

**Lanesboro EDA Board Meeting
Regular Meeting Agenda
Thursday, May 2, 2024 at 10:30 a.m.
Lanesboro Community Center Meeting Room and Zoom**

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<https://us02web.zoom.us/j/89880004452?pwd=RmR1bTV0L0o1eURSTVUrb1hYOHdlZz09>

Meeting ID: 898 8000 4452

Passcode: 550702

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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, April 4, 2024](#)
- B. [April Financial Reports](#)

Motion _____ **Second** _____

5. Department Reports:

- A. Council Reps/City Administrator/Planning and Zoning Report:
- B. Chamber - Report:
- C. School Board - Report:
- D. LEAN Report:

6. Revolving Loan - Updates

7. Continued Business

- A. 2024 Work Plan & Strategic Goals
 - [New Folder](#) with Previous work plan
 - Local Comp Plan, Winter Tourism Report, CEDS Plan Goals, and [EDA Member and Council Survey](#)
- B. Insights Data - status
- C. Riverfront Property Development & Local Housing Tax Credits

8. New Business

- A. [Vacant Building and Storage - Sample of regulations to mitigate on Main Street](#)
- B. [Biz Interruption Loan combined with Mini Grant During Hwy 250 construction - proposal](#)

9. Miscellaneous

Next Meeting: Thursday, June 6, 2024 at 10:30 a.m.

Adjourn Regular Meeting

**Lanesboro Economic Development Authority
Regular Meeting
Thursday, April 4, 2024 – 10:30 a.m.
City Council Chambers & Zoom**

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

Staff: X Cathy Enerson X Darla Taylor X Mitchell Walbridge

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

1. **Call to Order:** Member Goetzke called to order the Regular Meeting of the Lanesboro Economic Development Authority at 10:32 a.m.
Member Pursell entered a motion to designate Member Goetzke as chairperson of the meeting; Member Tacke seconded the motion. Motion carried with all in favor.
2. **Agenda:** City Administrator Walbridge requested that Riverfront Property Development be added under New Business. Member Pursell entered a motion to approve the agenda with the addition; Member Tacke seconded the motion. Motion carried with all in favor.
3. **Public Comments:** No comments were shared.
4. **Approval of the Consent Agenda:**
 - A. Minutes of the Regular EDA Meeting, March 7, 2024
 - B. March Financial ReportsAdministrator Walbridge explained that expenditures in the Operating Supplies category exceed anticipated expenditures for the year because of an expense submitted in the 2024 fiscal year linked to the Blandin Foundation Chill Inn Lanesboro grant. Grant funds were received in a previous year, which is why the budget may appear skewed.
Member Boho entered a motion to approve the Consent Agenda; Member Pursell seconded the motion. Motion carried with all in favor.
5. **Department Reports:**
 - A. City Council/City Administrator/Planning and Zoning Report: Administrator Walbridge stated that the city council is working on whether an interim ordinance and moratorium on any new lodging licenses for properties in the C-1 Downtown Commercial District is needed. The interim ordinance and moratorium would allow time for any studies to be completed that would contribute to the Planning and Zoning Commission’s efforts to revise the city’s Land Use ordinances to regulate short-term rentals in Lanesboro.
Administrator Walbridge also stated the city council and city administration are working through a review of MnDOT’s Letter of Intent regarding the Highway 250 Project.
 - B. Chamber of Commerce: Member Goetzke delivered the Chamber of Commerce report.
 - Distribution of the 2024 Visitor’s Guide is in progress.
 - A first draft of the new www.lanesboro.com website is in development.
 - The Chamber is undertaking the rebranding project and will release a survey soon to get stakeholder input.
 - The Chamber is finalizing the itinerary for bloggers and writers who will be visiting Lanesboro for 3 days/2 nights. The visitors will write and distribute works about their experiences in Lanesboro.

- Member Goetzke, in his role as executive director of the Chamber, will attend the Minnesota Association of Visitor Bureaus Convention that is upcoming.

C. School Board: Sarah Peterson delivered the school board update.

- Seniors are on their senior class trip to Washington D.C.
- The Lanesboro School Board is reviewing the district's background check policy at its special meeting on Friday, April 5.

6. Revolving Loan Fund:

- Director Enerson contacted Joel Pfeffer by phone to request past due March and April loan payments.
- Administrator Walbridge is working with Ann Madland to continue a payment plan.
- Zach Lind shared an update regarding Driftless Trading Post. Lind is attending Lanesboro's Heritage Preservation Commission meetings and Planning and Zoning Commission meetings. Lind hopes Driftless Trading Post will be operational by Memorial Day weekend.

7. Continued Business:

- A. 2024 Work Plan & Strategic Goals: Director Enerson reviewed Community Economic Development goals and strategies with the board. A draft of the survey was shared, and the survey will soon be distributed to strategic plan workgroup members. Director Enerson noted that previous studies that have been completed will be utilized in the workgroup's strategic planning and not shelved.
- B. March 14, 2024 REV Meeting: Director Enerson provided a summary from the March 14, 2024 REV meeting. Director Enerson noted that some of the topics will tie into the LEAN meeting that is scheduled for April 24, 2024.
- C. Insights Data: Director Enerson stated that lodging category data may be available as part of the city council's study on short-term lodging in the downtown commercial district. Also, a lodging insights report should be available in July or August.

8. New Business:

- A. Blandin Foundation – Small Communities & Rural Placemaking Grant: Administrator Walbridge shared that a Letter of Inquiry has been submitted as part of the grant application process. The City is pursuing grant funding for a new comprehensive plan to be written.
- B. Other Grant Opportunities: Director Enerson noted additional grant opportunities that may benefit the community, including DEED Promise Grants, USDA Farmers Market Promotion Grants, Minnesota Historical Society Legacy Grants, Library Construction Grants through the Minnesota Department of Education, and Volunteer Fire Assistant Grants through the Department of Natural Resources. SMIF also has grant opportunities through Otto Bremer Trust and its Community Responsive Fund. While a specific project was not identified for the SMIF Grant, Member Pursell entered a motion to approve and encourage staff to apply should an eligible project be identified; Member Tacke seconded the motion. Motion carried with all in favor.
- C. Proposed Legislative Changes, Disaster Relief Funding, and Senior Housing Funding: Director Enerson summarized several bills being considered by the Minnesota state legislature this session. Many of the bills restrict local control on zoning and the state building code. Members noted concern over the legislation. Disaster relief funding information, quarterly economic report information, as well as senior housing funding examples were shared by Director Enerson.
- D. Riverfront Property Development: Member Goetzke explained that there is an opportunity for the city's riverfront property that houses the city street shop to be developed in the future. Member Goetzke expressed that the EDA may want to make a recommendation to the city council to establish an RFP to see what developers may be interested in the property. Member Pursell entered a motion to have city administration identify what an RFP process would look like for the city-owned property and what discretion a municipality has in including land use provisions in the RFP; Member Boho seconded the motion. Motion carried with all in favor.

Draft 04/04/2024

Next Meeting: Thursday, May 2, 2024, at 10:30 a.m.

Member Goetzke adjourned the meeting at 11:47 a.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

EDA April 2024

Fund Abbrev	Fund	Dept	Account Descr	Current Period	April 2024 Amt	2024 YTD Amt	2024 YTD Budget	%YTD Act Budget Status	
Expenditure									
EDAOPER	250	46500	E 250-46500-100 Wages and Salaries	April 2024	\$0.00	\$0.00	\$900.00	0.00% Active	
EDAOPER	250	46500	E 250-46500-122 FICA	April 2024	\$0.00	\$0.00	\$90.00	0.00% Active	
EDAOPER	250	46500	E 250-46500-210 Operating Supplies	April 2024	\$0.00	\$14,079.22	\$12,500.00	112.63% Active	
EDAOPER	250	46500	E 250-46500-300 Professional Svcs	April 2024	\$3,800.50	\$7,601.00	\$15,203.00	50.00% Active	
EDAOPER	250	46500	E 250-46500-445 EDA Project	April 2024	\$0.00	\$750.00	\$5,000.00	15.00% Active	
Revenue									
EDAOPER	250	46500	R 250-46500-36200 Miscellaneous	April 2024	\$0.00	\$458.37	\$2,000.00	22.92% Active	
EDAOPER	250	46500	R 250-46500-36210 Interest Earnings	April 2024	\$0.00	\$0.00	\$0.00	0.00% Active	
EDAOPER	250	46500	R 250-46500-39203 Transfer from Other	April 2024	\$0.00	\$0.00	\$0.00	0.00% Active	
EDAOPER	250	46600	R 250-46600-31000 General Property	April 2024	\$0.00	\$124.42	\$33,693.00	0.37% Active	
Summary									
Fund	2024 Begin Balance			Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance
10104 - F&M Bank EDA									
620 - EDA Loan Funds Flexible			\$13,444.78	\$5,411.35	(\$3,136.45)	0	\$0.00	\$0.00	\$15,719.68
625 - EDA USDA Loan Funds			\$866.69	\$5,966.34		0	\$0.00	\$0.00	\$6,833.03
			\$14,311.47	\$11,377.69	(\$3,136.45)	\$0.00	\$0.00	\$0.00	\$22,552.71

Loan Client Payment Status as of 4/24/24

CLIENT	STATUS	BALANCE
Skelly	On-Time	\$ 29,038.35
Lind	On-Time	\$ 13,147.75
Pfeffer	Past Due 3/1/24	\$ 67,613.85
Harvey	On-Time	\$ 33,738.25
Claras	On-Time	\$ 18,790.21
Palmer	On-Time	\$ 29,129.08
Shipton	On-Time	\$ 35,860.14
Madland	Past Due 3/1/24	\$ 629.59
Erwin	In Collections	\$ 1786.40

EDA	2024 Budget	January	February	March	YTD Total	% of Budget
E 250-46500-100 Wages and Salaries	\$ 900.00				\$ -	0%
E 250-16500-300 CEDA Contract	\$ 15,203.00	\$ 3,800.50			\$ 3,800.50	25%
E 250-46500-122 FICA	\$ 90.00				\$ -	0%
E 250-46500-210 Operating Supplies	\$ 12,500.00	\$ 1,684.22	\$ 6,595.00	\$ 5,800.00	\$ 14,079.22	113%
E 250-46500-445 Project Development Fund	\$ 5,000.00			\$ 750.00	\$ 750.00	15%
Subtotal	\$ 33,693.00	\$ 5,484.72	\$ 6,595.00	\$ 6,550.00	\$ 18,629.72	55%
R 250-46500-31000 General Property Taxes	\$ 33,693.00	\$ 124.42			\$ 124.42	0%
R 250-46500-36200 Miscellaneous Revenue	\$ 2,000.00		\$ 458.37		\$ 458.37	23%
F&M Bank Support					\$ -	
Merchants Bank Support					\$ -	
Subtotal	\$ 33,693.00					

4-2024

For your consideration

1. Vacant Buildings - register and deter thru fees
2. Control of Buildings in C-1 used for storage

From the LMC, examples of ordinances for vacant buildings and outdoor storage on commercial properties that may be helpful:

Minneapolis:

https://library.municode.com/mn/minneapolis/codes/code_of_ordinances/370156?nodeId=COOR_TIT12HO_CH249VADWBUNUCO_249.90PE

Long Lake: <https://www.longlakemn.gov/?SEC=F0DDF213-837A-492E-90CA-1EDBF7DEF9B8>
[Vacant Building Registration Information | Long Lake, MN \(longlakemn.gov\)](#), and the fee to be vacant is incentive to get something going!

Virginia: <https://virginiamn.us/vacantbuilding/index.php>: If an owner does not comply with the Vacant Building Ordinance, the city may commence abatement and recover its costs for correction of items found to be a blight factor in accordance with subsection 425.25 of this code and Minnesota Statutes, section 429.101.

If you have any questions, please contact Ashley P. at City of Virginia, at 218-749-3563. St

Paul has a similar program

Austin: <https://www.ci.austin.mn.us/Engineering/VacantBuilding/VacantOrdinance.pdf>

Nashwauk: page 31 - storage if part of a use like liquor storage fro liquor sales

https://nashwaukmn.gov/vertical/sites/%7B97663079-F200-4336-819D-72EAAFFEFDD3%7D/uploads/Title_15_Land_Usage.pdf

Richfield: address outdoor

https://library.municode.com/mn/richfield/codes/code_of_ordinances?nodeId=CHXIBUTRRE_S1135OUMEST

Please note the League does not vet these samples for content or legality and are simply meant to help you get started in the ordinance process. The city should work with its city attorney to draft and implement any ordinances.

You may also want to reach out on Memberlink to other cities to see if they have had similar situations or have other ordinances you may review. Here is the link to MemberLink:

<https://www.lmc.org/memberlink/>.

Other from Cathy

Interesting in the Comp Plan: encourage the registration of rental, and not to leave vacant or a fine is imposed

<https://cityofelkinswv.com/wp-content/uploads/2015/08/selection-1.pdf>

Preston MN - Use of building as storage buildings in the down town commercial district

<https://drive.google.com/drive/search?q=preston%20storage>

EDA Recommendation for May meeting:

The EDA would like to inform Planning and Zoning as well as City Council there are ways to regulate chronic vacant buildings, and buildings used for personal storage. The EDA recommendation is to adopt a registration program and fee structure for vacant buildings, as well as consider an abatement program, and regulation of storage in the historic downtown district.

Thinking ahead - save for a Hwy 250 mitigation grant or loan

Funding a mini grant or zero percent loan program for the Hwy 250 road construction project

- Loan at zero percent
- Deferred Loan to grant if in business 5 years from now. Paid back at 100% if they sell

Funding source: Tax Levy or TBD

\$35,000 potential: fund up to 35 businesses

\$250 for non profits

\$36,000 to add into the EDA loan fund, \$12,000 for 3 years

Thank you for your interest in the Lanesboro Mini-Grant Program. This one-time mini-grant opportunity is designed to support our local businesses during the construction period of Minnesota State Highway 250. The Economic Development Authority (EDA) of Lanesboro, Minnesota is aiming to provide financial assistance to businesses for creative initiatives that can help mitigate the impact of road construction on their operations.

Program Details:

- Eligibility Criteria:

- Must be a registered business located within the town limits of Lanesboro, Minnesota.
- Must be directly affected by the construction on Minnesota State Highway 250
- Grant Amount: Up to \$1000 per business.

Business must be in operation at the time of the grant request and be open for service or retail 8 or the past 12 months. (exception of a new business owner)

- Purpose: The grant can be used for activities such as marketing, promotions, beautification efforts, or any other creative endeavor that helps attract customers and sustain business during the construction period.

Application Process:

1. Contact Information:

Provide the name, address, phone number, and email address of the business owner or authorized representative.

2. Business Details:

- Business name
- Type of business
- Number of employees
- Description of products/services offered

3. Impact of Construction:

Describe how the construction on Minnesota State Highway 56 is affecting your business.

4. Proposed Initiative:

Outline your creative idea or initiative for utilizing the grant funds. Include details such as:

- Objective of the initiative
- Budget breakdown (how the grant funds will be used)
- Timeline for implementation
- Expected outcomes

5. Supporting Documentation:

Attach any supporting documents or visuals (e.g., sketches, mock-ups, quotes) that further illustrate your proposed initiative.

6. Declaration:

Agree to comply with the terms and conditions of the grant program and provide consent for the EDA to use your business name and initiative details for promotional purposes.

Evaluation Criteria:

- Creativity and innovation of the proposed initiative.
- Potential impact on attracting customers or sustaining business during construction.
- Feasibility and realistic implementation plan.
- Alignment with the goals of the Lanesboro Mini-Grant Program.

Timeline:

- Application Period: [Start Date] - [End Date]
- Review and Selection: [Review Period]
- Notification of Grant Recipients: [Notification Date]
- Implementation Period: [Start Date] - [End Date]

Terms and Conditions:

- Grant funds must be used solely for the purposes outlined in the approved application.
- Grant recipients may be required to provide receipts or documentation of expenses.
- The EDA reserves the right to feature grant recipient businesses and their initiatives in promotional materials or media outreach related to the program.
- Grant recipients are encouraged to share updates or success stories during the implementation of their initiatives.

Contact Information:

For any inquiries or assistance regarding the Lanesboro Mini-Grant Program, please contact Cathy Eneson, Lanesboro EDA Director at cathy.enerson@cedausa.com

Submission Instructions:

Submit your completed application form and supporting documents via [Submission Method] by the specified deadline.