

**Lanesboro Economic Development Authority
Regular Meeting Minutes
Thursday, August 1, 2024 – 10:30 a.m.
City Council Chambers & Zoom**

Present Members: X Tom Pursell X Linda Tacke X Joe Goetzke
 Kathryn Wade X Michael Boho

Staff: X Cathy Enerson X Darla Taylor X Mitchell Walbridge

Guests: Bonita Underbakke, Michael Seiler, Kara Maloney

1. **Call to Order:** Member Goetzke called to order the Regular Meeting of the Lanesboro Economic Development Authority at 10:32 a.m.
2. **Agenda:** Member Pursell entered a motion to approve the agenda as presented; 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, June 6, 2024
 - B. Minutes of the Special EDA Meeting, June 6, 2024
 - C. July Financial ReportsMember 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: Member Goetzke informed the EDA members that the city council, city administrator, and city engineer met with the staff of both federal and state legislators to discuss potential funding assistance for the Highway 250 street/utility construction project that is scheduled for 2027. Administrator Walbridge shared that the city will continue working with the legislators and their staff members to pursue state bonding bill money in both 2025 and 2026 as well as congressional directed spending money at the federal level. Michael Seiler of the Planning and Zoning Commission also shared an update on the status of revisions to the city's land use and short-term lodging ordinances. Drafted ordinance language has been passed to the city council that is doing its review of the language before calling for a public hearing.
 - B. Chamber of Commerce: Member Goetzke shared the Chamber of Commerce report.
 - The Chamber of Commerce has been working on its rebranding project and developing a new city logo.
 - 2025 Visitor's Guide planning is underway.
6. **Revolving Loan Fund Update:** Director Cathy Enerson commented that most loan payments are current with one loan holder making payments and one is in collections.
7. **Continued Business**
 - A. 2024 Work Plan & Strategic Plan: A 1–3-year work plan is to be formulated in committee style. Member Boho and Member Goetzke will work with Director Enerson on the work plan to bring back to the EDA board for review.
 - B. Insights Data: Director Enerson continues to work on compiling the data and reports. Information will be presented at a future meeting.

Approved 09/05/2024

- C. Riverfront Property Development: Administrator Walbridge informed the EDA members that a commercial property appraisal estimate was quoted at \$3,500-\$4,000. The appraisal maybe completed in the future as part of a feasibility study of the sale of the public works facility and moving the facility to a new location in order allow for commercial development on Rochelle Avenue.
- D. Business Interruption Loan & Mini Grant Program: Director Enerson will continue to work on identifying potential funding sources for the business interruption grant program that the EDA would like to make available to business owners during the 2027 Highway 250 road project.
- E. USDA Grant Update: While the City of Lanesboro was awarded the USDA Rural Development Funds to recapitalize the revolving loan fund, the paperwork and contracts are being completed to initiate the new round of funding to be received. Director Enerson encouraged members to communicate with business owners who may need a low-interest business development loan so that they may take advantage of applying for the loan program. Member Tacke entered a motion recommending to the city council that the grant funds be accepted; Member Wade seconded the motion. Motion carried with all in favor.

8. New Business

- A. Small Cities Block Grant: Director Enerson shared information from a meeting she had regarding the potential to obtain small cities block grant. Additional information, including a needs study, will need to be completed in the future if the block grant is pursued. Grant funds may be used for public facilities, housing, as well as potential assessment abatement for residential rental units which may aid during the Highway 250 road project. Member Goetzke entered a motion to table the small cities block grant; Member Wade seconded the motion. Motion carried with all in favor.
- B. LEAN Meeting Update: Director Enerson shared updates from the June 26, 2024 LEAN meeting. LEAN members are preparing for a September 24 Cattle Town to Arts Campus presentation.
- C. Rural Entrepreneurial Ventures (REV) Activating Our Entrepreneurial Ecosystem Grant: Director Enerson and LEAN Chairperson Michael Seiler stated they would like to submit a Rural Entre application that will help them conduct interviews to determine the needs of business owners to mitigate business interruption during the Highway 250 road construction project in 2027. Seiler explained the time needed to complete the interviews should be compensated, so grant funds would allow someone to be hired to conduct interviews and complete the surveying.
A 25% cash match is required for the grant. Member Pursell entered a motion to allocate \$4,250 from the EDA's Project Funds budget for the grant match and that \$750 be asked for from the city council so that the grant award could be maximized; Member Tacke seconded the motion. Motion carried with all in favor.
- D. Taylor Corporation and SMIF Grant: Members discussed potential projects for the Taylor Corporation Grant through SMIF. Members identified that grant funds could be used for the Lanesboro Legion Lights project and installation of new pickleball courts in Sylvan Park.
- E. 2025 EDA Budget Requests: Director Enerson presented budget requests for 2025 that included a 5% increase in the CEDA contract amount, \$750 for the Chamber Visitor's Guide contribution, \$5,000 in project funds, \$4,000 for a property appraisal for the public works street shop property, and \$10,000 to begin saving for the mini grants program for business interruption during the Highway 250 road construction project. Administrator Walbridge informed the board that he will present these requests during the city council's budget discussion on August 5.

9. Miscellaneous

- A. Director Enerson noted that there will be a workforce development meeting on Wednesday, August 14 at 9:00 a.m. at city hall. Members are invited to attend if they are interested.

Next Meeting: Thursday, September 5, 2024 at 10:30 a.m.

Approved 09/05/2024

Member Pursell entered a motion to adjourn the meeting; Member Wade seconded the motion. Motion carried with all in favor. The meeting adjourned the meeting at 11:37 a.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk