

**Lanesboro EDA Board Meeting
Special Meeting Agenda
Thursday, June 11, 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

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, May 7, 2026
- b. Minutes of the L.E.A.N. Sub-Committee, April 23, 2026
- c. May EDA Financials

Motion _____ **Second** _____

Department Reports

- A. EDA Director Report
- B. City Council/City Administration
- C. Chamber of Commerce
- D. School Board

Revolving Loan Fund

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

Motion _____ **Second** _____

Continued Business

- A. SMIF Rural Entrepreneurial Venture Program Update
- B. Fillmore County Rural Child Care Innovation Program Update

New Business

- A. EDA Director Vacancy
 - a. Approve updated Job Description and Position Packet
Motion _____ **Second** _____
 - b. Appoint Lanesboro EDA hiring representatives
Motion _____ **Second** _____
- B. Ratify creation of Highway 250 Advisory Group for L.E.A.N. Sub-committee
Motion _____ **Second** _____
- C. Vacant Building Ordinance

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

Adjourn Regular Meeting

Lanesboro Economic Development Authority
Regular Meeting Minutes
Thursday, May 7, 2026 – 10:45 a.m.
City Council Meeting Chambers

Present Members:

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

Staff:

Mitchell Walbridge Darla Taylor Michelle Marotzke

Guests: Joe Goetzke

Call to Order: Member Wade called the regular meeting to order at 10:46 a.m.

- A. **Agenda Approval:** Member Albrecht-Benson entered a motion to approve the agenda; Member Tacke seconded the motion. Motion carried with all in favor.
- B. **Public Comments:** No public comments were shared.
- C. **Consent Agenda:**
 - a. Minutes of the Regular Meeting, April 2, 2026
 - b. Minutes of the L.E.A.N. Sub-Committee, March 26, 2026
 - c. April EDA FinancialsMember Albrecht-Benson entered a motion to approve the agenda; Chair Wade seconded the motion. Motion carried with all in favor.

Department Reports

- A. **EDA Director Report:**
 - a. Director Marotzke shared highlights of her report, which was included in the packet, including the Main Street program and the work being done for business support related to the Highway 250 reconstruction project.
- B. **City Council/City Administration:** City Administrator Mitchell Walbridge was unavailable for this meeting and did not have an update.
- C. **Chamber of Commerce:** Executive Director Joe Goetzke shared an update about Chamber activities.
 - a. The bike shop is for sale. This is considered a critical business for Lanesboro with high trail use.
 - b. New maps are printed and have been received.
 - c. Active users on website are up 50% and page views are up 26% year over year.
 - d. Our ongoing digital marketing via search, web, social, and video ads is in full swing and performing well.
 - e. We recently revamped our membership tiers, adding a middle tier and expanding available options. More information to come.
 - f. May 14th is a big day with:
 - i. 9am Coffee w/ the City
 - ii. 3:45 Camp Venn ribbon cutting
 - iii. 4-5 Downtown biz open house
 - iv. 5-6 Start of season happy hour at High Court Pub
 - g. North Branch river issue
- D. **School Board:** School board member Sarah Peterson was not available for an update.

Revolving Loan Fund

- A. **Available Funds:** There is approximately \$30,443.19 available after the Bluffscape Amish Tours loan.
- B. **Loans in Repayment:** Presented in the financials. All accounts are current except for Sparrow Valley Properties, which has been turned over to the city's attorney for collection.
- C. **Pending Applications:** Marotzke presented the proposal for Bluffscape Amish Tours. This loan would provide \$22,000 of working capital to assist the new owners of the business, Shayla and Eric Gehrke, with startup costs including potential repairs to the busses, wages, and other costs. The terms are 2% for 5 years. Collateral will be in the form of liens on the two buses, a 2005 Ford E350SD and a 2017 Ford E350. After discussion, a motion to approve as presented was made by Member Boho; Member Albrecht-Benson seconded the motion. Motion carried with all in favor. This will be presented to the City Council at its June 1, 2026, meeting.

Continued Business

- A. **Business Promotion Group Proposal:** The Lanesboro Area Chamber of Commerce Board of Directors approved being the fiscal host for the Business Promotion Group. Once a structure is formalized, the EDA can consider a request to contribute. Chair Wade entered a motion to table indefinitely; Member Tacke seconded the motion. Motion carried with all in favor.
- B. **Bluff Country Business Academy Update:** Graduation was held on April 27th, Mitchell attended, and there were 14 graduates and 11 businesses (mostly Lanesboro) represented. Member Boho presented two sessions to the class and was a hit. Benya Kraus, President and CEO of SMIF, was the keynote speaker.
- C. **SMIF Rural Entrepreneurial Venture Program Update:** The L.E.A.N. sub-committee asked that coaching opportunities be created to help Lanesboro business owners have one-on-one sessions for certain topics. Marotzke is working on developing that program.
- D. **Fillmore County Rural Child Care Innovation Program:** Marotzke reminded everyone about the Child Care Provider Appreciation Event on May 7, 2026, and the Town Hall on July 28, 2026.

New Business

- A. **Empowering Small Minnesota Cities program application:** Marotzke shared an overview of the application that was submitted. If awarded, the city will be provided with up to \$50,000 of in-kind labor support from the University of Minnesota Design Team to evaluate transportation options during and after the Highway 250 reconstruction project.
- B. **Professional Development and Training – EDAM Conference:** Marotzke requested approval of up to \$500 to attend the Economic Development Association of Minnesota Conference in June. The cost of the conference registration, hotel and travel will be cost-shared with the city of Preston. Motion made by Member Albrecht-Benson to approve up to \$500 in reimbursement for this conference; Chair Wade seconded the motion. Motion carried with all in favor.
- C. **Discuss June Meeting:** Marotzke will be at the EDAM conference on June 4th, the date of the next scheduled EDA Board meeting. Member Albrecht-Benson entered a motion to cancel the meeting on June 4th and convene a special meeting on June 11th; Member Boho seconded the motion. Motion carried with all in favor.

Next Meeting: Thursday, June 11, 2025, at 10:45 a.m.

Member Tacke entered a motion to adjourn. Chair Wade adjourned the meeting at 11:26 a.m.

Respectfully submitted,

Michelle Marotzke
City of Lanesboro
Economic Development Director

**Lanesboro Entrepreneurial Action Network (LEAN)
Regular Meeting Minutes
April 23, 2026 – 8:30 a.m.
Lanesboro City Council Chambers**

Members Present:

- Michael Seiler Joe Goetzke Kara Maloney Kathryn Wade Allie Palmer
 Lori Bakke Steve Harris (*ad hoc*) Ambrin Olson (*ad hoc*)
 EDA Director Michelle Marotzke City Administrator Mitchell Walbridge

Call to Order

Chair Seiler called the meeting to order at 8:35 a.m.

- A. Agenda Approval:** Administrator Walbridge entered a motion to approve the agenda; Member Wade seconded the motion. Motion approved with all in favor.
- B. Approval of Minutes:** Member Wade entered a motion to approve the minutes of the March 26, 2026, meeting; Chair Seiler seconded the motion. Motion approved with all in favor.

Guest Speaker

Director Marotzke introduced Lana Grefsrud, owner of Hillbilly Laser in Pelican Rapids. Lana was instrumental in helping the Pelican Rapids business community through a downtown road project similar to what Lanesboro will experience with the Highway 250 project. Lana shared the following advice:

- Lean into MnDOT’s communications team
- Have DIRT sales
- Do fundraisers
- Keep the messaging positive
- Repeat messages/overcommunicate
- Have a weekly video “drive-through” that:
 - Shows how to get around
 - Shows progress

New Business

- A. Main Street Program Information:** Marotzke shared information obtained from a conversation with Olivia, Minnesota’s Main Street Coordinator about the program.

Continued Business

A. REV Program

- a. **REV Financials:** Marotzke provided reimbursement forms and shared an update of the REV Financials. After the workshop costs, there is approximately \$4,800 available.
- b. **Workshops:** Marotzke shared that she checked into conflict management training sessions, and the best option (financially and professionally) is Abbey Guggisberg, who is with the University of Minnesota Extension. This will be scheduled for a time in June. Chair Seiler entered a motion to approve the minutes of the March 26, 2026, meeting; Member Maloney seconded the motion. Motion approved with all in favor.
- i. It was recommended that we use some of the REV funds to create one on one coaching sessions with people who have done trainings (e.g., Scott Taylor, Michael Seiler, Linda

Mathiasen) and some new ones (Michael Boho with Business Succession Planning, Lori Bakke for general business). The REV surveys can also be reviewed for unique needs. Marotzke will put a program together and get it out to businesses. A motion to create a Coaching Program was made by Administrator Walbridge and seconded by Chair Seiler. Motion approved with all in favor.

- B. **Business Promotion Group Update:** There was discussion about how the Business Promotion Group will be structured and the opportunity for funding through the EDA. Administrator Walbridge shared that a funding request would have to go through the EDA Board and then through the Council if it is not a budgeted expense. Additionally, there should be a reporting structure and clear direction of who is providing direction to the person in this role. Marotzke will follow up with Member Maloney.
- C. **TH250:**
- a. **City Update:** Administrator Walbridge shared that checks are going out for the first batch of offers accepted. The Sales Tax Bill has been heard in both the House and Senate Committee and laid over for potential approval in the Omnibus Bill. The Bonding Bill is up in the air.
 - b. **Empowering Minnesota Small Communities graduate work:** Marotzke highlighted the work of a University of Minnesota graduate student who took her conversations with peer communities and shaped them into a readable document that identifies challenges, opportunities and strategies for the Highway 250 project. This report will also be sent to MnDOT as reference material for their future projects.
 - c. **Empowering Minnesota Small Communities application:** Marotzke shared the application submitted to this program that would provide technical assistance from the University of Minnesota Design Team for the Highway 250 project. The project would evaluate mobility throughout the city and help come up with recommendations for during and after the project.
 - d. **Highway 250 Advisory Group Plan Proposal:** Administrator Walbridge and Marotzke shared the conceptualization of a Highway 250 Advisory Group, highlighting the roles and responsibilities for group members. There would be three working groups with a lead person for each, and 3-5 additional people who work together to develop strategies for that topic. The three leads would bring their recommendations to the Highway 250 L.E.A.N. liaison (Member Palmer) and identify similar ideas and conflicts. She would then bring that information to the EDA Director for further consideration. Administrator Walbridge shared his thoughts about it being valuable to engage with the community for pressing needs at a grass roots level. After discussion, a motion to table the conversation was made by Member Goetzke and seconded by Member Maloney.
 - e. **Written contribution from Steve Harris:** Marotzke recognized Member Harris for his write-up about the Highway 250 project and a previous project that was published in the Root River Current. The sub-committee members shared their appreciation for his work.
- D. **Business Education Program:** Marotzke shared that the final class and graduation event would be held on Monday, April 27th. The program has been successful.

The next meeting is scheduled for May 28, 2026, at Paddle On Coffee & Makers Emporium at 8:30 a.m.

Motion made by Member Wade to adjourn the meeting at 09:56 a.m.

Respectfully submitted,

Michelle Marotzke
EDA Director

CITY OF LANESBORO

EDA May 2026

Fund Abbrev	Fund	Dept	Account Descr	Current Period	May 2026 Amt	2026 YTD Amt	2026 YTD Budget	%YTD Budget	Act Status	
Expenditure										
EDAOPER	250	46500	E 250-46500-100	Wages and Salaries	May 2026	\$0.00	\$0.00	\$900.00	0.00%	Active
EDAOPER	250	46500	E 250-46500-122	FICA	May 2026	\$0.00	\$0.00	\$76.85	0.00%	Active
EDAOPER	250	46500	E 250-46500-136	MN Paid Leave	May 2026	\$0.00	\$0.00	\$3.96	0.00%	Active
EDAOPER	250	46500	E 250-46500-210	Operating Supplies	May 2026	\$0.00	\$58.28	\$500.00	11.66%	Active
EDAOPER	250	46500	E 250-46500-300	Professional Srvs	May 2026	\$0.00	\$6,824.23	\$27,126.93	25.16%	Active
EDAOPER	250	46500	E 250-46500-445	EDA Project	May 2026	\$2,601.97	\$9,644.88	\$5,000.00	192.90%	Active
EDAOPER	250	46500	E 250-46500-500	Capital Outlay	May 2026	\$0.00	\$0.00	\$0.00	0.00%	Active
Revenue										
EDAOPER	250	46500	R 250-46500-36200	Miscellaneous	May 2026	\$375.00	\$525.00	\$0.00	0.00%	Active
EDAOPER	250	46500	R 250-46500-36210	Interest Earnings	May 2026	\$0.00	\$42.34	\$0.00	0.00%	Active
EDAOPER	250	46500	R 250-46500-39203	Transfer from Other	May 2026	\$0.00	\$0.00	\$0.00	0.00%	Active
EDAOPER	250	46600	R 250-46600-31000	General Property	May 2026	\$0.00	\$252.21	\$33,607.74	0.75%	Active

Fund	2026 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
10104 - F&M Bank EDA								
250 - EDA OPERATING	\$61.95	\$42.34		0	\$0.00	\$0.00	\$104.29	In Balance
313 - Sparrow Valley Properties Abt	\$6,489.53		(\$4,368.43)	0	\$0.00	\$0.00	\$2,121.10	In Balance
620 - EDA Loan Funds Flexible	\$1,030.80	\$6,767.52	(\$1,315.10)	0	\$0.00	\$0.00	\$6,483.22	In Balance
625 - EDA USDA Loan Funds	\$42,136.84	\$14,588.91	(\$20,000.00)	0	\$0.00	\$0.00	\$36,725.75	In Balance
	\$49,719.12	\$21,398.77	(\$25,683.53)	\$0.00	\$0.00	\$0.00	\$45,434.36	

CLIENT	STATUS	Monthly Payment	BALANCE as of 5/27/26	Loan Maturity Date
Root River Adventure Arcade	On-Time	\$510.70	\$35,232.42	08/15/2032
Hotel Lanesboro	On-Time	\$383.02	\$ 20,161.40	01/01/2031
Driftless Trading Post	Past-Due 5/1/26	\$191.51	\$ 8996.52	05/01/2030
Sparrow Valley Properties, LLC	Past Due 1/1/26	\$773.73	\$ 54,953.42	12/01/2032
Harvey High Court, LLC	On-Time	\$510.70	\$ 22,142.81	02/01/2030
Clara's Eatery	On-Time	\$319.19	\$ 11,143.19	06/01/2029
Paddle On Coffee	On-Time	\$574.53	\$ 15,709.11	09/01/2028
Junipers	On- Time	\$638.37	\$ 21,094.33	05/01/2029
The Scoop	On-Time	\$1529.87	\$18,786.05	12/01/2032
Golf Club	On-Time	\$1534.61	\$37,086.75	10/1/2032
Clara's 2025	On-Time	\$383.02	\$28,275.68	12/20/2032

To: Lanesboro Economic Development Authority Board
From: Michelle Marotzke, Economic Development Director
Date: June 11, 2025

Housing

- The housing survey is in process. We hope to launch it in July.

Revolving Loan Fund

- The Bluffscape Amish Tours loan is planned to close the week of June 15.
- A proposal for the Village Depot is included in this month's agenda.

LEAN and Rural Entrepreneurial Venture (REV) program

- **Workshops:** the University of Minnesota Extension office has a Conflict Management workshop on June 9th for business owners in Lanesboro. This is the last scheduled workshop for the REV program.
- **Coaching Sessions:** Lanesboro business owners have been offered the opportunity to work with a business coach in a one-on-one setting. So far, 1 business has requested assistance.
- **Highway 250 Advisory Group:** The L.E.A.N. Sub-committee approved the creation of the Highway 250 Advisory Group at its May 28th meeting. A copy of this is in the Board packet.

Miscellaneous

- I participated in the river tour on May 5th for the trail extension from Preston to Historic Forestville. This project was submitted to the Empowering Small Minnesota Cities program and is a collaborative effort between Lanesboro, Preston and Harmony. It also received funding from the 2026 Legislative Bonding Bill, including \$2MM for the trail extension and \$2MM for the Historic Forestville Bridge repairs.
- The City of Lanesboro has received notice of award from the Minnesota Department of Commerce for its Energy Efficiency and Conservation Block Grant. This will provide up to \$20,000 toward an energy audit of all city-owned buildings. The contract is in process.
- The Child Care Appreciation event was held on May 5th and very well attended by Fillmore County providers (family and center). We are looking forward to the Town Hall scheduled for July 28th.
- The Economic Development Association of Minnesota conference was excellent, and information was shared with Administrator Walbridge.
- On May 18th, the Preston City Council approved me as its Interim City Administrator. As much as I would love to keep economic development work on my plate and continue working for Lanesboro businesses, I must be realistic. Mitchell and I will bring forward the next steps for this vacancy and work to ensure a smooth transition. It has been an incredible year and a great learning opportunity for both cities with the new partnership. I look forward to the future and appreciate everyone involved with moving Lanesboro forward.

Executive Summary

E2 Boutique, located at 117 Parkway Avenue North in downtown Lanesboro, is requesting a \$10,000 loan through the Lanesboro Economic Development Authority Revolving Loan Fund to assist with a recently completed roof replacement. The business is owned and operated by Barb Soma, who established E2 Boutique in 2015 and has been a longstanding member of the Lanesboro business community through her ownership of The Amish Experience since 1987.

Earlier this year, a significant roof leak caused damage throughout the building, extending from the roof to the basement. To address the issue, the applicant completed a roof replacement project with an estimated cost of \$20,000. The applicant contributed \$10,000 in personal funds toward the project and is seeking financing for the remaining balance.

The business employs seven part-time staff and operates year-round, with seasonal adjustments to business hours. Financial information demonstrates a history of sustained operations and increasing gross receipts despite rising operating expenses. While detailed monthly financial statements are unavailable due to a paper-based accounting system, tax returns and historical sales records indicate continued business viability. The applicant and her spouse also maintain a strong personal financial position with a net worth exceeding [REDACTED] and minimal outstanding debt.

The proposed loan will be secured by a mortgage on the commercial property located at 117 Parkway Avenue North. The property has an estimated 2026 market value of \$277,600 and no existing liens, resulting in an exceptionally low loan-to-value ratio of approximately 2.0 percent. The applicant has a positive history with City lending programs, having repaid a previous loan ahead of schedule.

The proposed loan terms include a five-year amortization period at a fixed interest rate of 2.0 percent, with monthly payments and no prepayment penalty. Borrower-paid closing and recording costs will apply.

E2 Boutique occupies a historic downtown building constructed in 1890 and contributes to the vitality and attractiveness of Lanesboro's business district. While alternative financing sources may be available to the applicant, the request aligns with the objectives of the City's Revolving Loan Fund and supports the continued preservation and operation of an established downtown business.

Background

E2 Boutique is a boutique clothing store located in Historic Downtown Lanesboro. It is owned by Barb Soma, who opened it in 2015. Barb has also operated a retail store, The Amish Experience, a few doors from E2 since 1987. Both businesses are organized under Village Depot, Inc., an LLC owned by Barb.

The business is open on Saturdays only between January 1 and April 15 and open seven days per week throughout the remainder of the year. There are seven part-time employees. Barb takes a draw when there is a profit.

The building that E2 is in (117 Parkway Avenue N) also has an apartment on the upper level, which is rented for \$600 by a long-term tenant. The tenant pays for their own utilities.

Request/Need

The applicant is requesting a loan of \$10,000. The purpose of the funding request is for roof repair. A leak in the roof that affected the building from the roof to the basement was found earlier this spring, so it has already been replaced. The project cost was estimated at \$20,000, and the applicant provided a down payment of \$10,000 of personal cash.

Credit and Capacity

The Lanesboro EDA is the only lender for this loan. The favorable terms of the EDA loan program and the applicant's history with the RLF program led them to a new request. The applicant had a \$12,000 loan at 1% interest from Lanesboro's Small Cities Development program. The loan originated on February 28, 2027, and was paid off ahead of its maturity date of December 1, 2023. A mortgage was filed on the property at 117 Parkway Avenue North, which has not yet been satisfied (administrative oversight), so that would be done at the time of closing and a new mortgage on the property filed to reflect the current loan.

Tax returns were available for 2023 and 2024. Projections are difficult to create as the business operates on a paper accounting system rather than QuickBooks or other accounting software. The returns also include sales and expenses from the sister store, The Amish Experience. Monthly Profit and Loss Statements are not created for either business. Historical Gross Sales for 2020, 2021 and 2022 were included in the 2023 return and showed [REDACTED], [REDACTED], and [REDACTED] respectively.

Cost of Goods Sold and Total Expense increased between 2023 and 2024, which I would expect to see in a 2025 return based on global economics. The Gross Receipts also increased between 2023 and 2024, which may follow in the 2025 return based on the city's visitor traffic reported by Cobalt Community Research (138.8% increase in unique visitors between 2024 and 2025). Expenses in 2024 increased in several categories, including 41.66% in insurance and 66.98% in repairs and maintenance. As previously mentioned, this is for both businesses (E2 Boutique and The Amish Experience).

2027 is expected to be slower due to the Highway 250 Reconstruction project. The applicant is considering options for access to the businesses during this time.



The applicant has completed a personal financial statement. She and her spouse own land and a lake home, with little debt. Their Net Worth is greater than [REDACTED].

Collateral

Collateral will be in the form of a mortgage on 117 Parkway Avenue North, where the business is located. The property is held by Setting Sun Properties, an LLC held by the applicant and her husband, Jeff. There are no other liens or mortgages against the property, and its 2026 Market Value on the County's Beacon system is \$277,600. This creates a Loan to Value of 2.0%. A Personal Guarantee will also be required for the loan.

Terms and Conditions

The loan request for \$10,000 will be amortized over five (5) years at a rate of 2.0%. Payments will be made monthly, and the loan can be paid in full at any time without penalty.

Recording and closing fees for the EDA loan include*:

- Mortgage Satisfaction for 2017 loan - \$46.00
- New Mortgage Filling - \$46.00
- Mortgage Registration Tax - \$23.00 ($\$10,000 * \0.0023)
- Closing fee - \$500.00

These fees will be paid by the borrower at the time of closing. *Subject to change.

Impact to Community

The building was built in 1890, according to the County's Beacon GIS site. The E2 Boutique has been in operation since 2015, and the applicant has had a business in Lanesboro since the mid-1980's. She is well known and respected in the Lanesboro and Harmony business communities.

If the project is not funded, the applicant is likely able to find funding through other sources. However, given their history with the City's lending programs and the importance of the business in the downtown community, the RLF program is an appropriate avenue for this request.

Staff Recommendation

Based on the applicant's financial capacity, available collateral, successful repayment history, and community impact, staff recommend approval of the \$10,000 loan request with a five-year term, contingent upon approval by the Lanesboro City Council.

Project: Highway 250 Advisory Group

Project Lead: Lanesboro Entrepreneurial Action Network

Project Liaison: Allie Palmer

Purpose: The Highway 250 Advisory Group is established to develop recommendations and advisory strategies to support effective communication, business access, and promotion of Lanesboro’s business community, particularly the downtown, during the 2027 MN Highway 250 reconstruction project.

All recommendations are subject to review and approval by the City of Lanesboro and, where applicable, coordination with project partners.

Partners:

- City of Lanesboro (City Administrator, EDA Director, EDA Board)
- Minnesota Department of Transportation (MnDOT)
- Bolton & Menk (Engineering Firm)

MnDOT and Bolton & Menk are responsible for project delivery under their contractual obligations. Their role in this effort is consultative only, and they are not responsible for business impact outcomes.

Timeline: June 1, 2026 through June 1, 2028
(Subject to adjustment based on construction schedule)

Scope

The Advisory Group:

- Identifies issues and opportunities related to business impacts
- Develops and prioritizes recommendations
- Assists in stakeholder communication and coordination

Structure

To maintain clarity and efficiency, the Advisory Group may organize into up to three working groups, subject to approval by the EDA Director:

1. Communications

Focus: Promotion, advertising, and construction-related communications before and during the project.

Deliverables: Messaging strategies, outreach plans, and estimated budgets.

Lead: _____

2. Navigation & Access

Focus: Business access, wayfinding, signage, and customer navigation during construction.

Deliverables: Access strategies, signage concepts, and estimated costs.

Lead: _____

3. Financial Resources

Focus: Identifying funding sources to support approved strategies (e.g., grants, partnerships).

Deliverables: Funding recommendations and application support (City remains applicant unless otherwise determined).

Lead: _____

Working Group Expectations

- Each working group should be limited to 3–5 members to ensure efficiency.
- Membership should include a mix of business owners and community stakeholders.
- Working groups shall not create additional subcommittees.
- Working groups are advisory and task-oriented; they are expected to bring forward specific, actionable recommendations, not independently execute initiatives.

Coordination and Reporting

All working groups report to Allie Palmer, who serves as the central coordinator.

Allie is responsible for:

- Consolidating recommendations
- Identifying overlaps or conflicts between groups
- Elevating barriers or resource needs to the EDA Director
- Providing regular updates to L.E.A.N.

All participants are expected to operate with the understanding that this is a collaborative advisory effort, and that final decisions regarding implementation, funding, and project coordination rest with the City of Lanesboro.

City of Preston seeks the Position of an ECONOMIC DEVELOPMENT DIRECTOR

General Duties: The Economic Development Director will lead strategic initiatives that enhance economic opportunities, attract new businesses and support existing enterprise within the cities of Preston and Lanesboro. If you have a passion for community development and experience in economic strategy, then we want you on our team. The EDA Director will be responsible for financial management, development planning, leadership to EDA Boards, grant writing and administration. This role requires a proactive approach to identifying opportunities for economic development, collaborating with local businesses, engaging with community stakeholders, preparing reports, managing budgets, and ensuring compliance with relevant regulations and policies.

Salary Range: \$54,279 to \$74,547; excellent single benefits package offering health insurance coverage by Medica, UNUM Life Insurance and Delta Dental Insurance. The City of Preston also provides 13 paid holidays and a generous clothing allowance.

Minimum Qualifications: Considerable knowledge and skill (3 years of experience and Associate's degree) in areas such as Economic Development, business, finance, or related area. Preferred qualifications include bachelor's degree in business, finance, economics or related fields.

POSITION PACKET

View the full description at prestonmn.gov/EDAcareer

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by June 26, 2026, and must contain:

1. Cover Letter
2. Résumé
3. Formal City Application

SELECTION TIMELINE

Application deadline: 06/26/26, 4:30 pm

Finalists selected: 07/10/26

Interviews conducted: 07/15/26 - 07/17/26

SEND APPLICATION MATERIALS TO

Michelle Marotzke
City of Preston
210 Fillmore ST W
PO Box 657
Preston MN 55965

Office: 507-765-2153

Email: mmarotzke@prestonmn.gov



ECONOMIC DEVELOPMENT DIRECTOR

Position Title: EDA Director
Department: Administration
Supervisor's Title: City Administrator

Pay Grade: 9
FLSA Status: Exempt
Work Status: Full-Time

Purpose

Serves as director of Economic Development. Promotes, facilitates and coordinates economic development activities for the cities of Preston and Lanesboro.

Organizational Relationships

Reports to: Preston City Administrator with input from the Lanesboro City Administrator

Communicates with: *Internally* – Preston and Lanesboro Economic Development Authority Boards, City/Utility employees, City Administrator, City Council, City Attorney and various City Boards.

Externally – Various county and state agencies, Preston and Lanesboro Chamber of Commerce staff, community visitors, local businesses, state organizations (EDAM) and City residents.

ECONOMIC DEVELOPMENT ESSENTIAL FUNCTIONS

- Coordinates housing and business retention programs and economic development activities.
- Negotiates and administers contracts and agreements with consultants, developers, property owners, etc., covering economic development issues or services, obtaining necessary approvals as required by policy or Minnesota State Statute
- Meets with prospective business owners to review business plans and proposals, and researches site availability and loan possibilities. Provides information and assistance regarding various issues such as relocation and expansion to existing businesses. Evaluates potential projects to determine feasibility and community impact and makes recommendations to the EDA.
- Directs research efforts to secure funding resources for housing and community development projects.
- Administers specialized financing programs including, but not limited to, tax increment financing and community development block grant funds.
- Administers Preston Residential and Commercial housing incentive programs.
- Administers the Preston Operation Spare Change Round Up grant program.
- Prepares agendas, agenda packets, meeting notices and minutes for Preston and Lanesboro Economic Development Authority Boards.
- Prepares correspondence, and other documents as needed for bus tours, groundbreaking events and other EDA affairs.
- Maintains a variety of EDA records such as minutes, contracts and loan documents.
- Maintains EDA websites and social media accounts.
- Prepares and submits annual reports to the appropriate state agency. Reports include annual Tax Increment Finance report and state business subsidy report.
- Writes and manages grants to help bring programs to the City that help economic development efforts.
- Manages Preston and Lanesboro revolving loan fund programs. Tracks payments and fund balance. Promotes use of loan fund to local businesses. Assists in preparation of loan fund application. Coordinates loan review process.
- Works through EDA Boards and with City Administrators to provide recommendations and input regarding departmental budget.
- Represents Preston and Lanesboro on community or economic development matters at the local, regional, and state levels including financial institutions, business owners, and the general public.

ECONOMIC DEVELOPMENT DIRECTOR

Other Duties and Responsibilities

- Performs other related duties and responsibilities as assigned by Supervisor or apparent.
- Attends trainings and meetings as directed.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Ability to handle confidential information with discretion.
- Ability to work with minimal supervision.
- Ability to comprehend and follow oral and written instructions.
- Ability to comprehend and apply the Open Meeting Law and Data Practices Act.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish effective working relationships with City and Utility officials, supervisors and their employees, representatives of other governmental units, and the general public.
- Ability to use computer/keyboard, phone, adding machine, and other office equipment.
- Knowledge of, and skill in, the correct use of English in business writing.
- Skill in the operation of computers and pertinent software packages.
- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to prepare work results with 100% completeness and accuracy.
- Ability to handle interruptions and concentrate on the task at hand.
- Ability to handle multiple ongoing tasks and complete work in a timely manner.
- Ability to lift 10 pounds

Machines, tools, and equipment used: Computer, printer, phone, calculator, and other typical office equipment.

MINIMUM REQUIREMENTS

- Associate's degree or equivalent in business, finance, marketing, or related field
- 3 years of business and/or economic development-related experience or equivalent education
- Valid Class D driver's license.

PREFERRED QUALIFICATIONS

- Bachelor's degree in business, finance, marketing, or related field
- Knowledge of Zoning and Planning best practices
- Knowledge of Minnesota State Statutes

WORKING CONDITIONS

Typical office conditions, including occasional work outdoors for events, etc.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Preston is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City of Preston - Preston Public Utilities

Application for Employment

An Equal Opportunity Employer

PO Box 657
210 Fillmore Street West
Preston, MN
Phone: (507) 765-2153

We welcome you as an applicant for employment. Your application will be considered with others in competition for this vacancy. It is the policy of the City of Preston to not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual preference/orientation, or political affiliation. This policy applies to all positions.

The information contained in this application will be considered private and used only in conjunction with your possible employment. Please fill out the application completely as incomplete applications may be rejected. **While resumes are welcome, please do not write "see resume."**

Position applying for Date of Application

How did you learn about this position or come to seek employment with the City of Preston? (Friend/Relative, Newspaper, Radio, Walk-in, Website, etc.)

Name
Last First Middle

Present Address
Street No. City State Zip

Residence Phone Number Cellular Phone Number

May we contact you at work?
 Yes No Work phone number Between hours of

Email address (optional)

Are you 18 years old or over? Yes No Are you a citizen of the United States? Yes No
If not, do you have a work visa? Yes No

Have you ever been employed by the City of Preston before? Yes No

If yes, list dates and positions held

What type of employment are you seeking?

- Full-time regular
- Full-time temporary (up to 6 mos.)
- Part-time regular
- Part-time temporary (up to 6 mos.)
- Seasonal

When will you be available for employment? (check one of the following)

- Now
- Beginning
- Upon weeks notice to present employer.

If you are applying for a position that requires driving, give your driver's license number and the State where it was issued.

License No. State of issue

Select License class and endorsement A B C D 0 1 2 3

SPECIAL SKILLS:

List any special skills. (i.e. typing [give speed], shorthand, supervisory, skilled crafts, maintenance, drafting, personal computer [list software], calculating, duplicating, construction equipment, power tools, etc.) Attach additional sheets if needed.

CRIMINAL HISTORY:

In accordance with Minnesota Criminal Rehabilitation Act Section 364.021, the City of Preston may request information regarding criminal history in the event that you become a finalist for the position which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, the City may conduct a criminal background check on individuals upon making a contingent job offer. If the position requires a criminal background check, no offer of employment shall become final until receipt of the results of the criminal background check, the content of which is acceptable, and formal approval by the appointing authority.

EDUCATION:

School	Name and Location	Course of Study	No. years completed	Did you graduate?	Degree or Diploma	GPA
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Vocational/ Tech				<input type="checkbox"/> Yes <input type="checkbox"/> No		
College				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No		

PERSONAL REFERENCES: (not former employers or relatives)

Name and occupation	Phone Number (with area code)	Relationship

EMPLOYMENT EXPERIENCE:

Please give an accurate and complete record of your full-time and part-time employment. Start with your present or most recent employer. Explain all gaps in employment. Attach additional sheets if necessary.

Employer's Name:	Supervisor's Name & Tel Number:	Dates Employed:
<input type="text"/>	<input type="text"/>	From: <input type="text"/>
Employer's Address: (Street Name and Number, City, State, Zip)		To: <input type="text"/>
<input type="text"/>		<input type="checkbox"/> Full-Time
Job Title: <input type="text"/>		<input type="checkbox"/> Part-Time
Nature of Duties: <input type="text"/>		Ave hrs per week <input type="text"/>
Reason for Leaving: <input type="text"/>	May we contact:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer's Name:	Supervisor's Name & Tel Number:	Dates Employed:
<input type="text"/>	<input type="text"/>	From: <input type="text"/>
Employer's Address: (Street Name and Number, City, State, Zip)		To: <input type="text"/>
<input type="text"/>		<input type="checkbox"/> Full-Time
Job Title: <input type="text"/>		<input type="checkbox"/> Part-Time
Nature of Duties: <input type="text"/>		Ave hrs per week <input type="text"/>
Reason for Leaving: <input type="text"/>	May we contact:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer's Name:	Supervisor's Name & Tel Number:	Dates Employed:
<input type="text"/>	<input type="text"/>	From: <input type="text"/>
Employer's Address: (Street Name and Number, City, State, Zip)		To: <input type="text"/>
<input type="text"/>		<input type="checkbox"/> Full-Time
Job Title: <input type="text"/>		<input type="checkbox"/> Part-Time
Nature of Duties: <input type="text"/>		Ave hrs per week <input type="text"/>
Reason for Leaving: <input type="text"/>	May we contact:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer's Name: <input style="width: 95%;" type="text"/>	Supervisor's Name & Tel Number: <input style="width: 95%;" type="text"/>	Dates Employed: From: <input style="width: 95%;" type="text"/>
Employer's Address: (Street Name and Number, City, State, Zip) <input style="width: 95%;" type="text"/>		To: <input style="width: 95%;" type="text"/>
Job Title: <input style="width: 95%;" type="text"/>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Ave hrs per week <input style="width: 40px;" type="text"/>	
Nature of Duties: <div style="border: 1px solid black; height: 100px; width: 95%; margin-top: 5px;"></div>	Reason for Leaving: <input style="width: 95%;" type="text"/>	
May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Use the space below to detail any additional information you believe is pertinent to the position you are seeking. (Use an additional sheet if necessary.) This may include any correspondence courses, special courses, seminars or training you have taken, special educational achievements, honors, certificates, licenses, or any other knowledge, skills, or abilities you wish to communicate.

I certify that all statements in this application are true. I authorize the City of Preston to investigate any of the statements contained in this application for employment in order to arrive at an employment decision. I agree that any misrepresentation or falsification will result in rejection of this application and may result in my removal from the job after employment. I understand that my employment may be contingent upon the results of a pre-employment physical examination and/or any other required examination. I also understand that this application is not intended to be a contract of employment.

Print, sign and date application and return to the City of Preston along with Notice to Applicants form and Veterans Preference form (if applicable).

Date

Signature of Applicant

NOTICE TO APPLICANTS

(Please read this important information)

HOW THE MINNESOTA DATA PRACTICES ACT AFFECTS YOU:

In accordance with the Minnesota Government Data Practices Act (MN Statute § 13.01 - 13.99) the City of Preston is informing you of your rights as they pertain to the information you provide when filling out the Application for Employment.

Under the Act, the following information is automatically available to the public*: Veteran status, relevant test scores, your rank on our eligible list, your job history, your education and training, and your work availability.

Your name is considered private until you become a finalist for employment by the City of Preston. You become a finalist when and if you are selected to be interviewed prior to being employed.**

If you are hired, the following additional information about you will be public: Your name; your actual gross salary and salary range; your actual gross pension; the value and nature of your fringe benefits; the basis for and the amount of any added remuneration (such as expense or mileage reimbursement in addition to your salary); your job title; your job description; the dates of your first and last employment with us; the existence and status of any complaints or charges against you while you work for the City of Preston (whether or not they result in a disciplinary action); the final outcome of any disciplinary action taken against you as an employee of the City of Preston and all the supporting documentation about your case (the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body); the terms of any agreement settling any dispute arising out of the employment relationship between you and the City of Preston; your badge number; your work location and work telephone number; previous work experience; education and training background; honors and awards received; payroll time sheets or other comparable data that are used only to account for your work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other data that is not public; and your photograph may be shown to a witness as part of an investigation of a charge or complaint against you.

Anything not listed above which is placed in your application folder or your personnel file (such as medical information, letter of recommendation, resumes, etc.) is made by this statute private information and will not be shared with anyone but those members of our staff and appointing authorities or their designees who need it to process your application or file your personnel record or to conduct normal City of Preston business. Also, the following agencies may be authorized by state or federal law to receive private information from your file in order to investigate specific complaints of employment discrimination: the Federal Equal Employment Opportunity Commission and the State departments of Human Rights or Civil Rights. Otherwise, no private record of yours will be shared with any outside person or agency without your informed consent or a valid court order

PURPOSES AND USES

The information requested is used for the following reasons:

1. To distinguish you from all other applicants
2. To enable us to contact you when additional information is required, to send you notices and/or schedule interviews
3. To enable us to ensure your rights to equal opportunities
4. To meet federal and state reporting requirements
5. To make processing more efficient

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in the City of Preston and the policies, rules and regulations promulgated pursuant thereto.

EFFECTS OF NON-DISCLOSURE

You are not legally required to supply any of the data we ask for on your application, but if you choose to withhold it, your application will not be complete and you may not be considered for employment. If you do provide the data, your application will be considered and if you are employed the information you have given us will become part of your employee record.

* "public" means that it is available to anyone who asks to see it

** "private" information is available only to the person it is about and to the staff who must use it in the normal course of conducting City of Preston business.

I have read the information above on Minnesota Data Practices.

Date

Signature of Applicant

*****RETURN THIS SHEET WITH THE APPLICATION*****

VETERANS PREFERENCE POINTS APPLICATION

For Office Use Only:

In Accordance with Minnesota Statute § 43A.11

5 pts 10 pts

If you are a veteran based on M.S. § 43A.11, then you may claim Veteran's Preference points. Veteran's Preference points will be added to the passing score of the qualified applicant. To qualify for Veteran's Preference, the following criteria must be met:

Have separated under honorable conditions from any branch of the armed forces of the United States, and; have served on active duty for 181 consecutive days or more, or for the full period ordered to active duty (not active duty for training); OR have separated by reason of disability incurred while serving on active duty, and; be a United States citizen or resident alien. OR: Be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled because of the disability is not able to qualify.

The information you provide on this form will be used to determine your eligibility for veterans preference points. You are not required to supply this information, but we cannot award veteran's points without it.

ARE YOU APPLYING FOR VETERAN'S PREFERENCE POINTS? Yes No

If Yes, please complete the form below. If No, please sign here: _____

Full Name of Veteran

Full Name of Applicant (if different than Veteran)

Present Address (street number, city, state and zip)

Branch of Service

Period of Active Duty

From To

Rank At Discharge

Type of Discharge

Date of Final Discharge

Service Number

Do your years of Military Service Qualify you for a Pension?

Yes No

Do you have a compensable service related disability?

Yes No % of Disability

PREFERENCE REQUESTED

- Veteran (10 pts)** (DD214 must be submitted to receive points)
- Disabled Veteran (15 pts)** (DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.)
- Spouse of Disabled Veteran (15 pts)** (DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.)
- Spouse of Deceased Veteran (10 pts, 15 pts if the veteran was disabled)** (Attach DD214, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of activity duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.)

Your Preference Points application **cannot** be considered without supporting documentation. If the documentation is not attached, it must be received in our office no later than five calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner. Supporting documentation:

is attached Will be submitted within five days of Application Deadline

I hereby claim veteran's preference for this position and (swear/affirm) that the information given on this document is true and correct. I also authorize release of necessary information by the Veteran's Administration to the City of Preston.

Signature _____

Date _____