

Approved 2/3/23

**Lanesboro Economic Development Authority  
Regular Meeting  
Thursday, January 5, 2023 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, Jason Resseman, Jonathan Lavine and Bonita Underbakke.

1. **Call To Order:** Member Dybing called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:32 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 Goetzke motioned to approve the Consent Agenda . Member Pursell seconded the motion.. Motion carried with all in favor.
  - a. December 1, 2022 EDA Minutes
  - b. Financial Reports
5. **City Business:**
  - a. **Council Reps/City Administrator/Planning and Zoning:** Land Use and the Comp Plan are being worked on. The Liquor Ordinance has been updated and the tobacco ordinance will be worked on next. An update to the Sidewalk Ordinance ordinance was approved for annual renewals. Planning and Zoning will begin looking into temporary homes/ Granny Pods.
  - b. **Increasing the size of the EDA:** Alison Leathers would be interested in joining the EDA. The idea will be brought back to council to see if there is an additional member interested, and if so work to update the ordinance.
  - c. **Chamber:** The Member Drive was recently completed.The production of the guide and map will be coming shortly. The annual meeting is set for January 25th.
  - d. **School Board:** Sarah Peterson noted that the solar panels are on the roof and awaiting installation. She noted several snow days already this winter. They will also be moving forward on the strategic plan. The website will be revamped to improve communication. The levy shows a decrease of less than 2%. Substitutes are always needed, in addition to bus drivers, aides and kitchen staff.
6. **Revolving Loan:**
  - a. **New Loan-Palmer Update:** They are looking for other financing sources.
  - b. **Collections-Beautiful Something:** Paperwork is drafted and will be issued in the building owners name.
7. **Old Business:**

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- a. **EDA Brochures:** A draft was shared. Member Goetzke offered some suggestions to highlight the EDA more and QR code locations. Changes will be made.
- b. **USDA:** Funds are expected to be in the bank account any day for the scheduled Pub closing on 1/23/23. Cathy suggested the city council may need to approve a resolution of support should the EDA need to seek further funding opportunities from the USDA.
- c. **Community Cooperative Investment Group Next Steps:** Member Goetzke mentioned that it may be best for LEAN to get a steering committee identified if this is to move forward. LEAN is seeking a new chairperson and will meet again on January 18th.
- d. **Updates G3 and Lamon:** Lamon project is waiting on soil borings to finish the plat map.

**8. New Business:**

- a. **University of MN Extension Services:** The contract was approved and will be signed by Member Dybing.
- b. **Livability Website Updates:** Updates to the livability tab are needed on the website. A motion by Member Goetzke to have Michael Seiler complete the updates at \$75 per hour not to exceed 2 hours was seconded by Member Pursell. Motion carried all in favor.
- c. **Blandin Update:** Approval of the U of MN contract will result in a payment of \$4000.00 due.
- d. **2023 Planning, re-capitalizing the EDA loan fund:** It was noted earlier in the meeting that more USDA funds may be needed for future projects.
- e. **February Meeting Schedule:** Member Goetzke motioned to move the next meeting to Friday February 3, 2023 at 10:30 a.m. with Member Pursell seconding the motion. Motion carried all in favor.

**Adjournment:** Member Goetzke motioned to adjourn the meeting at 11:36 a.m. Member Pursell seconded the motion. Motion carried with all in favor.

**Next Meeting:** Friday February 3, 2023 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor

Approved 3/2/23

**Lanesboro Economic Development Authority  
Regular Meeting**

**Friday February 3, 2023 at 10:30 a.m.**

**Via Zoom and In Person Council Chambers**

**\*\*\*Member Pursell participated remotely from: 58 Wellston Dr, Palm Coast, FL 32164**

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

**Absent:** None

**Visitors:** Zach Lind, Jonathan Lavine 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 addition of Zach Lind to Revolving Loans, and Labor Slides to 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 Goetzke motioned to approve the Consent Agenda . Member Pursell seconded the motion.. Motion carried with all in favor.
  - a. January 5, 2023 EDA Minutes
  - b. January 2023 Financial Reports
5. **City Business:**
  - a. **Council Reps/City Administrator/Planning and Zoning:** Administrator Peterson noted topics of discussion at the next meeting include the Filthy 50, work from home policy, sidewalk on Beacon St, ordinance review for EDA, and the capital improvement plan. Planning and Zoning will continue their discussion on rezoning.
  - b. **Increasing the size of the EDA:** An applicant will be needed as Alison Leathers has turned down the opportunity to apply. One application has been sent out recently.
  - c. **Chamber:** It was noted that the annual meeting was recently held and the new board members are: Marti Gray, Jeremy Van Meter, and Cheryl Johnson. Lance Prado was officially seated and Alison Leathers and Joe Goetzke will remain as board members. The guide is in the final stages and will be sent to production shortly. A new website is also currently in the works.
  - d. **School Board:** Sarah Peterson was not able to attend, however noted that the solar panels have begun installation.
6. **Revolving Loan:**
  - a. **New Loan-Palmer Update:** The Palmers are making progress with new banking opportunities, and an unofficial HPC approval.
  - b. **Collections-Beautiful Something:** No paperwork has been signed as of now.

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- c. **Zach Lind:** Zach introduced himself as the owner of the Driftless Trading Post in Peterson. He noted they are looking to expand their business into the Lanesboro area, noting 80% of current business in Peterson comes from Lanesboro. Zach shared that he is working with Sylvan Brewery to bring food to the establishment by a food trailer in the existing adjacent garage space. The trailer has been purchased and the goal is for them to be operational by May 1st. He is working on an equipment and inventory list for needs prior to opening and seeing cash flow. Cathay offered to send Zach a revolving loan application and several other resources.

**7. Old Business:**

- a. **EDA Brochures:** Finalized and will be delivered today.
- b. **Community Cooperative Investment Group Next Steps:** Member Goetzke shared information at the LEAN meeting and names for a steering committee were established.
- c. **Updates G3 and Lamon:** A meeting will be held on March 15th for developers to hear about recent housing development opportunities.
- d. **U of MN Tourism Study:** 2 surveys are being developed. 1 will focus on businesses and the other on the community members.
- e. **Re-Capitalizing the EDA Loan Fund:** A motion was made by Member Dybing to send a resolution to the city council to secure more EDA loan funds through the USDA. Member Goetzke seconded the motion. Motion carried all in favor.

**8. New Business:**

- a. **Blandin Update, core leadership, SOAR event, potential expenses to reveiw:** Member Goetzke expresses concern for if and how all the grant funds could be used. Cathy shared the budget for the grant showing how they planned for the use of the funds. THE SOAR event is scheduled for April 4th possibly in the evening.
- b. **LEAN Recap:** It was noted that Michael Seiler will be the new chairperson with help from Lori Bakke if/when needed. Cathy's notes were included in the packet information.
- c. **Labor Slides:** The statistics on population were shared.

**Adjournment:** Member Pursell motioned to adjourn the meeting at 11:41 a.m. Member Goetzke seconded the motion. Motion carried with all in favor.

**Next Meeting:** Tuesday March 2, 2023 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor

**Lanesboro Economic Development Authority**  
**Regular Meeting**  
**Thursday March 2, 2023 at 10:30 a.m.**  
**Via Zoom and In Person Council Chambers**

**Present:** Phil Dybing, Cathy Enerson and Joe Goetzke

**Absent:** Tom Pursell

**Visitors:** Zach Lind, Jonathan Lavine, Michael Boho, Karen Heimdahl, Andrej Zalinski, Alison Leathers, Sarah Peterson, Michael Seiloer 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:** Members of the audience stated their names for the record.
4. **Approval of the Consent Agenda:** Member Goetzke motioned to approve the Consent Agenda . Member Dybing seconded the motion.. Motion carried with all in favor.
  - a. March 2, 2023 EDA Minutes
  - b. March 2023 Financial Reports
5. **City Business:**
  - a. **Council Reps/City Administrator/Planning and Zoning:** Planning and Zoning is reviewing the comp plan for possible zoning changes to the industrial areas.
  - b. **Increasing the size of the EDA:** City council will review applicants and make appointments at the March 6th meeting.
  - c. **Chamber:** Visitors Guides and Maps are in production and will be ready by the end of the month. Explore MN is using SE MN for their advertising promotions this year.
  - d. **School Board:** Sarah Peterson shared that the solar panel installation is complete and final stages for production should be completed soon. HVED director presented available resources to our schools at the last board meeting.
6. **Revolving Loan:**
  - a. **New Loans:** Palmer- no updated application or letters of support. Lind- A motion was made by Member Goetzke to approve a \$15,000.00 loan for 7 years at 2% interest pending bank approval, promissory notes, and UCC. It was noted that attorney fees and UCC costs were paid by the loan client. Motion was seconded by Member Dybing. An amendment to the motion was

Approved 4/6/23

made by Member Goetzke requesting a copy of the lease with Sylvan Brewing. Motion was seconded by Member Dybing. Motion carried all in favor. Member Dybing wished to note that he may be a laborer on the construction project and has no other interest.

- b. Collections-Beautiful Something:** No update.
- c. USDA application update:** Final reports have been submitted on the first grant. A motion was made by Member Goetzke to send a resolution to the city council for support of the new application, and have Member Dybing sign the letter requesting additional grant funds to the USDA. Member Dybing seconded the motion. Motion carried all in favor.

**7. Old Business:**

- a. EDA Brochures:** Done and Peterson Creative Invoice needs to be paid.
- b. Community Cooperative Investment Group Next Steps:** Still searching for committee members to join the steering committee.
- c. Housing Meeting with potential developers:** Cancel scheduled meeting and reschedule TBD.

**8. New Business:**

- a. Blandin Update, core leadership, SOAR event, potential expenses to review:** Chairperson Alison Leathers noted that survey response numbers were good at 48 businesses and 103 residents. The SOAR meeting will be held April 4th to continue data collection. The video is ready and should be available live soon. Need to continue marketing to promote, and schedule trainings. A motion was made by Member Goetzke to pay: Kelly Printing \$25.60, Sons of Norway \$125.00, Fillmore County Journal \$250.00, Eye Prize Marketing \$4312.50, Elizabeth Dunn and Robert Brant \$1000.00, Wyatt Seablom \$400.00, Alison Leathers \$300 and April 4th food and marketing expenses of \$600.00. It was also noted that the Business promotion group has \$600 to be contributed towards the actors and marketing. The motion was seconded by Member Dybing. Motion carried all in favor.
- b. LEAN Recap:** Next Meeting March 15th at 8:30am. Notes from Cathy were shared as part of the packet.

**Adjournment:** Member Dybing motioned to adjourn the meeting at 11:35 a.m. Member Goetzke seconded the motion. Motion carried with all in favor.

**Next Meeting:** Tuesday April 6, 2023 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor

**Lanesboro Economic Development Authority  
Regular Meeting  
Thursday April 6, 2023 at 10:30 a.m.  
Via Zoom and In Person Council Chambers**

**Present:** Phil Dybing, Tom Pursell, Jason Resseman, Michael Boho, Cathy Enerson, Michele Peterson, Darla Taylor and Joe Goetzke

**Absent:**

**Visitors:** Zach Lind, Dave Lind, Andrej Zalinski, Alison Leathers, Sarah Peterson, Michael Seiler, Ryan and Allie Palmer, Melissa Vanderplas, Kara Malony 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 Resseman motioned to approve the agenda.. Member Pursell seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** No comments, guests were welcomed.
4. **Approval of the Consent Agenda:** Member Resseman motioned to approve the Consent Agenda with a correction to the minutes of the Lind Loan requirements . Member Pursell seconded the motion.. Motion carried with all in favor.
  - a. March 2, 2023 EDA Minutes
  - b. March 2023 Financial Reports
5. **City Business:**
  - a. **Council Reps/City Administrator/Planning and Zoning:** MN Dot was present at the business promotion meeting to share communications of the 2026 street project and requested survey participation. Emergency Services will host an open house on April 29th. The current road project is gearing back up for construction. P&Z approved a zoning change for the old WWTF land to industrial.
  - b. **Increasing the size of the EDA:** Member Jason Resseman and Michael Boho were introduced.
  - c. **Chamber:** Visitors Guides and Maps are priority and they are gearing up for the season. They are hoping to build up the ambassador program, and they continue to collect visitor data. A second wayfinding sign is in the works in partnership with the DNR.
  - d. **School Board:** Sarah Peterson noted that contract negotiations have started. The solar panels are operational. The Legislature has new information on Unemployment package benefits and funding and the impact to schools is yet to be determined. The senior class will be returning from DC today. Additionally a free breakfast/lunch benefit program will be implemented in July.
6. **Revolving Loan:**

Approved 5/4/23

- a. **New Loans:** Cathy suggested a development agreement to include lease, equipment, insurance, operation in Lanesboro and state and local permitting. A motion to approve the addition of a development agreement was made by Member Resseman and seconded by Member Goetzke. Motion carried all in favor.
- b. **Collections-Beautiful Something:** Paperwork has been drafted and submitted to Shanalee for a restructuring of her defaulted loan amount. Shanalee has not responded to the requests.

**7. Old Business:**

- a. **U of MN tourism assessment, SOAR, and Blandin former and new updates and expenses.** A motion to approve the hourly rate of \$40.00 for professional services was made by Member Resseman and seconded by Member Pursell. Motion carried all in favor. A motion to approve payment of bills submitted for the SOAR event was made by Member Goetzke and seconded by Member Resseman. Bills included are Claras, Fillmore County Journal, Kelly Printing, Alison Leathers, Kristen Eggen, and Parkway Market. Motion carried all in favor.
- b. **Community Cooperative Investment Group Next Steps:** A steering committee of involved persons will meet on Apr 19, 2023 with the goal of getting the organization up and running with the help of LEAN and EDA.
- c. **Housing Meeting with potential developers:** Cathay will schedule a meeting and it will be posted.

**8. New Business:**

- a. **Education Opportunities:** A meeting was held with Julie Kiehne and Jennifer Hawkins to explore opportunities. There were 12 applicants for the WOW opportunity so 4 will be chosen randomly to attend. An extension to December 31st will be requested so that other opportunities fall with the time line.
- b. **LEAN Recap:** The coordination and communication with businesses continues. A representative from SMIT was present to share resources to the group.
- c. **Other:**
  - i. A possible Emergency Loan may need to be addressed before the next meeting. If needed a special meeting will be scheduled for Apr 19, 2023 at 11:30 a.m.
  - ii. Member Goetzke questioned what the guidelines for USDA Loan funds are on the newly approved cannabis laws.

**Adjournment:** Member Resseman motioned to adjourn the meeting at 11:25 a.m. Member Goetzke seconded the motion. Motion carried with all in favor.

**Next Meeting:** Tuesday May 4, 2023 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor



**Lanesboro Economic Development Authority**  
**Regular Meeting**  
**Thursday May 4, 2023 at 10:30 a.m.**  
**Via Zoom and In Person Council Chambers**

**Present:** Joe Goetzke, Phil Dybing, Tom Pursell, Jason Resseman, Michael Boho, Cathy Enerson, Michele Peterson, and Darla Taylor.

**Absent:**

**Visitors:** Alison Leathers, Sarah Peterson, Melissa Vanderplas, Jonathan Lavine, Kent Whitcomb, Michael Seilor, Janet Benson, Mitchell Walbridge, Tracy Lauritzen 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 Resseman motioned to approve the agenda.. Member Pursell seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:**
  - a. Kent Whitcomb from Mienergy introduced himself to the board. He shared that wholesale costs are looking better at this time. He also noted that in partnership with Dairyland Cooperative they intend to meet the state goals of 100% renewable energy by 2040 utilizing mostly wind and solar with battery storage.
  - b. Janet Benson introduced herself to the board. She currently owns the building next to Legion and intends to operate a business on the first floor possibly as early as 2024.
4. **Approval of the Consent Agenda:** Member Resseman motioned to approve the Consent Agenda with the addition of Darla Taylor and Michele Peterson listed as present . Member Pursell seconded the motion.. Motion carried with all in favor.
  - a. April 6, 2023 EDA Minutes
  - b. April 2023 Financial Reports
5. **City Business:**
  - a. **Council Reps/City Administrator/Planning and Zoning:** Construction continues with scheduled asphalt next week. Progress at the WWTF on the fencing and fill areas for sod, also getting ready for asphalt. The walking bridge to Little Norway will remain closed after an evaluation was received by the city council. Member Resseman shared that Planning and Zoning will be looking for 20-40 thousand in funding to update the Comprehensive Plan. A zoning change and variance were approved for the old wastewater treatment facility area. Discussion about overnight truck parking was tabled. The mural for O’Koren’s building downtown was also approved. A development plan was reviewed and warranted some further questions.

- b. Chamber:** Interim Director Melissa Vander Plas shared that they are in a transitional phase with the directorship of the chamber. She also noted that they will be operating short staffed due to an upcoming transplant surgery. A review of the marketing plan is underway and a shift to more regional and in house advertising will be the focus. Jonathan is still working on visiting with members.
- c. School Board:** Sarah Peterson noted the on-going need for bus drivers, paras, and staff at the school. Many activities are happening right now including Prom this weekend, and the seniors returning home from the class trip, and preparing for the end of the school year. The small schools workshop will again be held at Lanesboro School the Wednesday before MEA break. Member Resseman asked about Summer Rec, but no information was available at this time, Sarah would report back after the next board meeting.

#### **6. Revolving Loan:**

- a. New Loans:** Cathy Enerson noted 3 new inquiries.
- b. Collections-Beautiful Something:** A motion was made by Member Goetzke to recommend to city council the need to proceed with collections for the delinquent loan from Beautiful Something. The motion was seconded by Member Resseman. Motion carried all in favor.
- c. Ann Madland Forgiveness Request:** A written request was received from Ann Madland to forgive a portion of her outstanding loan balance. An early motion by Member Resseman to restructure the loan was redacted by Member Resseman. A motion was made by Member Resseman and seconded by Member Goetzke to deny the request. Motion carried all in favor. A motion was made by Member Resseman and seconded by Member Goetzke to authorize Cathy Enerson to notify Ann Madland of the denial for forgiveness and to work with Ann on a possible restructuring of the loan. Motion carried all in favor.

#### **7. Old Business:**

- a. U of MN tourism assessment, SOAR, and Blandin former and new updates and expenses.** Alison Leathers shared that the final tourism assessment is expected in June. She also highlighted some of the recent expenses for SOAR and noted we are still waiting for invoices of about \$1300 from the Chamber. She noted that another community event and marketing will be the next steps going forward. A motion was made by member Resseman and seconded by Member Gotezke to pay expenses of \$316 for the WOW event, Lunch of \$29.49 and mileage of \$150.00 to Kevin, and \$1112.50 to Eye Prize Marketing. Motion carried all in favor.
- b. Community Cooperative Investment Group Next Steps:** Member Pursell noted difficulty in setting up the follow-up meeting possibly due to concerns related to EDA. A motion to remove the item from EDA agendas going forward was made by Member Resseman and seconded by Member Boho. Motion carried all in favor
- c. Housing Meeting with potential developers:** A motion was made by Member Goetzke and seconded by Member Resseman to table this item. Motion carried all in favor.

#### **8. New Business:**

Approved 6/1/23

- a. Education Opportunities:** It was noted that Cathy and Michae will be attending an upcoming training. More focused trainings will be offered once the findings from the June assessment are received.
- b. Other:**
  - i. Tracey Lauritzen from Krakerjac Marketing was on zoom to share the tools available for gathering data for market potential. A motion was made to table until after the Chill Inn data has been received by Member Resseman and seconded by Member Goetzke. Motion carried all in favor.
  - ii. It was also noted that Driftless Trading will be opening this weekend. The city wide clean up will be held Saturday from 9-11 in the bass pond parking lot. Parkway Market building is for sale. Finally, the blue hotel needs a building permit for the exterior work planned.

**Adjournment:** Member Resseman motioned to adjourn the meeting at 11:36 a.m. Member Boho seconded the motion. Motion carried with all in favor.

**Next Meeting:** Tuesday June 1, 2023 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor

Approved 7/6/23

**Lanesboro Economic Development Authority  
Regular Meeting  
Thursday June 1, 2023 at 10:30 a.m.  
Via Zoom and In Person Council Chambers**

**Present:** Joe Goetzke, Phil Dybing, Tom Pursell, Cathy Enerson, Michele Peterson, and Darla Taylor.

**Absent:** Jason Resseman and Michael Boho

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

1. **Call To Order:** Member Dybing called the Regular Meeting of the Lanesboro Economic Development Authority to order at 10:32 a.m.
2. **Agenda:** Member Pursell motioned to approve the agenda.. Member Goetzke seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** No Comments
4. **Approval of the Consent Agenda:** Member Dybing motioned to approve the Consent Agenda . Member Goetzke seconded the motion.. Motion carried with all in favor.
  - a. May 4, 2023 EDA Minutes
  - b. May 2023 Financial Reports
5. **City Business:**
  - a. **Council Reps/City Administrator/Planning and Zoning:** Construction continues with a few punch list items for the downtown loop including painting scheduled for June 12th. Work will begin in front of the school next week. The discussion on the Little Norway walking bridge will continue. There is no official update on the Griffin Development. MN DOT shared a HWY 250 plan for review and feedback. Planning and Zoning will hold a public hearing on a parking variance request and approved several sidewalk permits.
  - b. **Chamber:** Jonathan shared that the visitors center had a busy weekend with over 150 people stopping in. They will continue to send out the Depot Delivery and other communications.
  - c. **School Board:** Sarah Peterson noted that the legislature has increased the education budget from 550 million to 5.5 billion. Sports and Graduation are wrapping up this week. Cathy shared information on the LYFT program and upcoming meeting on June 5th.
6. **Revolving Loan:**
  - a. **New Loans:** No update

Approved 7/6/23

- b. Collections-Beautiful Something:** Account has been sent to collections agency, so all payments will need to go through collections at this time. It is not necessary to incur expenses for additional paperwork at this time.

**7. Old Business:**

- a. Ann Madland Forgiveness Request:** Ann is current in her loan and has made another sizeable payment. Item can be removed from the agenda at this time.
- b. U of MN tourism assessment, SOAR, and Blandin former and new updates and expenses.** A date is needed to share the assessment data. Photos of our SOAR event were sent to Blandin. A motion to approve the payment to CEDA was made by Member Dybing and seconded by Member Pursell. Motion carried.
- c. Education Opportunities:** 4 ladies attended WOW. No other updates.
- d. USDA Funding, for housing and revolving loans:**
  - i. Kenilworth is looking into house grant opportunities as they are in need of a new boiler and parking lot. It was noted that MN Housing offers loans with no interest. Phil is working on a grant but asked for help in the grant writing process.
  - ii. A motion was made for the EDA to offer a letter of support to allow the chamber director to apply for the SMIF grant to update the website by Member Goetzke and seconded by Member Dybing. Motion carried

**8. New Business:**

- a. Data Insights and Block Group Areas:** Cathy will send a worksheet to members as each type of business will need a block area.
- b. RFP for marketing plan for Chill In:** A draft RFP was shared for feedback.
- c. Next LEAN Meeting - June 14th 8:30 a.m.**

**Adjournment:** Member Pursell motioned to adjourn the meeting at 11:28 a.m. Member Goetzke seconded the motion. Motion carried with all in favor.

**Next Meeting:** Thursday July 6, 2023 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor

Approved 9/7/23

**Lanesboro Economic Development Authority  
Regular Meeting  
Thursday July 6, 2023 at 10:30 a.m.  
Via Zoom and In Person Council Chambers**

**Present:** Joe Goetzke, Phil Dybing, Tom Pursell, Jason Resseman, Michael Boho, Cathy Enerson, Michele Peterson, and Darla Taylor.

**Absent:**

**Visitors:** Melissa Vanderplas, Mitchell Walbridge, Ben Fejer, Jonathan Lavine, Michael Seilor, 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 Resseman motioned to approve the agenda.. Member Pursell seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** No Comments
4. **Approval of the Consent Agenda:** Member Resseman motioned to approve the Consent Agenda . Member Pursell seconded the motion.. Motion carried with all in favor.
  - a. June 1, 2023 EDA Minutes
  - b. June 2023 Financial Reports
5. **City Business:**
  - a. **Council Reps/City Administrator/Planning and Zoning:** A parking variance request was approved for the potential development of the Bunge Lot downtown as well as a set back variance for a new porch for Alex Gehrig. The tobacco ordinance draft will be reviewed.
  - b. **Chamber:** Melissa Vander Plas introduced herself to the board as the new executive director. She noted that Midwest Access had recently been in Lanesboro to help promote. Visitor counts of 945 in May and over 1200 in June were reported. A SMIF small town grant has been submitted and they are in the process of submitting an Explore MN Marketing Grant for \$10,000. The membership drive is underway and they have already begun working on the next Visitor's Guide. Weekly information in the Depot Delivery will continue. Melissa and Jonathon are getting out into the community to meet people and stay engaged with the activities.
  - c. **School Board:** No update.

**6. Revolving Loan:**

- a. New Loans:** No update
- b. Collections:** Nothing new to report. A motion to add storage units discussion to the next agenda was made by Member Resseman and seconded by Member Gotzke. Motion carried all in favor.

**7. Old Business:**

- a. U of MN tourism assessment, July 19 event.** It was noted that a PDF of the report is requested, and possibly a link to the zoom recording. Information will be shared with the public on July 19th.
- b. Blandin former and new updates and expenses:** A motion was made to approve the following expenses \$50 City of Lanesboro room rental, \$1300 Chamber of Commerce, \$130 Fillmore County Journal, and \$680 Eye Prize Marketing by Member Pursell and seconded by Member Dybing. Motion carried all in favor.
- c. Educational Opportunities:** Motion to table by Member Gotezke and seconded by Member Resseman. Motion carried all in favor.
- d. USDA Funding:** A match is still needed for the application.
- e. Data Insights and Block Group:** Cathy will wait for the assessment report to gather further data.

**8. New Business:**

- a. Marketing Plan-hire a firm:** It was noted that we are waiting for responses to our RFP.
- b. 2024 Budget:** Administrator Peterson noted that the preliminary budget will be set in August and the Final in December. It was noted that the CEDA contract is expected to increase by 5% and that a match for the USDA grant was still needed of approximately \$11,200.
  - i.** A motion was made by Member Resseman to add the grant match line item in the 2024 budget in the amount of \$12000. The motion was seconded by Member Goetzke. Motion carried all in favor.
  - ii.** A motion was made to increase the 2024 Budget to cover the expected increase for CEDA contracted services by Member Resseman and seconded by Member Goetzke. Motion carried all in favor.
  - iii.** A motion was made to increase the wages to \$900 for increased board size and keep all other items the same by Member Goetzke and seconded by Member Resseman. Motion carried all in favor.
  - iv.** It was suggested that Chairperson Dybing contact F&M Bank and Merchants Bank for possible operational support for 2024.
- c. Tax Abatement:** A possible project may be coming forward to planning and zoning and city council. It was noted that we need to have a signed form from the Developer recognizing the costs that will be associated with the abatement request that are the developers responsibility.

Approved 9/7/23

- d. LEAN Recap:** A list of businesses to help others meet needs is being worked on. Signage for HWY 250 project was discussed. Working with the Chamber for interviews and relationship building with current businesses.
- e. CEDA Annual Training:** Highlights include 47 employees and 1 million from Compeer to expand in MN, WI and IL. Also MN Dept of Agriculture was introduced and shared some processes and procedures.

**Adjournment:** Member Resseman motioned to adjourn the meeting at 11:28 a.m. Member Pursell seconded the motion. Motion carried with all in favor.

**Next Meeting:** Thursday August 3, 2023 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor



August 3 2023 Meeting Cancelled

**Lanesboro Economic Development Authority**  
**Regular Meeting**  
**Thursday September 7, 2023 at 10:30 a.m.**  
**Via Zoom and In Person Council Chambers**

**Present:** Joe Goetzke, Phil Dybing, Tom Pursell, Jason Resseman, Michael Boho, Cathy Enerson, and Darla Taylor.

**Absent:**

**Visitors:** Melissa Vanderplas, Mitchell Walbridge, Jonathan Lavine, Michael Seilor, Sarah Peterson, Charles Turner, Alison Leathers, Kristen Lekhez, Jordan Taylor, Allie 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 Resseman motioned to approve the agenda.. Member Pursell seconded the motion. Motion carried with all in favor.
3. **Welcome Guests:** No Comments
4. **Approval of the Consent Agenda:** Member Resseman motioned to approve the Consent Agenda . Member Pursell seconded the motion.. Motion carried with all in favor.
  - a. July 6, 2023 EDA Minutes
  - b. August 2023 Financial Reports
5. **City Business:**
  - a. **Council Reps/City Administrator/Planning and Zoning:** Planning and Zoning has approved the preliminary plat for Lamon Heights Development as well as a variance request for a camper. The 2024 Preliminary Budget was set, and final interviews for city administrator will be held Sept. 8th.
  - b. **Chamber:** Melissa Vander Plas noted that a gathering tonight at Sylvan Brewing from 5:30-7 will recognize and welcome new businesses to town. A SMIF grant was received for website and rebranding of the logo. The membership drive is underway and the Visitors Guide and map are in progress.
  - c. **School Board:** Sarah Peterson noted the first days of school this week. Employment needs of bus drivers, paras and food service workers are ongoing. Leadership conference will again be hosted on October 18th.
6. **Revolving Loan:**
  - a. **New Loans:** No update
  - b. **Collections:** Nothing new to report.
7. **Old Business:**
  - a. **Blandin former and new updates and expenses:** A motion was made to pay the submitted expenses by Mayor Resseman and seconded by Member Goetzke. Motion carried all in favor.
    - i. Phil Dybing \$40
    - ii. Alison Leathers \$52.87
    - iii. Alison Leathers \$1850

- b. Director's Report:** Cathy noted she has been very busy, see report. USDA funding is still a top priority.
- c. Data Insights and Block Group:** A motion to table was made by Mayor Resseman and seconded by Member Pursell. Motion carried all in favor.

#### **8. New Business:**

- a. U of MN Tourism Report Pending:** It was noted that the contract deadline is likely past.
- b. Marketing Plan Presentation:** Kristen Lekhez and Jordan Taylor were present to share a marketing plan from Neuger. A motion was made to deliver the plan to the Chamber of Commerce with the EDA becoming a fiscal supporter by Member Goetzke and seconded by Member Dybing. Motion carried with Mayor Resseman voting no.
- c. SMIF- FEAST- Business Incubation:** The November meeting is a possible future opportunity.
- d. NEW transportation Funding and long range planning:** Cathy suggests a future plan for spending the funds.
- e. Concept of Winter Tourism Business Pitch Event:** Cathy shared the idea as a way to incubate new businesses and the creation incentives package.

#### **9. Miscellaneous**

- a. It was noted that the Parkway Market is closed.
- b. A motion was made to move the October meeting to October 12th at 10:30 a.m by Mayor Resseman and seconded by Member Dybing. Motion carried all in favor.

**Adjournment:** Member Resseman motioned to adjourn the meeting at 11:37 a.m. Member Pursell seconded the motion. Motion carried with all in favor.

**Next Meeting:** Thursday October 12, 2023 at 10:30 a.m.

Respectfully Submitted,

Darla Taylor

**Lanesboro Economic Development Authority**  
**Regular Meeting**  
**Thursday, October 12, 2023 – 10:30 a.m.**  
**Council Chambers & Zoom**

**Present Members:** Phil Dybing, Joe Goetzke, Jason Resseman, Tom Pursell, Michael Boho (attending virtually, not participating)

**Staff:** Cathy Enerson, Darla Taylor, Mitchell Walbridge

**Guests:** Jonathan Lavine, Melissa Vander Plas, Allison Whalen, Bonita Underbakke, Sarah Peterson, Chelsey Skelly, Kara Maloney

- 1. Call to Order:** Member Dybing called to order the Regular Meeting of the Lanesboro Economic Development Authority at 10:30 a.m.
- 2. Agenda:** Member Resseman motioned to approve the agenda as submitted. Member Goetzke seconded the motion. Motion carried with all in favor.
- 3. Welcome Guests & Public Comments:** No comments were shared.
- 4. Approval of the Consent Agenda:** Member Pursell motioned to approve the Consent Agenda. Member Goetzke seconded the motion. Motion carried with all in favor.
  - a. September 7, 2023 EDA meeting minutes
  - b. September 2023 financial reports
- 5. Department Reports:**
  - a. Council Representatives/City Administrator/Planning and Zoning:** Mitchell Walbridge started in his role of city administrator as of October 2, 2023. Kathryn Wade will fill the city council's vacant seat beginning in November. The Planning and Zoning Commission will consider a variance request for Lanesboro Landing, previously operated at Brewster's landing, at its November meeting.
  - b. Chamber of Commerce:** Melissa Vander Plas reported that the Chamber is meeting with two marketing firms next week. It is the Chamber's intention to hire one of them to start the rebranding project. Melissa also shared that visitor counts for the fall have been good.
  - c. School Board:** Sarah Peterson explained the Hiawatha Valley Education District has acquired the property that operated as the Winona Mall. The new space will allow member districts, which includes Lanesboro, to have centralized special education services for students with autism and students with emotional/behavioral needs. Adequate office space will be available at the new location for daily operations. It was mentioned that the Lanesboro School District is also seeking additional paraprofessionals and bus drivers.
- 6. Revolving Loan:**
  - a. New Loans:** One new loan application was received on October 11, 2023 and is in the review process.

**b. Collections:** Driftless Trading Post will discontinue operations at Sylvan Brewing at the end of October. A letter will be sent to operators of the business in early November to get the future intent of the business to ensure that the conditions of the revolving loan are in compliance.

## 7. Old Business:

**a. Blandin Expenses & Educational Opportunities:** Expenses from the Blandin Grant include the Neuger Marketing Plan, a technology package that will be accessible for local businesses to use, training sessions through Winona State University, and additional funding towards the Chamber of Commerce's marketing plan. Member Goetzke motioned to approve the Blandin Grant expenses. Member Pursell seconded the motion. Motion carried with all in favor.

**b. Lamon Project Updates:** A proposed development agreement is under review by the city attorney and city engineer.

**c. Chamber QR Code:** Jonathan and Melissa continue to work on the logistics of where the QR code will direct users. Member Resseman motioned to remove this item from Old Business on future agendas. Member Goetzke seconded the motion. Motion carried with all favor.

**d. Data Insights and Block Group:** No update. Business item is on hold until the University of Minnesota's Winter Tourism Report is received.

## 8. New Business:

**a. University of Minnesota Tourism Report:** A graduate student has been hired to complete the writing of the report and it is supposed to be delivered to the EDA by the week of October 9. The report is past due per contractual agreement. Member Resseman motioned that the EDA chair, CEDA representative Cathy Enerson, and Administrator Walbridge write a letter to send to the University of Minnesota Board of Regents representative for Congressional District 1 to describe the difficult experience in attaining a completed report. Member Goetzke seconded the motion. Motion carried with all in favor.

**b. Commercial Buildings Used for Storage:** Example ordinances were shared that would discourage downtown building vacancies being used for storage. Member Dybing motioned to refer the matter to the Planning and Zoning Commission to look into addressing commercial buildings being used for storage. Member Resseman seconded the motion. Motion carried with all in favor.

**c. New Transportation Funding:** Cathy presented the idea of a Housing Trust Fund or a revolving loan fund to be utilized for housing. Funding could be designated through new transportation funding that will be available to the city. More research will be conducted. Member Resseman motioned to table the discussion. Member Goetzke seconded the motion. Motion carried with all in favor.

**d. LEAN Meeting:** Michael Seiler is the new chair of this group. New members are being sought. The next LEAN meeting is October 18 at 8:30 a.m.

## 9. Other:

**a. Donations:** F&M Bank and Merchants Bank have donated funds to be put towards the annual CEDA contract. Invoices should be sent in June each year requesting the donations.

**Adjournment:** Member Pursell motioned to adjourn the meeting at 11:24 a.m. Member Resseman seconded the motion. Motion carried with all in favor.

**Next Meeting:** Thursday, November 2 at 10:30 a.m.

Respectfully submitted,

Mitchell Walbridge  
City Administrator/Clerk

**Lanesboro Economic Development Authority  
Regular Meeting  
Thursday, November 2, 2023 – 10:30 a.m.  
Council Chambers & Zoom**

**Present Members:**

  X   Tom Pursell        X   Phil Dybing        X   Joe Goetzke        X   Jason Resseman      \_\_\_ Michael Boho

**Staff:**

  X   Cathy Enerson        X   Darla Taylor        X   Mitchell Walbridge

**Guests:** Bonita Underbakke, Jonathan Levine, Chelsey Skelley

1. **Call to Order:** Member Dybing called to order the Regular Meeting of the Lanesboro Economic Development Authority at 10:32 a.m.
2. **Agenda:** Member Resseman motioned to approve the agenda as submitted. Member Pursell seconded the motion. Motion carried with all in favor.
3. **Welcome Guests & Public Comments:** No comments were shared.
4. **Consent Agenda:** Member Pursell motioned to approve the Consent Agenda. Member Goetzke seconded the motion. Motion carried with all in favor.
  - a. October 12, 2023 EDA meeting minutes
  - b. October Financial Reports
5. **Department Reports:**
  - a. **City Council Representatives/City Administrator/Planning and Zoning:** Member Resseman shared information on Governor Tim Waltz's Deer Hunting Opener taking place at the Eagle Bluff Environmental Learning Center and the social event taking place at Sylvan Brewery on November 3, 2023. Member Resseman encouraged Chamber of Commerce leadership and board members to attend the event at Sylvan Brewery.
  - b. **Chamber of Commerce:** Jonathan Levine shared that the Chamber's membership drive is underway and membership enrollment appears to be similar to last year. The Chamber staff is also working on the visitor's guide and hopes to have to the printer in early December so that the guide is ready to share in January.
  - c. Member Dybing acknowledged Bonita Underbakke who shared information regarding the Water Quality Forum scheduled for November 16, 2023 at 7:00 p.m. at Eagle Bluff Environmental Learning Center.
6. **Revolving Loan:**
  - a. **New Loan Application – Skelley:** The EDA received one loan application from Chelsey Skelley and Levi Skelley. The loan application was for the amount of \$56,000 to be used for a downpayment on the Hotel Lanesboro property at 101 Parkway Avenue. Cathy Enerson noted that the loan request amount was amended to \$30,000. Chelsey Skelley explained her intentions for the Hotel Lanesboro property to be used mainly for short-term rentals operating as a hotel, though there are reported to be two long term rentals in the basement of the property. Member Resseman explained that there may be concerns for long term rentals in the property as the city's Planning and Zoning codes may not permit apartments in the basement levels of commercial properties and wanted the loan applicants to be aware. Member Pursell motioned to approve the \$30,000 loan with a term of seven (7) years and a two (2) percent interest rate as well as the

conditions that the loan applicant obtain the proper permits and licensing to operate as a short-term rental business and/or bed and breakfast. Member Goetzke seconded the motion. Motion carried with all in favor.

Cathy Enerson, Attorney O’Koren, and Administrator Walbridge will work with the loan applicants to coordinate closing documentation, a promissory note, and loan contract.

**b. Collections:**

- i. Beautiful Something: The loan balance was discussed and Cathy stated the loan is in collections.
- ii. Ann Madland: The loan balance was discussed. Cathy has reached out to the borrower via email as she is no longer operating her business in Lanesboro. No response has been received. A formal letter will be sent to call for remaining payment of the loan balance.
- iii. Driftless Trading Post: Based on the conditions of the loan agreement, the remaining loan balance is due as the borrower is no longer operating the food truck at Sylvan Brewing. Cathy has been in contact with Zach Lind and he reported that he is seeking alternative locations to operate his business in Lanesboro either as a seasonal rental or a permanent business site. Members requested Cathy obtain a list of the collateral and the location of the items on the collateral inventory list. In addition, a formal letter will be sent requesting payment in full of the loan based on the conditions of the contract. Members discussed the potential of granting a repayment extension or alteration of the loan contract dependent upon the future of Driftless Trading Post’s relocation to another site in Lanesboro.

**7. Old Business:**

- a. **Blandin Grant Expenses & Education Opportunities:** The Mindfulness is a Superpower workshop facilitated by Winona State University will take place at Paddle On Coffee on November 6, 2023.  
A Neuger invoice was received to the last 25% of fees pertaining to the Winter Tourism Marketing Plan. Cathy stated that the invoices came in higher than the anticipated amount. Payment will be held until Cathy receives clarification on the overage amount.  
Cathy shared that the LEAN Group plans on hosting a community meeting to show the results of the Blandin Grant. The meeting will showcase the goals, deliverables, and outcomes that resulted from the Blandin Grant.
- b. **University of MN Winter Tourism Report:** A letter was sent to the Board of Regents representative, Dr. Ruth Johnson, who represents Minnesota Congressional District 1. A response has not been received from the October 26 letter that detailed the disappointment in the process of working with the University of Minnesota Extension. The final winter tourism report is yet to be received. Members discussed any recourse due to the late delivery of the report.
- c. **Transportation Funding – Long Term Plan:** Member Resseman motioned to table Transportation Funding plans until a new TIF or tax abatement project comes forward. Member Pursell seconded the motion. Motion carried with all in favor.
- d. **LEAN Meeting Summary:** Cathy shared a summary from the quarterly LEAN meeting that took place on October 18. Cathy stated the LEAN Group is willing to help provide communications to the business community as the Highway 250 Project planning moves forward.
- e. **Data Insights:** No update.

**8. New Business:**

- a. **Winter Tourism Itinerary Showcase:** Cathy is waiting for further insight and assistance from Alison Leathers in presenting Winter Itinerary planning.



Approved 12/07/2023

- b. CEDA Contract:** The city council has the CEDA contract renewal on its agenda for its November meeting.

**9. Miscellaneous:**

- a. Member Resignation:** EDA Chair Phil Dybing submitted a letter of resignation from the Lanesboro EDA effective December 31, 2023. Members recognized and thanked Chairman Dybing for his years of service on the EDA. Member Goetzke motioned to appoint Member Resseman as EDA chair effective January 1, 2024. Member Pursell seconded the motion. Motion carried with all in favor.

**Adjournment:** Member Dybing adjourned the meeting at 11:53 a.m.

**Next Meeting:** Thursday, December 7 at 10:30 a.m.

Respectfully submitted,

Mitchell Walbridge  
City Administrator/Clerk

**Lanesboro Economic Development Authority  
Regular Meeting  
Thursday, December 7, 2023  
Council Chambers & Zoom**

**Present Members:**    X Tom Pursell            X Phil Dybing            X Joe Goetzke  
                                 X Jason Resseman    X Michael Boho

**Staff:**                    X Cathy Enerson        X Darla Taylor            X Mitchell Walbridge

**Guests:** Bonita Underbakke, Allison Leathers, Mary Bell, Melissa Vander Plas, Sarah Peterson, Jonathan Levine

1. **Call to Order:** Member Dybing called to order the Regular Meeting of the Lanesboro Economic Development Authority at 10:30 a.m.
2. **Agenda:** Mayor Resseman motioned to approve the agenda as submitted. Member Pursell seconded the motion. City Administrator Walbridge requested EDA Application Review be added under new business. Member Resseman withdrew his original motion and made a new motion to include the addition. Member Pursell seconded the new motion. Motion carried with all in favor.
3. **Public Comments:** No comments were shared.
4. **Consent Agenda:** Member Resseman motioned to approve the consent agenda as submitted. Member Goetzke seconded the motion. Cathy Enerson, CEDA representative, explained the negative fund balance in the EDA's USDA revolving loan fund and that it would be positive again after additional loan payments are made in December. Motion carried with all in favor.
5. **Department Reports:**
  - a. **City Council/City Administration/Planning and Zoning:** Member Resseman shared that the city council approved rezoning property at 100 and 102 Rivers Edge Drive to Commercial Highway District to allow for resort-style commercial activities. Member Resseman also shared that the city council approved a residential side yard setback variance for construction of a carport at 607 Fillmore Avenue S.  
City Administrator Walbridge stated that the 2024 budget and levy process has been completed and that the city's required match funds of \$12,000 were incorporated into the 2024 EDA budget. Administrator Walbridge also stated that utility rate increases were minimal for 2024 for water and sewer utilities.
  - b. **Chamber of Commerce:** Melissa Vander Plas, Chamber Director, reported that the chamber will have its annual meeting on January 23, 2024 at Cedar Valley Resort. Chamber leadership is working on its budget for 2024. Three board seats are available to fill for 2024. Chamber staff are also working on the visitor's guide and hope to have it sent to print in December so that it is available in January. Member Dybing inquired about the chamber of commerce website. Vander Plas informed the EDA that the QR codes do lead to the chamber website and that continual updates to the website will be made in 2024.
  - c. **School Board:** Sarah Peterson, Lanesboro School Board member, informed the EDA that the Hiawatha Valley Education District's joint powers agreement has allowed Hiwatha Education to purchase property that was formerly the Winona Mall. This area will serve as a central location for students with high level needs. The centralized location will provide financial stabilization to area school districts.

## 6. Revolving Loan Fund

- A. **New Loan Requests:** Cathy Enerson stated the Skelley loan process is complete and that the closing of the Hotel Lanesboro property took place on December 1, 2023.
- B. **EDA Loan Balances:** Member Dybing clarified the steps regarding the review of loan applications and that the funds originate from loan monies, not grants. Cathy Enerson will draft the loan process and vetting information so that it may be shared with city council members.
- C. **Concern or Collections:**
  - o Ann Madland – This loan is paid ahead currently, though monthly payments are not being submitted.
  - o Shanalee Knight – Loan is in collections with the city’s collections agency.
  - o Zach Lind – The business is still looking at relocating to a permanent location. When a new location is established, an amended loan agreement will need to be formulated. Member Dybing motioned to wait until the January 2024 meeting before taking any further action on this loan. Member Pursell seconded the motion. Members Resseman, Dybing, Pursell, and Boho voted to approve the motion. Member Goetzke abstained from voting.

## 7. Old Business

- A. **Blandin Expenses/Educational Opportunities:** Alison Leathers requested approval payment for additional Blandin Grant expenses, including:
  - o \$250.00 to Clara’s Eatery for food/beverages at the December 20 Capstone Presentation.
  - o \$145.00 to the Fillmore County Journal for the Capstone Event Advertisement
  - o \$500.00 to the Lanesboro Area Chamber of Commerce for uploading itineraries to the LACC website.
  - o \$500.00 to the Lanesboro Area Chamber of Commerce to co-sponsor a winter ad in Inspired Magazine.
  - o \$4,800.00 to Neuger to finalize the logo, create itineraries, Google SEM campaign, and design of 3 rack cards.
  - o \$1,169.83 to Alison Leathers for reimbursement for ordering rack cards, mugs, and canvas bags from Vista Print.
  - o \$1,000.00 to Alison Leathers for 25 hours of labor in coordinating the grant.
  - o \$1,500.00 to Tyler Anderson for photography and drone photography to use as stock images.

Member Goetzke motioned to approve the expenses totaling \$9,864.83. Member Resseman seconded the motion. Motion carried with all in favor.

- B. **University of Minnesota Tourism Report:** The final tourism report was delivered, though no response from the Board of Regents has been received. Once an invoice is received, the EDA Board would like to further discuss the invoiced amount.
- C. **Chamber Page Data Insights and Block Group:** Cathy will wait until February 2024 before obtaining this information.
- D. **USDA Loan Application:** Two additional letters of support have been received.

Member Dybing reported he mailed thank you letters to Dan Christianson of F&M Community Bank and Ken Graner of Merchant’s Bank for their 2023 donations to the EDA.

## 8. New Business

- A. **Community Grant Reporting & Itinerary Workshop:** The presentation will take place on December 20 in the city council meeting room from 8:30-10:30 a.m. as well as on via Zoom. The

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presentation will also be recorded. Itineraries will be circulated again to make sure as much input as possible is collected.

- B. Financial Assistance/Capital Stack Board Review:** Cathy summarized financial lending tools may be available for a potential upcoming commercial development project in downtown Lanesboro. The proposed timeline is construction in 2024 with an opening in Spring 2025. Cathy also shared that the City of Plainview, in cooperation with Bolton & Menk, has created systematic checklists for developers to reference when planning for a development project.
- C. EDA Application Review:** Two applications submitted to fill the 2024 vacancy on the EDA Board. Applicants are Linda Tacke and Mary Bell. Member Resseman motioned to recommend to the city council that Linda Tacke be appointed to the EDA. Member Boho seconded the motion. Motion carried with all in favor.  
Cathy noted that Mary Bell may be a candidate for the LEAN Committee.

**Adjournment:** Member Dybing adjourned the meeting at 11:23 a.m.

**Next Meeting:** Thursday, January 4 at 10:30 a.m.

Respectfully submitted,

Mitchell Walbridge  
City Administrator/Clerk