amendments. Work on the guide will also begin soon.
- C. **School Board:** Sarah Peterson noted that there will be a special school board meeting next Monday to discuss the Federal mandate that all businesses with over 100 employees must require all employees to be vaccinated.

6. Revolving Loan:

- A. **Client Fees:** Director Enerson will update the documents to share the fee schedule approved by the City Council.
- B. **USDA Funding:** We are currently awaiting funding.
- C. **New Loans:** Director Enerson noted that due to a family emergency, there has been a delay in the application process, however they are now moving forward.
- D. **Construction Disruption Loan Program:** Member Goetzke motioned to table the discussion. Member Edwards seconded the motion. Motion carried with all in favor.

7. Old Business:

Approved 2/3/22

- A. Workforce Housing Grant:** Director Enerson noted an increased evaluation of the old Methodist Church project. There will now be 2 two bedroom apartments and 7 one bedroom apartments. Enerson is working on revisions to the application and will get it submitted.
- B. L.E.A.N. Meeting;** Member Edwards reviewed the lunch that was held with SMIF at which time there was extensive discussion about the process and how far Lanesboro came in that process. We will receive a copy of the ripple mapping that was done earlier.
- C. Ongoing-MN Housing extends additional technical assistance:** Member Dybing noted that there are additional programs and resources available to help expand opportunities.
- D. Eagle Bluff - Public Space:** Member Goetzke noted that upon further discussion Eagle Bluff has realized that they will not meet all of the qualifications necessary to apply for grant funding from the Federal EDA. For this reason the project is currently on hold.
- E. Wayfinding Sign:** The sign is complete, and will be installed in the spring. Work is currently underway to receive the funding in order to pay for the work that has been completed.

8. New Business:

- A. Livability Site Presentations:** Both Dina from Curve and Michael from Eye Prize Marketing provided presentations based on the RFP for the livability tab. Member Goetzke motioned to accept the proposal from Eye Prize Marketing in the amount of \$9,940 that includes three months of marketing. Member Dybing seconded the motion. In the future members noted a desire to do a city wide branding project. Motion carried with all in favor.
- B. Area Foundation - For Website ADA:** Member Goetzke motioned to table the discussion. Member Edwards seconded the motion. Motion carried with all in favor.
- C. Schedule and invites for housing inventive development:** Director Enerson and Member Dybing will discuss and finalize a plan outside of the meeting.
- D. Southeast Regional Partnership Project:** Members noted a desire to submit a letter of intent to apply for the program, Director Enerson will work on the proposal. The idea of studying how the community could support year round tourism was discussed.

9. Director's Report: The printed report was included in the packet materials..

10. Other:

- A. Forfeited Property:** Administrator Peterson will look into the definition of Public Purpose as it relates to public housing. If needed a special meeting will be called of the City Council and the EDA.
- B. Capron Building:** Member Dybing noted a desire to generate ideas to help this building so that it does not remain empty.

11. Adjourn: Member Goetzke moved to adjourn at 12:35 p.m. Motion seconded by Member Edwards. Motion carried all in favor.

Next Meeting: Thursday, February 3, 2022 at 10:30 a.m.

Respectfully Submitted,

Michele Peterson, MCMC, City Administrator/Clerk

Approved 3/3/22

**Lanesboro Economic Development Authority
Regular Meeting
Thursday, February 3, 2022 at 10:30 a.m.
Via Zoom and In Person Council Chambers**

Present: Elaine Edwards, Phil Dybing, and Cathy Enerson and member Joe Goetzke participated virtually due to a health concern.

Absent: None

Visitors: Sarah Peterson, Michael Seiler, Jason Resseman, Ryan Palmer, Scott and Angie Taylor, Carrie and Richard Harrell

1. **Call To Order:** Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:43 a.m. after zoom complications.
2. **Agenda:** Member Dybing motioned to approve the agenda. Member Goetzke seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** Guests were welcomed, no comments were received.
4. **Approval of the Consent Agenda:**
 - A. EDA Minutes Jan 6, 2022
 - B. Financial Report

Member Goetzke motioned to approve the Consent Agenda items as presented. Member Dybing seconded the motion. Motion carried with all in favor.

5. City Business:

- A. **Council Reps/City Administrator/Planning and Zoning:** Topics for the next meeting on February 7th include Ambulance Transfer, Lodging Licenses, ARPA funds. It was also mentioned that Planning and Zoning is working on Food Truck language and application fees.
- B. **Chamber Report:** Director Zalasinski is currently in Poland dealing with his mother's passing. The annual meeting went well. The Chamber showed a \$9000 profit for 2021.
- C. **School Board:** Sarah Peterson noted that the school bus driver shortage is extremely dire. Meetings will now be held the 2nd Wednesday of each month.

6. Revolving Loan:

- A. **Revolving Loan Fund fee amendment:** Member Dybing motioned to approve the new application and plan with the changes to fee information as submitted. Member Goetzke seconded the motion. Motion carried all in favor.
- B. **USDA Funding:** We have received the funding.
- C. **New Loans:** Director Enerson noted that the application had been received and they are awaiting a response from the State Historic Preservation.
- D. **Construction Disruption Loan Program:** It was suggested that the board consider an amount and timeline for the next meeting. Discussion to continue in March.

7. Old Business:

Approved 3/3/22

- A. L.E.A.N. Meeting;** A report from Cathy Enerson was included in the meeting packet. She noted that winter tourism ideas would be shared with the group at the next meeting which will be scheduled soon.
- B. Wayfinding Sign:** Work is currently underway to receive the funding in order to pay for the work that has been completed. The sign will be installed in the spring.

8. New Business:

- A. Southeast Regional Partnership Project:** Director Enerson noted that the application is prepared and ready to be submitted.
- B. Rethos Opportunity:** Emily Casey reached out directly to Michele Peterson of the opportunity for communities to participate in the assessment opportunity. A collaboration of Planning and Zoning , HPC and the Lanesboro Art Center was suggested to move forward with the assessment. Mayor Resseman offered to be the liaison.
- C. D.E.E.D-** Director Enerson shared that she will not be available to attend the next quarterly meeting and offered an invitation to board members and administration to attend if they can. Director Enerson will share the link.

9. Director's Report: The printed report was included in the packet materials..

10. Other:

11. Adjourn: Member Dybing moved to adjourn at 11:33 a.m. Motion seconded by Member Edwards. Motion carried all in favor.

Next Meeting: Thursday, March 3, 2022 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor Deputy Clerk

Revised and approved 4-7-22

Lanesboro Economic Development Authority
Regular Meeting
Thursday, March 3, 2022 at 10:30 a.m.
Via Zoom and In Person Council Chambers

Present: Elaine Edwards, Phil Dybing, Cathy Enerson and Joe Goetzke

Absent: None

Visitors: Sarah Peterson, Jason Resseman, Karen Heimdahl

1. **Call To Order:** Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:30 a.m.
2. **Agenda:** Member Dybing motioned to approve the agenda with the addition of Eye Prize Marketing Contract under old business. Member Goetzke seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** Guests were welcomed.
4. **Approval of the Consent Agenda:**
 - A. EDA Minutes February 3, 2022
 - B. Financial Report

Member Goetzke motioned to approve the Consent Agenda items with the spelling correction of Member Dybing's name. Member Dybing seconded the motion. Motion carried with all in favor.

5. City Business:

- A. **Council Reps/City Administrator/Planning and Zoning:** Topics for the next meeting on March 7th include a presentation from the Fillmore County Assessor about property values and taxes, speed limits, and ARPA funding.
- B. **Chamber Report:** Director Zalasinski is scheduled to return from Poland later this week. The Visitor's Guide will be a priority when he returns as well as scheduling a retreat for later this month to elect new officers.
- C. **School Board:** Sarah Peterson noted that there was community input regarding the attendance policy. Prom is scheduled for May 14th and donations are being sought. Bus Driver shortage has the school looking into other duties to create a full time employment opportunity.
- D. Ag Summit - No update given

6. Revolving Loan:

- A. **Revolving Loan Fund fee amendment:** On going
- B. **New Loans:** Director Enerson noted that the 30 days of review has elapsed and they are pending.
- C. Shipton: Final Loan amount Amortized was \$32,500 and 1st payment was made March 1st.
- D. **Construction Disruption Loan Program:** To plan for future needs the board will look to determine details of the program. A motion was made to table the item by Member Goetzke. Member Dybing seconded the motion. Motion carried all in favor.

Revised and approved 4-7-22

E. Development Opportunity Profile: No action was taken. Cathy will decline the offer to SMIF

7. Old Business:

- A. **L.E.A.N. Meeting;** Next meeting is March 24th- Member Edwards invited all to attend.
- B. **U of MN Sustainability:** We are waiting to hear if our request is approved.
- C. **Rethos Opportunity:** It was noted that Kara Maloney and Cathy Enerson are working on a draft and submission for the downtown assessment due March 31st.
- D. **Southeast Regional Partnership Project & Tourism Assessment:** Cathy Enerson spoke with Jennifer Hawkins and it was noted that this is a much longer term project, much broader project, and maybe better suited for a regional approach.
- E. **Wayfinding Sign:** Still in progress. A draft of the information to be displayed was requested.
- F. **Eye Prize Marketing Contract:** A motion to approve the contract with spelling corrections and issue 1st payment was made by Member Dybing and seconded by Member Goetzke. Motion carried all in favor.

8. New Business:

- A. Behavioral Health Grant: Cathy Enerson shared training opportunity that can be brought to our community for a fee. Member Goetzke noted he had already attended this training. It was suggested that the EDA gather information from other departments to see if there is a need to proceed.
- B. **CEDA Main Street Grant Application:** Director Enerson shared that the letters of support had been received and 10 Million had been requested for the CEDA communities.
- C. **Request for Funding:** Chill-Inn Lanesboro is looking for ways to promote Lanesboro activities in the winter time. Promotional items are being drafted including a video. More specific funding needs will be presented next month for consideration.
- D. **American Rescue Plan Act Funding:** The city council is considering options for the ARPA funding dollars they received. One suggestion was to have the EDA administer funds to support businesses or non-profits. A motion was made by Member Dybing to request 30% or \$24,000 of the funds be assigned to the EDA for economic development. Member Edwards seconded the motion. Motion carried all in favor.

9. Director's Report: The printed report was included in the packet materials..

10. Other:

11. Adjourn: Member Dybing moved to adjourn at 11:39 a.m. Motion seconded by Member Goetzke. Motion carried all in favor.

Next Meeting: Thursday, April 7, 2022 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor Deputy Clerk

Approved 5-5-22

Lanesboro Economic Development Authority
Regular Meeting
Thursday, April 7, 2022 at 10:30 a.m.
Via Zoom and In Person Council Chambers

Present: Elaine Edwards, Phil Dybing, Cathy Enerson and Joe Goetzke

Absent: None

Visitors: Sarah Peterson, Jason Resseman, Karen Heimdahl, Christina and Jordan Evenson and Jonathon Lavine.

1. **Call To Order:** Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:30 a.m.
2. **Agenda:** Member Dybing motioned to approve the agenda with the removal of 6d Development Opportunity Profile. Member Goetzke seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** No guest comments.
4. **Approval of the Consent Agenda:**
 - A. EDA Minutes March 3, 2022
 - B. Financial Report

Member Dybing motioned to approve the Consent Agenda items with the spelling correction of retreat in section 4b, and grammatical changes in 8c. Member Goetzke seconded the motion. Motion carried with all in favor.

5. City Business:

- A. **Council Reps/City Administrator/Planning and Zoning:** A new garbage contract was approved with LRS Recycling. An ordinance on food trucks was amended and a public hearing will be held May 2 for the approval. The ARPA funding request will also be discussed further on May 2.
- B. **Chamber Report:** Member Goetzke introduced new chamber employee Jonathon LaVine. It was also noted that the guides and maps are being printed. The new 2022 officers are Joe Goetzke-President, Alison Leather- Vice President, Kara Malony-secretary, and Hal Cropp-treasurer.
- C. **School Board:** Substitute teachers are needed as the school is running very short on some days. The seniors are on their class trip currently. Spring Activities are underway.

6. Revolving Loan:

- A. **Revolving Loan Fund fee amendment:** Completed.
- B. **New Loan Requests: State Historic Preservation Review:** The blue hotel is back up for sale. No comments have been received from SHIPPO.
- C. **Construction Disruption Loan Program:** No Updates, however it was noted that it should be called Business Disruption Loan Program. A motion to table this item was made by Member Goetzke and seconded by Member Dybing. Motion carried all in favor.

Approved 5-5-22

7. Old Business:

- A. L.E.A.N. Meeting;** A good meeting was held and they have a plan for moving forward with businesses to contact. New members were invited to the group.
- B. U of MN Sustainability:** We were not accepted for the program. The city of Red Wing just went through focused on tourism so they could be a good resource.
- C. Rethos Opportunity:** It was noted that Kara Maloney has submitted the application for the main street assessment.
- D. Wayfinding Sign:** The map is in need of resizing and editing. Phil will provide the documentation of approval for the placement on private property.
- E. Eye Prize Marketing Contract:** A motion to approve the contract with spelling corrections and issue 1st payment was made by Member Dybing and seconded by Member Goetzke. Motion carried all in favor.

8. New Business:

- A. Behavioral Health Grant:** Cathy will reintroduce the training at a later time. It was noted that a better description of the training is needed.
- B. CEDA Main Street Grant Application:** Still Pending.
- C. Request for Funding-Lanesboro Winter Experience-Stay Safe Chill Inn Lanesboro:** An application was submitted to LACF for funding. There may be some SMIF funds still available from the stay safe grant.
- D. American Rescue Plan Act Funding:** Council is still considering options and will revisit on **May 2, 2022**.
- E. Cooperative Business Services:** Member Goetzke suggested a Community Investment Co-Op presentation for the community might be beneficial. Member Goetzke and Director Enerson will work together to put resources together to implement the community wide event.

9. Director's Report: The printed report was included in the packet materials. Director Enerson proposed the idea of adding a Mayor's Council geared towards tourism and the planning phases should be created. A motion was made by Member Goetzke and seconded by Member Dybing to support the creation of a Mayor's Council. The motion carried all in favor. Director Enerson also shared information about Revocity, a company investing in local projects. She also invited members to attend CEDA's annual meeting on June 16th in Pine Island where she will present on revolving loan funds.

10. Other: Christina and Jordan Evenson were present to request revolving loan funds for their new business. A motion to approve \$25,000 to Clara's at 2% interest for 7 years pending 1:1 collateral justified by the pending commercial appraisal was made by Member Dybing and seconded by Member Goetzke. Motion carried all in favor.

11. Adjourn: Member Dybing moved to adjourn at 11:45 a.m. Motion seconded by Member Goetzke. Motion carried all in favor.

Next Meeting: Thursday, May 5, 2022 at 10:30 a.m.

Respectfully Submitted,
Darla Taylor Deputy Clerk

Approved 6-2-22

Lanesboro Economic Development Authority

Regular Meeting

Thursday, May 5, 2022 at 10:30 a.m.

Via Zoom and In Person Council Chambers

Present: Elaine Edwards, Phil Dybing, Cathy Enerson and Joe Goetzke

Absent: None

Visitors: Jonathon Lavine, Andrej Zalinski and Bonita Underbakke.

1. **Call To Order:** Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:31 a.m.
2. **Agenda:** Member Dybing motioned to approve the agenda with the addition of Blandin Rural Leadership Boost Grant to Other. Member Goetzke seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** No guest comments.
4. **Approval of the Consent Agenda:**
 - A. EDA Minutes April 7, 2022
 - B. Financial Report

Member Dybing motioned to approve the Consent Agenda items. Member Goetzke seconded the motion. Motion carried with all in favor.

5. City Business:

- A. **Council Reps/City Administrator/Planning and Zoning:** The food truck public hearing was well attended and the council will take more time to review. The 2022 Road project will have a special meeting next Wednesday.
- B. **Chamber Report:** 2022 Guides and Maps are available. Chamber staff have connected with Friends of the Root River and will also sponsor Rock the Driftless.
- C. **School Board:** An emailed report from Sarah Peterson was shared. The elementary track and field day will be May 20th and the last day of school is June 1st. The next school board meeting is May 11th. Daycare Key Fobs are on backorder. General school board information was shared including contact information for board members, The superintendent is open to one on one meetings to discuss issues related to students and staff, the school board can not legally discuss any staff or student issues publicly. Public input is welcome at school board meetings. Here's how it works: Comments from visitors must be informational in nature and not exceed five (5) minutes per issue. The Board cannot engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting.

6. Revolving Loan:

Approved 6-2-22

- A. New Loan Requests: State Historic Preservation Review:** The letter was received from SHIPPO and included in the packet materials.
- B. Construction Disruption Loan Program:** It was suggested that unrestricted funds be separated from USDA funds. The application needs more bank information from the applicant and a board vote would be needed to determine the business interruption.

7. Old Business:

- A. L.E.A.N. Meeting;** A power point will need to be created so the meeting date should be moved up.
- B. Rethos Opportunity:** It was noted that we did not receive.
- C. Wayfinding Sign:** Permission was given for Cathy and Phil to proof the information and printing. Invoice has been sent to Fillmore County Public Health.
- D. CEDA Main Street Grant Application:** We should know by the end of May which projects received award.
- E. American Rescue Plan Act Funding:** The city council approved the purchase of a new boiler for the community center. The remaining funds have not yet been assigned.

8. New Business:

- A. DEED Workforce Housing Grant- outcome:** The project didn't meet the qualification.
- B. Tax Abatement for the Long Term Housing Project:** The board questioned the number of units and the overall impact of the project. The city is still waiting for architectural drawings requested by the fire marshall due to the change of use of the building.

9. Director's Report: Director Enerson highlighted the USDA program to help HRA's, as well as the Children's First Program for childcare. It was also noted that HERO's pay had been announced and Cathy shared where to sign up. Director Enerson also provided a SWOT document for review.

10. Other: CEDA Annual Meeting is June 16th in Pine Island and Cathy encouraged the members to attend. A draft letter was reviewed for the Blandin Rural Leadership Boost Grant. A list of restaurants and lodging for sale in Lanesboro was also shared.

11. Adjourn: Member Dybing moved to adjourn at 11:57 a.m. Motion seconded by Member Goetzke. Motion carried all in favor.

Next Meeting: Thursday, June 7, 2022 at 10:30 a.m.

Respectfully Submitted,
Darla Taylor Deputy Clerk

Approved 6/29/22

Lanesboro Economic Development Authority
Regular Meeting
Thursday, June 2, 2022 at 10:30 a.m.
Via Zoom and In Person Council Chambers

Present: Elaine Edwards, Phil Dybing, Cathy Enerson and Joe Goetzke

Absent: None

Visitors: Jonathon Lavine, Andrej Zalinski and Bonita Underbakke.

1. **Call To Order:** Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:30 a.m.
2. **Agenda:** Member Goetzke motioned to approve the agenda as submitted. Member Dybing seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** No guest comments.
4. **Approval of the Consent Agenda:**
 - A. EDA Minutes May 5, 2022
 - B. Financial Report

Member Dybing motioned to approve the Consent Agenda items with the correction to the May 5 minutes changing real estate to restaurants and lodging in the Other Information. Member Goetzke seconded the motion. Motion carried with all in favor.

5. City Business:

- A. **Council Reps/City Administrator/Planning and Zoning:** A neighborhood meeting was held on 6/1 for the upcoming street and utility project. The public hearing will be held on 6/6 for accepting the assessments and awarding the contract. The Food truck ordinance will be revisited at the next meeting as well. There will be a discussion on the Christmas tree. It was also noted that trash compactors are to be installed next week.
- B. **Chamber Report:** The walking tour was very well attended. The Chamber will have literature available at Rhubarb Fest and Art in the Park. The Rocking the Driftless Bingo cards are available at the Chamber Office.
- C. **School Board:** No update given. It was noted that a teacher's conference will be held October 20th at Lanesboro Public Schools for up to 150 other teachers of small area schools.

6. Revolving Loan:

- A. **New Loan Requests:** Joel Pfeffer loan request was submitted due to the need for additional funding for unexpected costs related to installation of sprinklers. Mienergy cannot make a loan to the city for housing however Dairyland can. A motion was made by Member Goetzke to recommend to the city council the approval of the Dairyland to Mienergy to City of Lanesboro

Approved 6/29/22

75K revolving loan application at 1% interest. This loan would then be loaned out to Joel Pfeffer at 2% interest over 7 years with the conditions of tax abatement, development agreement and 9 units established. Motion was seconded by Elaine. Motion carried all in favor.

- B. Business Interruption Loan Program:** Guidelines and Policies as well as a revised application were presented. A motion to adopt the Business Interruption Loan Program using unrestricted loan funds was made by Member Dybing and seconded by Member Goetzke. Motion carried all in favor.

7. Old Business:

- A. Tax Abatement for the Long Term Rental Housing Project:** Recommendation to city council.
- B. Livability website Tab Update:** Michael Seiler shared the new tab on the city website. The group was asked to review the pages and tabs and offer suggestions or edits. The page is live and can be linked to the Chamber website and shared.
- C. L.E.A.N. Meeting:** June 15th at 9am is the next meeting. They will be working to complete the items needed for homework.
- D. Wayfinding Sign:** Finish work should be completed in June.
- E. CEDA Main Street Grant Application:** We were not awarded.
- F. American Rescue Plan Act Funding:** There has been no update on the unspent portion of the funds.

8. New Business:

- A. EDA Letters of Support and Endorsements:** It was noted that an approval and consensus is needed before a letter of support on the EDA's behalf should be submitted to any group or organization seeking grants.
- B. Housing and Business Start Up Resource Sheets:** Should be reviewed as part of the website information.

9. Director's Report: Director Enerson will be meeting with the potential new owners of a coffee shop.

10. Other: CEDA Annual Meeting is June 16th in Pine Island. Cathy is away July 7-13th. A Motion to move the July 7th EDA Meeting to Wednesday June 29th at 10:30 am was made by Member Goetzke and seconded by Member Dybing. Motion carried all in favor. Also noted by Member Dybing was that the Lamon development had a completed survey and a preliminary plan should be submitted in the near future.

11. Adjourn: Member Dybing moved to adjourn at 12:01 p.m. Motion seconded by Member Goetzke. Motion carried all in favor.

Next Meeting: Wednesday June 29, 2022 at 10:30 a.m.

Respectfully Submitted,
Darla Taylor Deputy Clerk

Lanesboro Economic Development Authority
Regular Meeting
Wednesday June 29, 2022 at 10:30 a.m.
Via Zoom and In Person Council Chambers

Present: Elaine Edwards, Phil Dybing, Cathy Enerson and Joe Goetzke

Absent: None

Visitors: Jonathon Lavine, Michael Seilor, Sarah Peterson and Bonita Underbakke.

1. **Call To Order:** Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:31 a.m.
2. **Agenda:** Member Dybing motioned to approve the agenda with the addition of Beautiful Something Revolving Loan and an Update from Elaine. Member Goetzke seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** Bonita Underbakke shared that Cheryl Lamon may be looking for some help transitioning her business of Cheryl's Fabric Garden.
4. **Approval of the Consent Agenda:**
 - A. EDA Minutes June 2, 2022
 - B. Financial Report

Member Goetzke motioned to approve the Consent Agenda items. Member Dybing seconded the motion. Motion carried with all in favor.

5. City Business:

- A. **Council Reps/City Administrator/Planning and Zoning:** A couple of ordinances will be reviewed at the next meeting for possible updating needs. Joe will present EDA needs for tax abatement and business interruption loan program at the July 5th meeting.
- B. **Chamber Report:** Jonathan Levine shared that visitor count data comparison shows over 50 more visits this year than last. He also noted that the Chamber attended the park board meeting to begin discussion and design plans for some future updates to the visitor center area and layout.
- C. **School Board:** No new items to note. There is curiosity of the upcoming road project and timelines for the school area. Phil Dybing questioned the status of the solar project and the panels are still on backorder with no known time frame.

6. Revolving Loan:

- A. **New Loan Requests:** Sparrow Valley Properties loan request was questioned as to whether a board member had a financial interest in the project. Member Dybing stated he has no financial gain or any conflict of interest in the project, but would request a revote. A motion was made by Member Goetzke to recommend to the city council the approval of the Dairyland to Mienegy to City of Lanesboro 75K revolving loan application at 1% interest. This loan would then be loaned out to Joel Pfeffer of Sparrow Valley Properties at 2% interest over 7 years with the conditions of

tax abatement, development agreement and 9 units established. Motion was seconded by Member Edwards. Motion carried with Member Dybing abstaining.

- B. Shipton Loan:** Director Enerson asked that the check for the remainder of the \$50,000 be made to ONB Bank and Tyler Shipton. The loan amortization schedule will need to be re-done showing the \$50,000 loan amount.
- C. Beautiful Something Loan:** Director Enerson prepared the board for the possibility of needing to take action for a default in the loan. Director Enerson will check into possibilities with the attorney.

7. Old Business:

- A. Short Term Business Interruption Loan Program:** Member Goetzke will share information with the city council on July 5th
- B. Housing and Business start-up resource sheets:** No suggestions were given, as more time is needed to look closer at the content.
- C. Livability website Tab Update:** [Michael Seiler](#) shared the fillable form has been created and is available now. 371K impressions were noted from the 1st round of ads. The EDA agreed to Michael's recommendation of moving \$500 of google ad funds to new social media ads on Facebook.
- D. L.E.A.N. Meeting:** Member Edwards will be presenting the powerpoint on July 13th.
- E. Wayfinding Sign:** Member Dybing noted he has picked up the sign and is waiting for concrete work. It may be necessary to have a volunteer work day if the contractor can't get to it soon.
- F. Welcome Baskets:** Member Dybing is working with Lori to get these going. Member Dybing requests to be added to the LPU agenda for the July 19th meeting to request the new service fees be waived.
- G. American Rescue Plan Act Funding:** Member Goetzke noted that the majority of the funds have been allocated to the boiler, and suggested the EDA remove this topic from their agenda.

8. New Business:

- A. Strengthening Rural Communities Grant-**Director Enerson and Member Dybing will work to identify possible needs for the \$10,000 grant opportunity.

9. Director's Report: Director Enerson reported that the group working on the hiking trail from Whalan to Lanesboro would be doing a trial hike and she is waiting for further updates from the group. She also noted that the Chill Inn Lanesboro is working on winter activities. She presented a letter from CEDA for 2023 budgeting purposes. Member Dybing motioned to request the current contracted time and services in the amount of \$14,479 with the addition of \$5000 set aside for special project work to the city council for budget. Member Edwards seconded the motion. Motion carried all in favor.

10. Other:

- A.** Member Dybing noted that the Lamon development is fully platted and will be ready for the next steps of Planning and Zoning approval.
- B.** Member Edwards shared that they have accepted an offer on their home and will be moving out of the state.

11. Adjourn: Member Goetzke moved to adjourn at 11:59 a.m. Motion seconded by Member Dybing. Motion carried all in favor.

Next Meeting: Thursday August 4, 2022 at 10:30 a.m.

Respectfully Submitted,
Darla Taylor Deputy Clerk

Approved 9/1/22

Lanesboro Economic Development Authority
Regular Meeting
Thursday, August 4, 2022 at 10:30 a.m.
Via Zoom and In Person Council Chambers

Present: Phil Dybing, Cathy Enerson and Joe Goetzke

Absent: None

Visitors: Jonathon Lavine, Michael Seiler, Alexandra Kvenvold, Andrej Zalasinski, and Bonita Underbakke.

1. **Call To Order:** Member Dybing called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:30 a.m.
2. **Agenda:** Member Goetzke motioned to approve the agenda as presented. Member Dybing seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** No comments were shared.
4. **Approval of the Consent Agenda:** Member Goetzke motioned to approve the Consent Agenda items. Member Dybing seconded the motion. Motion carried with all in favor.
 - a. June 29, 2022 EDA Minutes
 - b. Financial Reports
5. **City Business:**
 - a. **Council Reps/City Administrator/Planning and Zoning:** Member Goetzke noted that the Interim Loan Program was approved by the Council. The Council was also provided an update on the Street and Utility Improvement projects as well as reviewed ordinances for Liquor and Tobacco licensing. Finally the Council called for a Public Hearing to consider the Tax Abatement Request for Sparrow Valley Properties. Michael Seiler reported that the Planning & Zoning Commission has approved a rezoning request, however denied two petitions to vacate the Public Right of Ways. A request to install a picture on the side of a building downtown was also received, members noted that a conditional use permit should be considered. Administrator Peterson shared that a Public Hearing and Special Meeting of the Planning & Zoning Commission will be held Monday, August 15, 2022.
 - b. **Chamber:** Chamber Director Zalasinski reported they are working on the fall and winter event in Lanesboro. Additionally, the distribution of the maps and guides is going very well.
 - c. **School Board:** Director Enerson noted that she has forwarded Childcare grant information from DEED to school representatives, although had not heard back.
6. **Revolving Loan:**
 - a. **New Loan & Tax Abatement Request - Pfeffer:** Member Goetzke shared appreciation for the summary information provided by Mike Bubany. The City Council approved calling for a Public Hearing in order to consider the tax abatement request. Additionally the Council approved completion of the application for financing through MiEnergy and Dairyland Power.

7. Old Business:

- a. **Housing and Business start-up resource sheets:** Information to be shared on the new Liveability page.
- b. **Livability Website Tab:** Recent updates have been made to the Liveability tab which will be posted on the Business Promotion Facebook page.
- c. **L.E.A.N. Meeting:** Compeer Financial and Southern Minnesota will be visiting Lanesboro to better understand the benefit of the REV program. Tentatively the date is set for August 26 from 9-10:30 a.m.
- d. **Welcome Baskets:** Work continues to create the baskets. If possible baskets could be given out at the welcome week this fall.
- e. **USDA reimbursement request:** Enerson will be requesting funding for Clara's Eatery. Additionally it was noted that one year has surpassed since the original funding of the grant from the USDA and therefore a letter should be submitted to extend the time frame to disburse the funds. Member Goetzke motioned to approve submitting the letter. Member Dybing seconded the motion. Motion carried with all in favor.
- f. **Strengthening Rural Communities Grant:** Work continues, discussion to be continued.

8. New Business:

- a. **Tax abatement - Housing Infill Project, Lamon:** The application for Rick Lamon's housing development is pending as they work towards submitting the preliminary plat for review.
- b. **Tax abatement City Capacity:** Director Enerson noted that there is a maximum annual amount the City can provide abatement for. Additional information is available upon request.
- c. **EDA Brochure:** Member Goetzke motioned to approve Kelly Printing to print 200 brochures, as well as authorize \$75 for design expenses. Member Dybing seconded the motion. Members noted a desire to stay with local providers to create the brochures. Motion carried with all in favor.
- d. **Parking Ordinance for Business District:** Director Enerson shared a variety of ordinances from other communities that provided detailed information on parking specifically in a downtown area. The idea is that looking ahead to future developments, the Zoning Commission may want to consider amending the current ordinance. Enerson will work to consolidate the information, to help the EDA board provide a recommendation to the Planning & Zoning Board.
- e. **Community Cooperative:** Member Goetzke shared his desire to investigate the opportunity that a Community Investment Cooperative could have in Lanesboro as an Economic Tool. Member Goetzke will reach out and find out details including potential expenses to host a community meeting to learn more about this opportunity, this information will be shared at the next meeting. Members noted a potential date for the community meeting of October 19, 2022.
- f. **New Grant Opportunities:** Enerson reviewed the grant opportunities outlined in the Directors Report.

9. Directors Report: Director Enerson reviewed the report as well as highlighted a conference opportunity that she felt would be beneficial to attend.

10. Other:

- a. **Beautiful Something Loan Status:** The loan is currently one month past due. If no payment is received prior to next month, the board will be provided with options for corrective action.

Approved 9/1/22

- b. President:** Member Goetzke motioned to appoint Member Dybing as the President of the EDA. Member Dybing seconded the motion. Motion carried with all in favor.
- c. Wayfinding Sign:** Member Dybing announced that the sign installation is complete and has noticed it being utilized already. He has ordered a thicker replacement cork for what was originally installed.

Adjournment: Member Dybing motioned to adjourn the meeting at 11:59 a.m. Member Goetzke seconded the motion. Motion carried with all in favor.

Next Meeting: Thursday, September 1, 2022 at 10:30 a.m.

Respectfully Submitted,
Michele Peterson, MCMC
City Administrator/Clerk

Approved 10/6/22

**Lanesboro Economic Development Authority
Regular Meeting
Thursday, September 1, 2022 at 10:30 a.m.
Via Zoom and In Person Council Chambers**

Present: Phil Dybing, Cathy Enerson and Joe Goetzke

Absent: None

Visitors: Jonathon Lavine, Michael Seiler, Andrej Zalasinski, Sarah Peterson and Bonita Underbakke.

1. **Call To Order:** Member Dybing called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:30 a.m.
2. **Agenda:** Member Goetzke motioned to approve the agenda as amended with the addition of Reset Business Conference to the Chamber Report. Member Dybing seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** No comments were shared.
4. **Approval of the Consent Agenda:** Member Goetzke motioned to approve the Consent Agenda items. Member Dybing seconded the motion. Motion carried with all in favor.
 - a. August 4, 2022 EDA Minutes
 - b. Financial Reports
5. **City Business:**
 - a. **Council Reps/City Administrator/Planning and Zoning:** Member Goetzke noted the public hearing for the Sparrow Valley Tax Abatement was scheduled for the next meeting on Wednesday September 7th. Other topics include Sidewalk improvements, grain bin variance and and Interim Use Permit for old time photos.
 - b. **Chamber:** Chamber Director Zalasinski reported they have hired Melissa Vanderplas. The Reset Conference was shared as an opportunity for small business owners.
 - c. **School Board:** Sarah Peterson shared that the teachers are back to work this week, and sports activities are underway. The need for upgrades to the bus garage are in the initial stages of exploration of ideas. The need for staff still exists, especially Special Ed Teachers, Bus Drivers, Paras and substitutes. A grant for electric buses has been submitted into a lottery system.
6. **Revolving Loan:**
 - a. **New Loan & Tax Abatement Request - Pfeffer:** Member Goetzke motioned to recommend a 4% interest rate to the borrower. Motion was seconded by Member Dybing with Member Dybing noting that he has no personal interest or benefit in the project. Motion carried with all in favor.
 - b. **Collections-Beautiful Something:** A motion was made by Member Dybing to turn the account over to Attorney O’Koren to proceed with collection notice and potential lien on the property per Clause 6 of the agreement. Motion was seconded by Member Goetzke. Motion carried with all in favor.

Approved 10/6/22

7. Old Business:

- a. **Light manufacturing and retail space needed:** No new updates.
- b. **Livability Website Tab Final Report:** Michael Seiler noted that \$2290 has been spent on the google ads. He also shared statistical information including a 7.44% click through rate by users. It was also noted that a LACF grant may be submitted for \$1800 in funds to continue the google ads.
- c. **L.E.A.N. Meeting:** Sept 14th meeting. New Chair and Members are needed.
- d. **Welcome Week:** Sept 14th- Phil will introduce the New Construction Incentive Baskets.
- e. **EDA Brochures:** A design bid is needed. Item Tabled to next meeting.
- f. **USDA reimbursement request:** The extension of time approval was accepted. Funds for Clara's will be submitted.
- g. **Parking Ordinances in various communities:** No Updates, more to come next month.
- h. **Community Cooperative Investment Group- October 19:** Member Goetzke will create a flyer for the October utility bill.

8. New Business:

- a. **Tax abatement - Housing Infill Project, Lamon:** The 1st plat maps were received by the group, but sent back for reworking.
- b. **Blandin Foundation:** An application was sent and still pending the outcome.
- c. **2 entities requesting EDA assistance:** Cathy is working on this.
- d. **SHIP Funds and initiatives:** It was noted that a recent zoom meeting shared new initiatives for SHIP funding. It was suggested that the Chamber apply for a grant for another Wayfinding Sign.

9. Other:

- a. **SE MN Together:** Phil Dybing will be attending the housing tour.
- b. **Griffin Development:** Michele Peterson noted that the developers' agreement has been received and is being looked at by the attorney and engineer.

Adjournment: Member Dybing motioned to adjourn the meeting at 11:51 a.m. Member Goetzke seconded the motion. Motion carried with all in favor.

Next Meeting: Thursday, October 6, 2022 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor

Approved 11/3/22

Lanesboro Economic Development Authority
Regular Meeting
Thursday, October 6, 2022 at 10:30 a.m.
Via Zoom and In Person Council Chambers

Present: Phil Dybing, Tom Pursell, Cathy Enerson and Joe Goetzke

Absent: None

Visitors: Jonathon Lavine, Michael Seiler, Melissa Vanderplas, Sarah Peterson and Bonita Underbakke.

1. **Call To Order:** Member Dybing called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:30 a.m.
2. **Agenda:** Member Goetzke motioned to approve the agenda. Member Dybing seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** No comments were shared.
4. **Approval of the Consent Agenda:** Member Dybing motioned to approve the Consent Agenda items noting a spelling error on Blandin in the minutes. Member Pursell seconded the motion. Motion carried with all in favor.
 - a. September 1, 2022 EDA Minutes
 - b. Financial Reports
5. **City Business:**
 - a. **Council Reps/City Administrator/Planning and Zoning:** City Administrator Peterson noted that a public hearing will be held on liquor license ordinance updates. The tax abatement for Sparrow Valley was amended. A Development agreement with G3 was approved for Hillside Ave and sewer updates. Additionally a letter of correction was issued to RLH grain for the grain bin with a 12 month completion.
 - b. **Chamber:** The membership drive is underway and a social mixer will be held tonight at Sylvan Brewing. 8600 visitors have been counted so far in 2022, which compares to 8900 for all of 2021.
 - c. **School Board:** Sarah Peterson shared that employees are needed including bus drivers, paras, kitchen, special ed teacher, and clerical. A Small School Teaching Conference will be held on October 20th with over 100 participants expected to attend. Modifications to the bus garage and location are being explored including the use of electric buses. The need to remodel space into additional classrooms for the increased number of students is being planned for.
6. **Revolving Loan:**
 - a. **New Loan:** Jason and Bridget Harvey made application for a new loan to help them with the succession of the High Court Pub. A motion to approve the new loan in the amount of \$40,000 for 7years at 2% interest with payments beginning on 3/1/23 in the amount of \$510.70

contingent on the receipt of the USDA fund balance was made by Member Dybing and seconded by Member Pursell. Member Goetzke noted the terms should be included in the motion that was made. Motion carried with all in favor.

- b. Tax Abatement Update:** The tax abatement agreement was amended by city council to allow for distribution of the funds during the project once all bank funds have been exhausted.
- c. Collections-Beautiful Something:** A motion was made by Member Goetzke and seconded by member Dybing to offer the restructuring of the past due loan amount of \$1786.40 at 2% interest for 5 years with monthly payments beginning on 1/1/23 and a collateral position as 1st lien on the building, as well as all additional costs of paperwork filing billed to the owner. This offer is valid until 12/1/22 at which time the loan would be turned over to collections. Motion carried all in favor.

7. Old Business:

- a. Livability Website Tab Final Report:** Michael Seiler shared a final report including some statistics of the project.
- b. L.E.A.N. Meeting:** Cathy Enerson noted that Compeer Financial will be visiting here on November 22nd and invited members to attend.
- c. Welcome Week:** Attendance was good and included Brenda Pohlman from Fillmore County Public Health and Pam Bishop from SMIF.
- d. Housing Incentive:** No update
- e. EDA Brochures:** Cathy will have a design estimate from Sarah Peterson for the next meeting.
- f. USDA reimbursement request:** Cathy Enerson is working on the request for funding.
- g. Parking Ordinances in various communities:** No Updates.
- h. Community Cooperative Investment Group:** The event will be held on Nov 3, 2022 and flyers were sent out in the utility bill. The information will be shared on the City Website as a post.
- i. Tax Abatement Update:** Previously Discussed- see above.
- j. Grants:** Member Dybing noted that a \$50,000 Blandin Grant for Business Planning had recently been received. The working group will be created and give recommendations to the EDA for the spending of the grant funds.
- k. Updates G3 and Lamon:** The Lamon project has revised plans down from 14 to 11 units to avoid the need for a pond and to stay under the requirements. They are very close to being ready to present the project to planning and zoning for approval. The G3 project has an approved developers agreement for Hillside Ave and sewer work to begin this winter.

8. New Business:

- a. Boarding onboarding power point, confidentiality/conflict of interest policy:** Cathy Enerson noted the power point was available for review and reminded commission members of the importance of confidentiality. It was noted that the EDA and city have a Conflict of Interest and Code of Conduct policy in place.
- b. Entrepreneurial Bridge Conference:** Phil Dybing was unable to attend.

9. Other:

- a. EV Chargers:** Member Pursell brought forward the need for Level 3 vehicle chargers. It was suggested we explore funding opportunities and future costs of such a project.

Approved 11/3/22

Adjournment: Member Pursell motioned to adjourn the meeting at 12:03 p.m. Member Dybing seconded the motion. Motion carried with all in favor.

Next Meeting: Thursday, November 3, 2022 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor

Approved 12/1/22

Lanesboro Economic Development Authority
Regular Meeting
Thursday, November 3, 2022 at 10:30 a.m.
Via Zoom and In Person Council Chambers

Present: Phil Dybing, Tom Pursell, Cathy Enerson and Joe Goetzke

Absent: None

Visitors: Michael Seiler, Sarah Peterson, Ryan and Alissa Palmer, Barb Jeffers and Bonita Underbakke.

1. **Call To Order:** Member Dybing called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:30 a.m.
2. **Agenda:** Member Pursell motioned to approve the agenda with the additions of Livability Tab and Charging Stations under old business and Board Size under new business. Member Goetzke seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** No comments were shared.
4. **Approval of the Consent Agenda:** Member Dybing motioned to approve the Consent Agenda Minutes. Member Pursell seconded the motion. Motion carried all in favor. Member Goetzke motioned to approve the Consent Agenda Financial Reports. Member Pursell seconded the motion. Motion carried with all in favor.
 - a. October 6, 2022 EDA Minutes
 - b. Financial Reports
5. **City Business:**
 - a. **Council Reps/City Administrator/Planning and Zoning:** A public hearing will be held to update the liquor ordinances. The road project will be wrapping up in the next few weeks. Elections will be on Tuesday November 8th. Planning and Zoning will be taking a closer look at accessory dwellings.
 - b. **Chamber:** Membership Drive is underway and has been re-worked to more of a value/benefit format.
 - c. **School Board:** Sarah Peterson shared that there were 81 participants that attended the Small Schools Teaching Conference. The solar panels will arrive this week. The lottery for the Electric Bus wasn't received. The Strategic Plan process will begin tonight.
6. **Revolving Loan:**
 - a. **New Loan:** Ryan and Alisa Palmer were in attendance to request some gap financing to help them acquire the blue hotel property to add 10 units to their current property. A commercial space on the 1st floor will be lower priority of the project. The request is for \$20,000 at 7 years with 2% interest. A motion was made by Member Goetzke to approve the loan pending bank

approval and 1:1 collateral proved via the bank appraisal as well as USDA fund reimbursements deposited into the city account. The motion was seconded by Member Pursell. Motion carried with Member Dybing abstaining.

- b. Tax Abatement Update:** Administrator Peterson noted it is all completed.
- c. Collections-Beautiful Something:** Cathy Enerson has reached out to Shanalee Erwin with no response. The next step is to send it over to Attorney O’Koren.

7. Old Business:

- a. Housing Incentive:** Member Dybing noted that the Lanesboro Golf Course turned down the request to offer a free membership. It was noted that Mi-Energy has some rebates available.
- b. EDA Brochures:** Quotes from Kelly Printing and Peterson Creative were received. A motion to approve the bid from Peterson Creative at \$235 from the general fund was made by Member Goetzke and seconded by Member Pursell. Motion carried all in favor with Member Goetzke noting the value of assets offered by Peterson Creative and the continuity Sarah offers the EDA Brochure.
- c. USDA:** Darla Taylor and Cathy Enerson are working to get all reporting requirements into the lync system.
- d. Community Cooperative Investment Group:** A kickoff high level meeting will be later tonight presented by Kevin Edberg.
- e. Grants:** The SMIF reporting is due at the beginning of December. The \$50,000 Blandin Grant Funds will need to be accepted. A motion to recommend the city council accept the funds of the Community Planning Grant from Blandin in the amount of \$50,000 was made by Member Dybing and seconded by Member Pursell. Motion carried all in favor.
- f. Updates G3 and Lamon:** There will be no construction this year on the G3 Development. The Lamon project is working through a storm water run off obstacle.
- g. Livability Tab:** The expenses for the project have exceeded the budgeted and approved amount by \$1964.11. A Motion was made by Member Goetzke to request Eye Prize Marketing reimburse the EDA in the amount of \$1164.11 noting that \$800 will be used from the stay safe grant to cover the difference. The motion was seconded by Member Pursell. Motion carried all in favor.
- h. Charging Stations:** Member Pursell noted the approximate cost of infrastructure installation for a Level 3 charging station is \$20,000. He will continue to pursue funding opportunities.

8. New Business:

- a. USDA -Deed:** A power point presentation was shared and included in the packet materials.
- b. Tax and TIF form:** Cathy Enerson presented a draft version of a form from Eyota. The form will be updated for Lanesboro and brought back to the board for approval next month.
- c. University of MN Extension Services:** A motion to approve the spending of \$8,000 for the U of MN Tourism Study from the grants funds was made by Member Goetzke and seconded by Member Dybing. Motion carried all in favor. Member Pursell offered to look over the contract.
- d. Board Size:** Member Dybing noted the desire to increase the number of board members from 3 to 5. Administrator Peterson will bring the topic to city council in December.

Approved 12/1/22

Adjournment: Member Goetzke motioned to adjourn the meeting at 11:55 a.m. Member Dybing seconded the motion. Motion carried with all in favor.

Next Meeting: Thursday, December 1, 2022 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor

Approved 1/5/23

Lanesboro Economic Development Authority
Regular Meeting
Thursday, December 1, 2022 at 10:30 a.m.
Via Zoom and In Person Council Chambers

Present: Phil Dybing, Tom Pursell, Cathy Enerson and Joe Goetzke

Absent: None

Visitors: Michael Seiler, Sarah Peterson, Alissa Palmer, and Bonita Underbakke.

1. **Call To Order:** Member Dybing called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:30 a.m.
2. **Agenda:** Member Goetzke motioned to approve the agenda with the additions of Chamber Financial Request and Health Care under New Business. Member Pursell seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** No comments were shared.
4. **Approval of the Consent Agenda:** Member Goetzke motioned to approve the Consent Agenda . Member Pursell seconded the motion.. Motion carried with all in favor.
 - a. November 3, 2022 EDA Minutes
 - b. Financial Reports
5. **City Business:**
 - a. **Council Reps/City Administrator/Planning and Zoning:** The truth and taxation hearing as well as final levy approval will happen on December 5th. Boards are still looking for volunteers. Planning and Zoning will begin looking at updating the comprehensive plan especially the areas of zoning and housing density.
 - b. **Chamber:** No update.
 - c. **School Board:** Sarah Peterson noted they have begun the Strategic Plan Process. A group of 30 individuals met and a public forum was held earlier this week outlining strengths and weaknesses. A core group meeting will be held to create the goals. Bus Drivers and Paraprofessionals are still needed. Solar panels were not delivered and no new information was available.
6. **Revolving Loan:**
 - a. **New Loan:** Alisa Palmer was in attendance to share that the project has been put on hold due to current ratios of debt. Many financing avenues have been shared and will be explored.
 - b. **Collections-Beautiful Something:** A motion was made to offer \$75 payments to resume in March 2023 and the funds to add lien position on the building to be paid for by the borrower by Member Goetzke and seconded by Pursell. Motion carried all in favor
7. **Old Business:**
 - a. **Housing Incentive:** Member Dybing noted this can be tabled until Spring 2023.

Approved 1/5/23

- b. EDA Brochures:** A draft was presented to the board. It will continue to be revised as content is delivered.
- c. USDA:** New forms were requested and submitted. Funds for Clara's and Harvey's should be received soon.
- d. Community Cooperative Investment Group Next Steps:** Member Pursell will check into the governmental and start up procedure processes.
- e. TIF and Tax Abatement Application:** A draft was presented. A motion was made by Member Dybing to adopt the form to be used for future tax abatement requests and send the form to City Council for approval. Motion was seconded by Member Goetzke. Motion carried all in favor.
- f. Updates G3 and Lamon:** Lamon accepted lots and pond placement on draft drawings of 10 lots, once finalized it will be presented to the Planning and Zoning. G3 on hold until spring.

8. New Business:

- a. University of MN Extension Services:** Pending contact review.
- b. Other Blandin:** No updates
- c. Outline for Planning:** Cathy Enerson Introduced the outline for future use.
- d. Chamber Funding Request:** Andrej was present to request funds from the EDA for the directory in the 2023 Visitor's Guide. He noted that Dairyland Grant will also be used. A motion was made to give \$1200 from the EDA operating budget to support the visitor's guide pending no budget changes by Member Dybing and seconded by Member Pursell. Motion carried with Member Goetzke abstaining.
- e. Health Care:** The topic was introduced and tabled.

9. Other:

- a. Winter Fishing:** The idea was presented by Member Pursell and will be forwarded to the Blandin Folder

Adjournment: Member Dybing motioned to adjourn the meeting at 12:06 p.m. Member Gotetzke seconded the motion. Motion carried with all in favor.

Next Meeting: Thursday, January 5, 2023 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor