

**Lanesboro City Council
Lanesboro Economic Development Authority Board
Special Meeting Agenda – Joint Session
Tuesday, July 28, 2026 at 6:00 p.m.
Lanesboro Community Center – City Council Chambers**

Zoom is provided as a way to offer more accessibility to council and committee meetings. Full functionality is not guaranteed
<https://us02web.zoom.us/j/83168988207?pwd=aNUZWKJuRgNkwjGnK8YXmfnbtDnhJz.1>

Meeting ID: 831 6898 8207 | Passcode: 927487

Call the Special Meeting to Order

A. Agenda Approval

Motion _____ **Second** _____

B. Discuss Economic Development Staffing Needs

C. Consider Authorizing Contract Negotiations with the Lanesboro Area Chamber of Commerce

Motion _____ **Second** _____

D. Consider Termination of Economic Development Services Agreement

Motion _____ **Second** _____

Adjourn Special Meeting

**AGREEMENT
TO PROVIDE ECONOMIC DEVELOPMENT SERVICES**

This Agreement is made this 18th day of March, 2025 by and among the City of Preston, a municipal corporation organized under the laws of the State of Minnesota, and the City of Lanesboro, a municipal corporation organized under the laws of the State of Minnesota (hereinafter individually referred to as a "City" and collectively referred to as the "Cities").

Background

- A. The Cities of Preston and Lanesboro are desirous of obtaining the services of an Economic Development Director to serve both Cities.
- B. The City of Preston is desirous of hiring an Economic Development Director as an employee of the City of Preston.
- C. The City of Lanesboro is desirous of securing Economic Development Director services through the use of the City of Preston's Economic Development Director.
- D. The City of Preston has the necessary Economic Development Director to provide the necessary Economic Development Director Services to the City of Lanesboro.

Accordingly, the Parties agree as follows:

Agreement

- 1. **AUTHORITY.** This Agreement is entered into pursuant to Minnesota Statutes § 471.59.
- 2. **PURPOSE.** The purpose of this Agreement is to provide economic development services for the Cities.
- 3. **ECONOMIC DEVELOPMENT DIRECTOR.** An Economic Development Director will be hired as an employee of the City of Preston. The Economic Development Director shall not be considered an employee of the City of Lanesboro. The Economic Development Director shall perform the basic services of economic development (the "Services") for the City of Preston and for the City of Lanesboro. The basic services include but are not limited to the responsibilities outlined in the Economic Development Director Job Description, which is attached and incorporated into this Agreement as Attachment A.

If either City desires additional services outside of the scope of the Economic Development Director responsibilities, either City may independently contract for those services. If the City of Lanesboro desires additional services outside the scope of the Economic Development Director responsibilities, the City of Lanesboro may enter into a separate agreement with the City of Preston concerning those services, or alternatively contract with an independent third party for those services.

4. FINANCE.

A. The City of Lanesboro shall pay the City of Preston to reimburse for the costs of the wages, benefits and other costs necessary to employ the shared Economic Development Director. The Cities shall initially share the cost of this position in accordance with Attachment B, which is attached and incorporated into this Agreement. By August 1st of each year, the Cities shall meet to review the results of the Services and shall establish a budget for the following year. The City of Preston shall invoice the City of Lanesboro quarterly and all invoices shall be paid within 30 days.

B. The City of Preston shall provide a working computer. Each city will provide the essential supplies needed to complete daily tasks while performing duties for that City.

C. Expenses not covered by employment (conferences, trainings, continuing education) shall be presented to each City which may benefit, the City Administrators shall approve such expenses.

5. CONTRIBUTIONS OF FACILITIES BY CITIES. Each City shall determine and provide the resources necessary for the Economic Development Director to perform daily tasks but at a minimum, shall provide a functional working space in each respective City.

6. PERSONNEL. The City of Preston shall establish standards and qualifications for its personnel. The Economic Development Director shall be deemed an employee of the City of Preston, not of the City of Lanesboro. The Economic Development Director shall be subject to the resources and other policies of the City of Preston.

7. INSURANCE AND INDEMNIFICATION.

A. General Liability Insurance. Each individual City agrees to maintain in force comprehensive

general liability insurance equal to or greater than the maximum liability for tort claims under Minn. Stat. § 466.04, as amended. If either City is notified that its insurance is cancelled, it will immediately notify the other City in writing. If either City is unable to obtain or keep in force at least the minimum coverage required by this paragraph, either City may withdraw from this Agreement after giving the other City at least thirty (30) days written notice of its intent to withdraw.

B. Workers' Compensation Insurance. Each City shall be responsible for injuries to or death of its own employees. Each City shall maintain workers' compensation coverage or self-insurance coverage, covering its own employees while they are providing services pursuant to this Agreement. Each City waives the right to sue any other City for any workers' compensation benefits paid to its own employee or their dependents, even if the injuries were caused wholly or partially by the negligence of any other City or its officers, employees or agents. However, both Cities herein agree that any costs associated with any claim for unemployment insurance or worker's compensation charged to the City of Preston for the position of Economic Development Director or its Incumbent will be split equally among all cities involved in this Agreement.

C. Indemnification. Each City shall be liable for its own acts to the extent provided by law. Each City (the "Indemnifying Party") agrees to defend, indemnify and hold harmless each other and each other's respective employees, , officers, agents and volunteers , each of the foregoing referred to as "Indemnified Party," against all actual and direct losses suffered by the Indemnified Party and all liability to third parties arising from or in connection with any breach of this Agreement or from any negligence or wrongful acts or omissions by the Indemnifying Party or its employees, officers, agents or volunteers in connection with the Indemnifying Party's performance under this Agreement.

Accordingly, on demand, the Indemnifying Party agrees to reimburse the Indemnified Party for any and all actual and direct losses, liabilities, lost profits, fines, penalties, costs or expenses (including reasonable attorneys' fees) which may for any reason be imposed upon any Indemnified Party by reason of any suit, claim, action, proceeding or demand by any third party that results from the Indemnifying Party's breach of any provision of this Agreement or from any negligence or wrongful acts or omissions by the Indemnifying Party or its employees, officers, agents or volunteers in connection with the Indemnifying Party's performance under this Agreement.

Under no circumstance, however, shall a City be required to pay on behalf of itself and other parties to this Agreement any amounts in excess of the limits of liability established in Minn. Stat. § 466.04. The limits of liability for some or all of the Cities shall not be added together to determine the maximum amount of liability for any one City.

8. DURATION. Any City may withdraw from this Agreement on December 31 of any year for the following year. Written notice of termination must be given to the other City by August 31st of that year, or as otherwise mutually agreed by the Cities.

9. No Presumption Against Drafting Party. The parties acknowledge that: (a) this Agreement and its reduction to final written form are the result of extensive good-faith negotiations among the parties through themselves and/or their respective legal counsel; (b) said parties and/or their legal counsel have carefully reviewed and examined this Agreement prior to execution; and (c) any statute, common law, or rule of construction which provides that ambiguities are to be resolved against the drafting party(ies) shall not be employed in the interpretation of this Agreement.

10. Governing Law and Venue. This Agreement shall be governed and construed in accordance with the laws of the State of Minnesota without regard to its conflict of laws provision. The parties agree that any action arising out of this Agreement or with respect to the enforcement of this Agreement shall be venued in the Fillmore County District Court, State of Minnesota.

11. Counterparts. This Agreement may be executed in any number of counterparts, each of which when so executed shall be deemed to be an original and the counterparts shall together constitute one and the same agreement.

12. Execution of Additional Documents. The parties agree to execute and deliver to the other party, as requested, any additional documents and/or instruments that may reasonably be determined as necessary to consummate this transaction.

IN WITNESS WHEREOF, the Cities hereto have caused this Agreement to be executed by their respective duly authorized officers.

Dated: 3-18-2025

CITY OF PRESTON



By: Kurt Reicks
Its: Mayor



By: Ryan Throckmorton
Its: City Administrator

Dated: 03-18-2025

CITY OF LANESBORO



By: Alicia Pearson
Its: Mayor



By: Mitchell Walbridge
Its: City Administrator

~City of Preston~

ECONOMIC DEVELOPMENT DIRECTOR

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

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

Purpose

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

Organizational Relationships

Reports to: City Administrator

Communicates with: *Internally* – Economic Development Authority, City/Utility employees, City Administrator, City Council, City Attorney and various City Boards.
Externally – Various county and state agencies, community visitors, local businesses, state organizations (LMC) 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.
- 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 housing incentive program for residents.
- Administers the spare-change round up grant program.
- Prepares agendas, agenda packets, meeting notices and minutes for Economic Development Authority.
- 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 website 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 grants to help bring programs to the City that help economic development efforts.
- Manages City revolving loan fund. 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 and with City Administrator to provide recommendations and input regarding departmental budget.

ECONOMIC DEVELOPMENT DIRECTOR

- Represents the City and the EDA on community or economic development matters at the local, regional, and state levels including financial institutions, business owners, and the general public.

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 and printer, phone, calculator, and other typical office equipment.

MINIMUM REQUIREMENTS

- 3 years of business and/or economic development-related experience or equivalent education

Preferred Qualifications

- Bachelor's degree in business, finance, marketing or related field.
- Class D drivers license.

Working Conditions

Typical office conditions but does require occasional work outdoors for events, etc.

Preston/Lanesboro Economic Development Services Attachment B

	Hourly Salary	OT Salary	Hours	OT Hours	Total Hours	Salary	Cell/Clothing Stipend	Total Salary	FICA %	FICA	Med %	Medicare	PERA %	PERA
32+single	\$31.51	\$0.00	1664	0	1664	\$52,432.64	\$1,025.00	\$53,457.64	6.20%	\$3,314.37	1.45%	\$775.14	7.50%	\$4,009.32

32 Single	
Salary	\$52,432.64
C/C Stipend	\$1,025.00
FICA	\$3,314.37
Medicare	\$775.14
PERA	\$4,009.32
Health	\$13,267.00
Life/Dental	\$430.00
Total	\$75,253.47
Preston	\$54,349.73
Lanesboro	\$20,903.74

Hourly Rate	\$45.22
Preston	\$45.22
Lanesboro	\$45.22

Target Budget			1664
Preston (64)	\$52,000	72.22%	100.1
Lanesboro (16)	\$20,000.00	27.78%	38.52
	\$72,000	100%	

Hours Per Week		
Preston	23	72.22%
Lanesboro	9	27.78%

City of Preston



City Administrator

City of Lanesboro



City Administrator

Preston/Lanesboro Economic Development Services Attachment B 2027 Agreement

	Hourly Salary	OT Salary	Hours	OT Hours	Total Hours	Salary + Cell Stipend	Clothing Stipend	Total Salary	FICA %	FICA	Med %	Medicare	PERA %	PERA
32+single	\$38.07	\$0.00	1664	0	1664	\$63,948.48	\$475.00	\$63,948.48	6.20%	\$3,964.81	1.45%	\$927.25	7.50%	\$4,796.14

MNPL
\$281.37
\$281.37

32 Single	
Salary	\$63,948.48
C/C Stipend	\$1,025.00
FICA	\$3,964.81
MNPL	\$281.37
Medicare	\$927.25
PERA	\$4,796.14
Health	\$16,418.55
Life/Dental	\$500.25
Total	\$91,861.85
Preston	\$66,140.53
Lanesboro	\$25,721.32

2026 Costs
\$96,881.88
\$69,754.95
\$27,126.93
-5.18%

Estimates based on 2027 projected costs

Target Budget			1664
Preston (64)	\$ 52,000	72%	100
Lanesboro (16)	\$20,000	28%	39
	\$72,000	100%	

Hours Per Week		
Preston	23	72%
Lanesboro	9	28%

City of Preston

City Administrator

City of Lanesboro

City Administrator