

Approved 2/1/2024

**Lanesboro Economic Development Authority
Regular Meeting
Thursday, January 4, 2024
Council Chambers & Zoom**

Present Members: X Tom Pursell X Linda Tacke X Joe Goetzke
 X Jason Resseman X Michael Boho

Staff: X Cathy Enerson X Darla Taylor X Mitchell Walbridge

Guests: Bonita Underbakke, Zach Lind, Joel Pfeffer, Sarah Peterson, Jonathan Levine

1. **Call to Order:** Member Resseman called to order the Regular Meeting of the Lanesboro Economic Development Authority at 10:35 a.m.

Member Resseman welcomed new member Linda Tacke for her first meeting on the board.

2. **Agenda:** Member Pursell entered a motion to approve the agenda as presented; Member Goetzke seconded the motion. Motion carried with all in favor.
3. **Public Comments:** No comments were shared.
4. **Consent Agenda:**
 - A. Minutes of the Regular EDA Meeting, December 7, 2023
 - B. December Financial ReportsMember Pursell entered a motion to approve the consent agenda; Member Boho seconded the motion. Motion carried with all in favor.

5. **Department Reports:**
 - A. City Council/City Administrator/Planning and Zoning: Member Goetzke reported the city council received an update from Bolton and Menk on the Highway 250 Project. The timeline of the project has shifted to 2027.
 - B. Chamber of Commerce: The Chamber of Commerce is in a transitional phase as it is recruiting a new executive director. The final draft of the 2024 Visitor's Guide should be headed to print soon. The annual meeting of members will take place in January.
 - C. School Board: Sarah Peterson reported the school's annual audit was completed.

6. **Revolving Loan:**
 - A. New Loan Requests: No new loan applications were submitted.
 - B. Revolving Loan Fund Informational Summary: A summary document of the loan process was shared via email to city council members in December.
 - C. Loan Collections:
 - a. Ann Madland: Members discussed recent communications between EDA Director Cathy Enerson and Ann Madland. Members agreed that Director Enerson and Administrator Walbridge should draft a letter of final notice before the EDA pursues contract enforcement. The deadline for a response from Madland will be one week following the February EDA meeting.
 - b. Zach Lind: Zach Lind was present to share his plans to move the Driftless Trading Post operations to 105 Parkway Avenue N. Members noted that Heritage Preservation Commission and Planning and Zoning approvals may be required before approving an amended EDA loan agreement. Member Resseman requested Driftless Trading Post be added

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to the January Planning and Zoning Commission meeting agenda. Member Resseman entered a motion to table the loan amendment until Heritage Preservation Commission and Planning and Zoning Commission approvals are issued; Member Boho seconded the motion. Motion carried with Members Resseman, Boho, Pursell, and Tacke voted in favor. Member Goetzke abstained from voting.

- c. Joel Pfeffer: Joel Pfeffer requested the project completion date be extended as his apartment units were to be completed by December 31, 2023, per the loan agreement with the city. Pfeffer experienced some delays with inspectors, but progress has been made on the units. Member Resseman entered a motion to amend the loan agreement with a new project completion date of May 31, 2024; Member Pursell seconded the motion. Motion carried with all in favor.

7. Old Business

- A. **Blandin Grant:** Cathy shared access to the capstone presentation video and slides which are posted on the city's website. Cathy and Alison Leathers will complete final grant reporting.
- B. **Data Insights and Block Group:** EDA Director Cathy Enerson will take data requests from individuals who wish to have marketing insights on products and services current business owners may wish to market in the Lanesboro area. A post will be shared via the city website with more information.
- C. **Planning Tools for Potential Developments:** Cathy mentioned a resource bank is accessible for members who wish to view what was developed by the City of Plainview. Member Resseman requested the development tools be added to the February Planning and Zoning Commission meeting agenda.
- D. **USDA Loan Application & Letter of Support:** Member Resseman entered a motion to designate the total match in the letter of support be listed as \$26,000; Member Pursell seconded the motion. Motion carried with all in favor.

8. New Business

- A. **Grant Ideas for Community Development:** EDA Director Enerson shared a list of grants available.
- B. **Work Plan and Strategic Planning:** EDA Director Enerson polled members to see if they were interested in creating a 2024 work plan that would develop a list of strategic goals. Members were in favor of proceeding with development of the plan.

Adjournment: Member Resseman adjourned the meeting at 11:28 a.m.

Next Meeting: Thursday, February 1, 2024 at 10:30 a.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk