

**Lanesboro EDA Board Meeting
Regular Meeting Agenda
Thursday, March 7, 2024 at 10:30 a.m.
Lanesboro Community Center Meeting Room and Zoom**

Zoom is provided as a way to offer more accessibility to council and committee meetings. However, due to potential technical issues, full functionality is not guaranteed

Join Zoom Meeting

<https://us02web.zoom.us/j/89880004452?pwd=RmR1bTV0L0o1eURSTVUrb1hYOHdIZz09>

Meeting ID: 898 8000 4452 Passcode: 550702_Dial by your location, +1 312 626 6799

1. Call to Order/Roll Call

Members: ___ Tom Pursell ___ Linda Tacke ___ Joe Goetzke
 ___ Jason Resseman ___ Michael Boho
Staff: ___ Cathy Enerson ___ Darla Taylor ___ Mitchell Walbridge
Guests:

2. Approve the Agenda:

Motion _____ Second _____

3. Public Comments

4. Approval of the Consent Agenda:

- A. [Minutes of Regular EDA Meeting, February 1, 2024](#)
- B. [February Financial Reports](#)

Motion _____ Second _____

5. Department Reports:

- A. Council Reps/City Administrator/Planning and Zoning Report: - previous market re-use
- B. Chamber - Report:
- C. School Board - Report:

6. Revolving Loan

- A. Lind Update

7. Continued Business

- A. [USDA Loan Submission](#)
- B. 2024 Work Plan & Strategic Goals
 - [New Folder](#) with Previous work plan
 - [Comp Plan](#), CEDS Plan, and EDA Member and Council Survey
- C. Housing Investment and Programs for 2024-2025
 - a. [Local Housing Trust Funds](#)
 - b. [Local Tax Credits](#)

8. New Business

- A. Lanesboro Visitor's Guide Contribution
- B. [REsimplifi Onboarding](#)
- C. LEAN meets March 20, 2024
- D. [REV Meeting - March 14, 2024](#)
- E. [Paint the Town Grants](#) and [Educational Opportunities](#)

9. Miscellaneous

Next Meeting: Thursday, April 4, 2024 at 10:30 a.m.

Adjourn Regular Meeting

**Lanesboro Economic Development Authority
Regular Meeting
Thursday, February 1, 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: Pam Brown, Alison Leathers, Bonita Underbakke, Jonathan Levine, Sarah Peterson

1. **Call to Order:** Member Resseman called to order the Regular Meeting of the Lanesboro Economic Development Authority at 10:30 a.m.
2. **Agenda:** Member Pursell entered a motion to approve the agenda as submitted; Member Goetzke seconded the motion. Motion carried with all in favor.
3. **Public Comments:** No comments were shared.
4. **Consent Agenda:**
 - A. Minutes of Regular EDA Meeting, January 4, 2024
 - B. January Financial ReportsMember Goetzke entered a motion to approve the consent agenda; Member Pursell seconded the motion. Motion carried with all in favor.

Member Tacke joined the meeting at 10:34 a.m.
5. **Department Reports:**
 - A. City Council/City Administrator/Planning and Zoning: Member Resseman shared the Planning and Zoning Commission report. The commission discussed building use in the downtown business district. The commission also discussed Zach Lind's Driftless Trading Post operations that has plans to move to a new location on Parkway Avenue.
 - B. Chamber of Commerce: Member Goetzke provided the Chamber of Commerce report. Member Goetzke summarized the business of the Chamber's Annual Meeting. Member Goetzke shared the 2024 Visitor's Guide and goals that the Chamber will pursue in 2024, including rebranding and website updates via a SMIF grant and an advertisement replacement and marketing plan.
 - C. School Board: School board member Sarah Peterson shared that the school continues to search for telemedicine services for the school. Also, the school is aware that the bus garage will need work in the future.
6. **Revolving Loan**
 - A. Concern or Collections
 - a. Zach Lind: Lind continues to work with the Planning and Zoning Commission and Heritage Preservation Commissions to relocate Driftless Trading Post.
 - b. Joel Pfeffer: Pfeffer's loan payment for January 2024 is past due.
 - c. Ann Madland: The contract with Madland has been breached given Madland no longer operates a business in Lanesboro. No payments have been received on the loan for several months. Board members discussed what route to take with collections. Member Goetzke entered a motion that city administration start the city's collection process; Member Tacke

seconded the motion. Member Resseman entered a motion to amend the original motion being considered to have the collections process apply to any past dues as a standardized procedure; Member Goetze seconded the motion. Motion carried with all in favor to amend the original motion.

All members voted in favor of passing the amended motion.

7. Continued Business:

- A. Blandin Grant Final Reporting: Final bills and payments are being processed. Final grant reporting is due by the end of February. The core group working with the grant may ask Blandin if any leftover dollars to be utilized by the Chamber for marketing purposes.
- B. Data Insights & Block Group: No replies were submitted to the advertised service provided by CEDA.
- C. USDA Loan Application: The loan application is due February 28 and awardees will be announced in May. Five letters of support have been received so far. A resolution for application and documentation signers is on the February city council agenda.
- D. 2024 Work Plan & Strategic Goals: The planning process for the work group is being started. A survey will be sent out to members and a workshop will be scheduled in the future.

8. New Business:

- A. Housing Investment and Programs for 2024-2025: Cathy Enerson, EDA Director, provided an overview of Local Housing Trust Fund options as well as Local Tax Credits. Members will consider these programs in the future.
- B. LEAN Meeting Recap: Michael Seiler, chairman of the LEAN sub-committee, provided a summary from the January 17, 2024, meeting. The group is reaching out to entrepreneurs to identify the business support needs in the community and the group is also recruiting volunteers to provide skilled services to meet the identified needs. A Google form will be shared via a utility bill insert. Chill-Inn Lanesboro efforts will also continue through LEAN.
- C. SE MN Together – Regional Comprehensive Economic Development Strategy: There will be a regional meeting on February 5, 2024, in Rochester at the Woodlake Meeting Center.

Adjournment: Member Resseman adjourned the meeting at 11:20 a.m.

Next Meeting: Thursday, March 7, 2024, at 10:30 a.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

**CITY OF LANESBORO
EDA February 2024**

Fund Abbrev	Fund	Dept	Account Descr	Current Period	February 2024 Amt	YTD Amt	2024 YTD Budget	%YTD Act Budget Status
Expenditure								
EDAOPER	250	46500	E 250-46500-100 Wages and Salaries	February 2024	\$0.00	\$0.00	\$900.00	0.00% Active
EDAOPER	250	46500	E 250-46500-122 FICA	February 2024	\$0.00	\$0.00	\$90.00	0.00% Active
EDAOPER	250	46500	E 250-46500-210 Operating Supplies	February 2024	\$6,595.00	\$8,279.22	\$12,500.00	66.23% Active
EDAOPER	250	46500	E 250-46500-300 Professional Svcs	February 2024	\$0.00	\$3,800.50	\$15,203.00	25.00% Active
EDAOPER	250	46500	E 250-46500-445 EDA Project	February 2024	\$0.00	\$0.00	\$5,000.00	0.00% Active
Expenditure								
					\$6,595.00	\$12,079.72	\$33,693.00	
Revenue								
EDAOPER	250	46500	R 250-46500-36200 Miscellaneous	February 2024	\$0.00	\$0.00	\$2,000.00	0.00% Active
EDAOPER	250	46500	R 250-46500-36210 Interest Earnings	February 2024	\$0.00	\$0.00	\$0.00	0.00% Active
EDAOPER	250	46500	R 250-46500-39203 Transfer from Other	February 2024	\$0.00	\$0.00	\$0.00	0.00% Active
EDAOPER	250	46600	R 250-46600-31000 General Property	February 2024	\$0.00	\$124.42	\$33,693.00	0.37% Active

Cash Balance

1/1/2024 = \$34,076.61
2/27//24 = \$22,121.31

F&M Bank		February
Loan Fund 620 - Flexible	Beginning Balance 1/1/24	\$1,3444.78
	Interest	\$ -
	Loan Repayments	\$ 2592.77
	Loans Expenses Disbursed	\$ -
	Debt Service Principal	\$ -
	Debt Service Interest	\$ -
2/27/24	Current Balance	\$ 15,191.46

F&M Bank		February
Loan Fund 625 - USDA	Beginning Balance 1/1/24	\$866.69
	USDA Funding	\$ 0
	Loan Repayments	\$1503.28
	Loans Expenses Disbursed	\$ 0
	Debt Service Principal	\$ -
	Debt Service Interest	\$ -
2/27/24	Current Balance	\$3435.57

Loan Client Payment Status as of 2/27/24

CLIENT	STATUS	BALANCE
Skelly	On-Time	\$ 29,377.91
Lind	On-Time	\$ 13,474.66
Pfeffer	On-Time	\$ 67,613.85
Harvey	On-Time	\$ 34,642.72
Claras	On-Time	\$ 19,367.57
Palmer	On-Time	\$ 30,183.12
Shipton	On-Time	\$ 37,012.12
Madland	Making Payments	\$ 629.59
Erwin	In Collections	\$ 1786.40