

**Lanesboro EDA Board Meeting  
Regular Meeting Agenda  
Thursday, March 5, 2026 at 10:45 a.m.  
Lanesboro Community Center Meeting Room**

\*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\*

<https://us02web.zoom.us/j/86520735787?pwd=JXstbaqvFba7e7oVff6veB0dzUhhwO.1>

Meeting ID: 865 2073 5787 Passcode: 219643

Member Tacke will be participating remotely via zoom December 2025 - March 2026.

**Call to Order/Roll Call**

Members:    \_\_\_ Tom Pursell    \_\_\_ Linda Tacke    \_\_\_ Mindy Albrecht-Benson  
                  \_\_\_ Kathryn Wade    \_\_\_ Michael Boho  
Staff:        \_\_\_ Darla Taylor    \_\_\_ Mitchell Walbridge    \_\_\_ Michelle Marotzke

**A. Agenda Approval**

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

**B. Public Comments**

**C. Consent Agenda**

- a. Minutes of the Regular Meeting, February 5, 2026
- b. Minutes of the L.E.A.N. Sub-Committee, January 28, 2026
- c. February EDA Financials

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

**Department Reports**

- A. EDA Director Report
- B. City Council/City Administration
- C. Chamber of Commerce
  - a. Cobalt presentation – William SaintAmour
- D. School Board

**Revolving Loan Fund**

- A. Available Funds
- B. Loans in repayment
- C. Pending applications

**Continued Business**

- A. Bluff Country Business Academy Update
- B. SMIF Rural Entrepreneurial Venture Program Update
- C. Consider Bid from Okapi Strategy for TH250 Reconstruction Business Workshop

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

**New Business**

**Next Meeting:** Thursday, April 2, 2026, at 10:45 a.m.

**Adjourn Regular Meeting**

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**Lanesboro Economic Development Authority**  
**Regular Meeting Minutes**  
**Thursday, January 8, 2026 – 10:45 a.m.**  
**City Council Meeting Chambers**

**Present Members:**

Mindy Albrecht-Benson (remote)  Michael Boho  Tom Pursell  Linda Tacke (remote)  
 Kathryn Wade

**Staff:**

Mitchell Walbridge  Darla Taylor  Michelle Marotzke

**Guests:** Jackie Horsman (remote), Angie Strain, Jeanette Kappers, Brooke Pfeffer, Joel Pfeffer, Joe Goetzke, Michael Seiler, Kara Maloney

**Call to Order:** Member Wade called the regular meeting to order at 10:45 a.m.

- A. **Agenda Approval:** Member Pursell entered a motion to approve the agenda; Member Tacke seconded the motion. Roll call was taken with four ayes and zero nays; Motion carried.
- B. **Public Comments:** No public comments were shared.
- C. **Consent Agenda:**
  - a. Minutes of the Regular Meeting, January 8, 2026
  - b. Minutes of the L.E.A.N. Sub-Committee, December 11, 2025
  - c. January Financials

Member Pursell entered a motion to approve the Consent Agenda; Member Wade seconded the motion. Roll call was taken with four ayes and zero nays; Motion carried.

**Department Reports**

**A. EDA Director Report:**

- a. Director Marotzke shared highlights of her report, including work toward a housing needs assessment and the power plant floodproofing project. She also shared that the City of Preston was awarded a grant from the Minnesota Department of Commerce to create a feasibility study to evaluate the need, locations, and cost for solar powered e-bike charging stations. Marotzke's presentation to EDAM is included in the packet and it was well received.

**B. City Council/City Administration:** City Administrator Mitchell Walbridge provided an update to the EDA Board including:

- a. City Council at its February 2 meeting adopted a resolution for approval of the Minnesota Trout Unlimited river restoration project. The timeline for this project is not yet clear due to permitting and the Request for Proposal timeline.
- b. The City Council is at the point in the Highway 250 project where they will evaluate the final design of the project and consider giving its municipal consent, which is a legal requirement for any state highway projects that go through municipal limits. The Public Open House is on February 18<sup>th</sup> from 4:30 p.m. to 6:00 p.m. with the Council holding a special meeting afterward, which will include a public hearing.
- c. The City Council passed a resolution in late January to submit a request to the State Legislature to authorize a half percent local option sales tax. Legislative approval is required in order to put that on a November ballot for voters to consider.
- d. The Lanesboro Library Board has hired a new director, Luke Wahl, and a new assistant librarian, Ruth Mikos. Both have backgrounds with youth and education and will be excellent additions.

They will both start around February 23<sup>rd</sup>. The director position is a full-time 0.8 FTE, and the assistant librarian position is part-time.

- e. The City's audit is next week, which will include preparing the EDAs fund balances.
- f. Member Tacked asked for additional information about the sales tax. Administrator Walbridge shared that the previous tax reached its \$800,000 revenue cap and was in place from 2012 to December 31, 2024. There must be a one-year grace period between the conclusion of a tax and implementation of a new one. The projects being submitted for the new one include offsetting costs with the Highway 250 projects and improvements to Sylvan Park.

**C. Chamber of Commerce:** Executive Director Joe Goetzke provided an update to the board.

- The Visitors Guides are now available and were shared with EDA Board members. 25,000 copies were printed (an increase over the 20,000 from 2025 which required a reprint for more). These are shared with other cities and organizations such as the Mall of America and Explore Minnesota visitor centers throughout the state. Sarah Peterson designed the guide and photos from Explore Minnesota. The pocket map will be created next and that is shared throughout the region.
- The Chamber has moved their membership software to a new company.
- McGivern's Main Street episode about Lanesboro will be released soon, and the Chamber is working on a watch party for that.
- The Chamber has been working with the Business Promotion Group to determine their future. It has been a committed group of volunteers, but they are reaching their capacity to be sustainable. Everything they do helps the community's economic development. There isn't a specific question right now, and Chair Wade encouraged the group to come back when they have some more information.

**D. School Board:** School board member Sarah Peterson was not available for an update.

**Revolving Loan Fund**

- A. **Available Funds:** The original fund will be at about \$20,000 after the new proposal is considered today. The second fund is about \$15,900 and needs to be disbursed by June 30, 2026.
- B. **Loans in Repayment:** Marotzke shared that the Driftless Trading Post, LLC and Sparrow Valley Property, LLC loans are past due to their January 2026 payments.
- C. **Pending Applications:** Marotzke presented a proposal for The Scoop. The Revolving Loan Fund Committee supports the project. It is \$20,000 at 2% for 7 years with biannual payments to coincide with their primary lender. Our collateral would be a second mortgage filing on the building in Lanesboro (the ice cream shop) and another property, along with a blanket UCC filing and security agreement. City Attorney O'Koren is working with the borrowers for the business purchase, so we will work with Attorney Greg Scheiber to prepare the loan documents. Motion made by Member Albrecht-Benson to approve the loan as presented; second by Member Pursell. Roll call was taken with four ayes and zero nays; Motion carried.

**Continued Business**

- A. **Bluff Country Business Academy:** Marotzke shared that there are 13 people registered for the program. Most registrants are from Preston and Lanesboro, which is the priority of the program. There is one person from Chatfield (working on a Lanesboro business), one from Rochester and one from Spring Valley. The application closes on February 9 and the first session is March 9. Member Albrecht-Benson asked what the max capacity was, and Marotzke shared it is 15.
- B. **REV Program:** Marotzke shared that 16 people registered and attended the first workshop, held the prior Thursday. She is working with Chamber Director Goetzke to create more workshops and find ways to connect these to the Highway 250 project.

**New Business**

- A. **2025 EDA Annual Report:** Marotzke shared highlights of the EDA's work in 2025.
- B. **Sparrow Valley Tax Abatement:** Administrator Walbridge informed the EDA Board that the City Council directed the City Attorney to send a 30-day Notice to Cure for violations that are events of default listed in the tax abatement and development agreement. The 30-day notice was mailed to the representatives of Sparrow Valley Properties on February 4, 2026. Administrator Walbridge is requesting acknowledgement of the City Council's action in this matter. Member Pursell asked for additional context. Administrator Walbridge shared the items leading to this action, including delinquent property taxes and utility payments, an order from an administrative law judge regarding building code violation, and failure to make timely loan payments. Member Albrecht-Benson asked if there was anything we could have seen as a red flag when this was created. Administrator Walbridge shared that the loan program in place at the time of the loan to Sparrow Valley Properties had changed and that the city previously had to be a pass-through, where now the city can lend directly through its own loan program. Member Wade entered a motion to acknowledge the Notice to Cure; Member Albrecht-Benson seconded the motion. Roll call was taken with four ayes and zero nays; Motion carried.

**Next Meeting:** Thursday, March 5, 2025, at 10:45 a.m.

Members Tacke will join via Zoom for the March meeting. Member Pursell entered a motion to adjourn; Member Albrecht Benson seconded the motion. Roll call was taken with four ayes and zero nays; Motion carried.

Member Wade adjourned the meeting at 11:18 a.m.

Respectfully submitted,

Michelle Marotzke  
City of Lanesboro  
Economic Development Director

CITY OF LANESBORO

EDA February 2026

Fund Abbrev	Fund	Dept	Account Descr	Current Period	February 2026 Amt	2026 YTD Amt	2026 YTD Budget	%YTD Budget	Act Status	
Expenditure										
EDAOPER	250	46500	E 250-46500-100	Wages and Salaries	February 2026	\$0.00	\$0.00	\$900.00	0.00%	Active
EDAOPER	250	46500	E 250-46500-122	FICA	February 2026	\$0.00	\$0.00	\$76.85	0.00%	Active
EDAOPER	250	46500	E 250-46500-136	MN Paid Leave	February 2026	\$0.00	\$0.00	\$3.96	0.00%	Active
EDAOPER	250	46500	E 250-46500-210	Operating Supplies	February 2026	\$14.38	\$58.28	\$500.00	11.66%	Active
EDAOPER	250	46500	E 250-46500-300	Professional Svcs	February 2026	\$42.48	\$42.48	\$27,126.93	0.16%	Active
EDAOPER	250	46500	E 250-46500-445	EDA Project	February 2026	\$2,178.13	\$3,600.63	\$5,000.00	72.01%	Active
EDAOPER	250	46500	E 250-46500-500	Capital Outlay	February 2026	\$0.00	\$0.00	\$0.00	0.00%	Active
Revenue										
EDAOPER	250	46500	R 250-46500-36200	Miscellaneous	February 2026	\$75.00	\$75.00	\$0.00	0.00%	Active
EDAOPER	250	46500	R 250-46500-36210	Interest Earnings	February 2026	\$0.00	\$11.36	\$0.00	0.00%	Active
EDAOPER	250	46500	R 250-46500-39203	Transfer from Other	February 2026	\$0.00	\$0.00	\$0.00	0.00%	Active
EDAOPER	250	46600	R 250-46600-31000	General Property	February 2026	\$0.00	\$252.21	\$33,607.74	0.75%	Active

Fund	2026 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
<b>10104 - F&amp;M Bank EDA</b>								
250 - EDA OPERATING	\$61.95	\$11.36	\$0.00	0	\$0.00	\$0.00	\$73.31	In Balance
313 - Sparrow Valley Properties	\$6,489.53		\$0.00	0	\$0.00	\$0.00	\$6,489.53	In Balance
620 - EDA Loan Funds Flexible	\$1,030.80	\$2,660.30	\$0.00	0	\$0.00	\$0.00	\$3,691.10	In Balance
625 - EDA USDA Loan Funds	\$42,136.84	\$5,644.93	\$0.00	0	\$0.00	\$0.00	\$47,781.77	In Balance
	\$49,719.12	\$8,316.59					\$58,035.71	

CLIENT	STATUS	BALANCE	Loan Maturity Date
Paxton	On-Time	\$36,609.12	08/15/2032
Skelly	On-Time	\$ 21,583.13	01/01/2031
Lind	Past Due 1/1/26	\$ 9686.29	05/01/2030
Pfeffer	Past Due 1/1/26	\$ 54,953.42	12/01/2032
Harvey	On-Time	\$ 23,568.62	02/01/2030
Claras	On-Time	\$ 12,345.73	06/01/2029
Palmer	On-Time	\$ 17,351.76	09/01/2028
Shipton	On- Time	\$ 22,906.54	05/01/2029
Erwin	Write Off 2025 Audit	\$ 1786.40	Write Off Audit
Golf Club	On-Time	\$38,465.39	10/1/2032
Claras 2025	On-Time	\$29,285.27	12/20/2032

Loan Balances as of 2/24/26

Michelle Marotzke, Economic Development Director  
City of Lanesboro, PO Box 333  
202 Parkway Ave S  
Lanesboro, MN 55965



### FRAMEWORK FOR PROFESSIONAL SERVICES

Linda Mathiasen will assist Lanesboro Economic Development Authority (LEDA) deliver relevant, actionable marketing strategies to business owners through meaningful, entrepreneurial, and economic empowering workshops, small group skill-based coaching, and one-to-one tailored professional business development sessions during the 2027 TH250 Reconstruction Project.

#### Deliverables

- 2026 Tourism Season Strategy Two-Hour Workshop (April 9, 2026) – \$950
  - Includes prep, set-up, delivery, companion materials. Copies are the responsibility of LEDA
  - Mileage reimbursed at federal rate with no charge for driving time. LEDA to provide meeting space, projector, and screen for presentation
  - 1:1 Post-Workshop 30-minute Session (tele or virtual) minimum of 5/up to 20 business owners – \$100 each
  - L.E.A.N. Subcommittee (virtual) presentation with supporting data (June 25, 2026) – \$165

#### Add-Ons for Private Engagement or Continued LEDA Agreement

- 2026 One-on-one Coaching Series Package (three 30-minute tele-sessions) – \$250
  - Recommended increments such as May 27, June 30, and August 18. Scheduled in advance with minimum of three businesses participating in one-on-one sessions
  - Follow-up joint mini sessions among like businesses – \$270 virtual
  - Stand-alone one-hour session \$165 via phone or virtual
- 2026 Strategic Marketing Assessment (optional) – \$1,500 - \$2,000
  - Review of existing City marketing channels and materials including web and social media
  - Assessment of messaging, consistency, audience focus
  - Recommendations for alignment, collective goals and leveraging logistics
- 2026 Discretionary Joint Marketing Budget (optional) – \$2,500 - \$5,000
  - Collective promotion planning, sharing creative assets, messaging templates, wayfinding or signage, enhancements to city and area marketing
- 2026 & 2027 Subsequent two-hour workshops – \$950 with mileage reimbursement

**Billing:** Lanesboro EDA will assign, allocate, and approve hours per activity. Linda Mathiasen will bill monthly for work performed. Contract terms to follow.

Thank you for choosing Linda Mathiasen to assist with Lanesboro Business Owners and the Strategic Preparation for 2027 TH250 Reconstruction for entrepreneurial success and local business growth.

**Client:**  
Mitchell Walbridge, Administrator  
City of Lanesboro  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Consultant:**  
Linda Mathiasen  
DBA Okapi Strategy  
Signature \_\_\_\_\_  
Date \_\_\_\_\_



Socials

