Lanesboro EDA Board Meeting
Regular Meeting Agenda
Thursday, January 8, 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, December 4, 2025
b. Minutes of the L.E.A.N. Sub-Committee, October 23, 2025
c. December EDA Financials
Motion_____ Second_____
D. EDA By-Laws Review and Member terms
a. Annual Appointment of Officers
i. Board Chairperson
Motion_____ Second_____
ii. Board Vice-Chairperson
Motion_____ Second_____
iii. Appointment of City Clerk/Treasurer as Treasurer
Motion_____ Second_____
iv. Appointment of EDA Director as Secretary
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

Continued Business
A. Holiday Storefront Decorating Contest Recap
B. L.E.A.N. Bylaw Update
Motion_____ Second_____
C. Bluff Country Business Academy
D. Rural Entrepreneurial Venture Program

New Business
A. Set 2026 Regular Meeting – Date, Time, and Location
Motion_____ Second_____
B. L.E.A.N. Annual Appointment of Subcommittee Members and 2026 Officers
Motion_____ Second_____

C. Letter of Support to Remove Housing District TIF Limits to Representative Greg Davids and Senator Jeremy Miller
Motion_____ Second_____

Next Meeting: Thursday, February 5, 2026, at 10:45 a.m.

Adjourn Regular Meeting

Lanesboro Economic Development Authority
Regular Meeting Minutes
Thursday, December 4, 2025 – 10:45 a.m.
City Council Meeting Room

Present Members:
☒ Mindy Albrecht-Benson ☒ Michael Boho ☒ Tom Pursell ☐ Linda Tacke ☒ Kathryn Wade
Staff:
☒ Mitchell Walbridge ☒ Darla Taylor ☒ Michelle Marotzke
Guests: Sarah Peterson, Joe Goetzke

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

A. **Agenda Approval:** Director Marotzke requested two changes to the agenda: remove item B under Continued Business (Amendment of L.E.A.N. Sub-Committee By-Laws) and add item B.i. (Driftless Trading Post review and discussion) under Revolving Loan Fund/Loans in repayment. Member Benson entered a motion to approve the agenda with that addition; Member Pursell seconded the motion. Motion carried with all in favor.
B. **Public Comments:**
C. Consent Agenda:
   a. Minutes of the Regular Meeting, November 6, 2025
   b. November Financials

   Member Albrecht-Benson entered a motion to approve the Consent Agenda; Member Boho seconded the motion. Motion carried with all in favor.

Department Reports

A. EDA Director Report:
   a. Director Marotzke shared highlights of her report, including:
      i. Housing discussions with Geoff Griffin of G-Cubed and Alison Bentley, EDA Director for Chatfield. Lanesboro did not receive the Greater Minnesota Housing Infrastructure grant of $500,000. We can apply again in the future. One challenge is that the number of units proposed in our application was just 14 single family homes, so it had a lower density compared to likely recipients.
      ii. The Clara's Eatery RLF was approved by the City Council and will close in December.
      iii. The Paid Leave Outreach grant is expected to be awarded in December. There were six surveys completed about the local event with good marks.
      iv. The Clean Energy Resource Teams Seed Grant application was not awarded, but there is a grant from the MN Department of Commerce that Marotzke will pursue.
      v. Marotzke will present at the Economic Development Association of Minnesota's Winter Conference in January. The topic is "A Tale of Two Cities: How Municipalities Can Collaborate in Economic Development."

B. City Council/City Administration: City Administrator Mitchell Walbridge provided an update to the EDA Board including:
   a. The Truth in Taxation meeting was held and the final 2026 budget was approved at the last Council meeting.
   b. The final budget was set at approximately $985,000, which is a 5.8% increase from 2025. The Churchill Condo TIF district will fall off, which helps increase tax capacity.
   c. A Public Hearing will be held on December 17, 2025, for Trout Unlimited's riverbank restoration project running from the dam down to near the softball field area.
   d. A Public Hearing will be scheduled for the city's Utility Rate Ordinance and Fee Schedule, and the City Fee Schedule.

e. A Public Hearing will be scheduled to establish a new zoning district in the area of the Highway 250 project. This would allow for reduced setbacks in that area.
f. Work is being done with legislators to get Lanesboro in the next Bonding Bill for the Highway 250 project.

C. Chamber of Commerce: Executive Director Joe Goetzke provided an update to the board.
- The Visitor's Guide production is underway.
- The Chamber's Annual Meeting is planned for February 11, 2026, at 5:00 p.m. at Cedar Valley Resort.
- The storm reduced weekend traffic, but some businesses saw good shopping traffic. Legion Lights did a good job promoting weekend events.
- The December Tourism email just came out.
- There is an interactive Google map that shows the locations of about 35 homes that signed up for holiday decorating.

D. School Board: School board member Sarah Peterson provided an update.
- The kids enjoyed decorating trees for Legion Lights.
- The choir concert is on December 8th, and the band concert is on December 15th.
- Administrator Walbridge shared that there are a couple of students interested in careers in city government, so they may come to the office to help learn and work in the Spring.

Revolving Loan Fund

A. **Available Funds:** We are requesting the Clara's Eatery RLF be drawn from the second USDA fund. After this draw, there is approximately $15,000-$17,000 available in that fund (between the USDA funds and the City's matching funds). There are also funds available in the original USDA RLF program.
B. **Loans in Repayment:** Administrator Walbridge requested approval to move forward with the collections process for the Driftless Trading Post (Lind) loan. Payment has not been received since August 2025, and the borrower has not attempted to resolve the issue. Member Benson entered a motion to move forward with City Attorney O'Koren to send a letter served by the Sheriff's Department regarding collection of this debt. There is an $80 processing fee for the County to serve the letter. Member Boho seconded the motion. Motion carried with all in favor.
C. **Pending Applications:** There are no new applications pending.

Continued Business

A. **211 Rochelle Avenue – Survey, Appraisal and Grant Completion**: The Compeer grant has been completed. Marotzke shared that a proper survey for this property could not be found, so the initial intent of the grant for an appraisal and Phase I study had to be shifted to cover a new survey and the appraisal. These have been completed, and the grant is finished. The next step will be to consider the cost of a Phase I study, which can be considered in 2026.

New Business

A. **Request for Clarification Regarding Rural Healthcare Innovation Initiative:** Administrator Walbridge shared information pertaining to the Rural Healthcare Innovation Initiative that Mayor Pearson has been involved with. He referenced a request for clarification email from the Lanesboro Area Chamber of Commerce that the EDA Board members and City Council members received. After discussion of the project, Member Pursell entered a motion for Administrator Walbridge to include the EDA Board on a response approved by the Lanesboro City Council clarifying the City's position on this project. Member Benson seconded the motion. Motion carried with all in favor.
B. **Holiday Storefront Decoration Competition:** There are eight businesses signed up for the Holiday Storefront Decoration Competition: Junipers, High Court Pub, Amish Experience, Lanesboro Arts, Granny's, Driftless Treasures, Merchants State Bank, and Root Rod Co.). Due to the extremely cold

temps today, members were given scoring sheets for each business and will complete them on their own. Once all are turned in, Marotzke will tally the scores and announce the winners.

Next Meeting: Thursday, January 8, 2025, at 10:45 a.m.

Chair Wade adjourned the meeting at 11:49 a.m.

Respectfully submitted,

Michelle Marotzke
City of Lanesboro
Economic Development Director

Approved 12/11/25

Lanesboro Entrepreneurial Action Network (LEAN)
Regular Meeting Minutes
Thursday, October 23, 2025 – 8:30 a.m.
Paddle on Coffee & Maker Emporium – 115 Parkway Avenue North

Members Present:
☒ Michael Seiler ☒ Joe Goetzke ☒ Kara Maloney ☒ Kathryn Wade ☒ Allie Palmer
☒ Lori Bakke

☒ EDA Director Michelle Marotzke ☒ City Administrator Mitchell Walbridge

Guests:
☒ Steve Harris

Call to Order
Member Seiler called the meeting to order at 8:38 a.m.

A. **Agenda Approval:** Administrator Walbridge entered a motion to approve the agenda; Member seconded the motion. Motion carried with all in favor.
B. **Approval of Minutes:** Member Walbridge entered a motion to approve the minutes of the July 17, 2025, meeting; Administrator Maloney seconded the motion. Motion carried with all in favor.

   Chair Walbridge entered a motion to approve the minutes of the August 28, 2025, meeting; Administrator Wade seconded the motion. Motion carried with all in favor.

C. **Review of LEAN Bylaws:** The bylaws for the LEAN subcommittee were presented and discussed. Marotzke shared that LEAN is a subcommittee of the EDA Board, and changes to the bylaws have to be approved by the EDA Board and City Council. LEAN was originally intended to be a mechanism for the REV program, but Marotzke believes it can encompass more than just that program and function like a Business Retention and Expansion (BRE) program. Guest Steve Harris is interested in being a member of LEAN. Marotzke reminded everyone that Allie Palmer was voted to be on the committee in September and is allowed based on the bylaws. Marotzke will follow up with Allie for her availability and reminded Steve that he is welcome to attend as a guest as this is a public meeting. She and Administrator Walbridge will work on updating the bylaws for review by this body at the October meeting, including the makeup of the committee with particular attention to the school involvement and members who are not active business owners (e.g., retired, building owners, etc.).

D. **Discussion of LEAN Projects:**
   a. **REV**: The survey questions were reviewed with minor updates. An additional section was included asking respondents about topics they felt competent about (e.g., Paid Leave, ESST, Workers' Comp, etc.). Administrator Walbridge entered a motion to approve the survey as presented; Chair Seiler seconded the motion. Motion carried with all in favor.
   b. **TH250**: The overall TH250 project will be managed by the City; however, the LEAN group can play an active part in the planning, especially with marketing. This would be considered a "special project" for the LEAN group and include one person from the committee as a "point person".
   Member Maloney left the meeting at 9:16 a.m.

c. **Business Education Program:** Marotzke sees this "living" within the LEAN subcommittee.
d. **New ideas:** Marotzke offered the opportunity for members to share additional ideas for the subcommittee. None were noted at this time.

E. **REV Ecosystem Builders Meeting:** Marotzke provided a recap of the REV Ecosystem Builders meeting on September 11th. This was hosted by SMIF. SMIF staff are evaluating the program.

Continued Business

A. **REV Process Update:** Marotzke and Goetzke met with the first interviewee and learned a lot through the process. The schedule is available on the drive, so others can sign up to help. Bakke asked for suggestions about conducting the survey. Goetzke shared that it is straightforward but don't be afraid to go off script with questions. For personal questions, an interviewer can just ask the interviewee to complete that (rather than asking the questions out loud).

B. **TH250 Update:** Marotzke shared a summary of her conversations with communities who have gone through a similar project, including Pelican Rapids, Grant Marais, Alexandria, and LeRoy. There was great information shared and some "must do" suggestions. Administrator Walbridge provided an update about the timeline for the project, which is always subject to change. The Resolution to order the final design was passed by City Council. The next activity will be in Quarter 2 of 2026 regarding construction activity and the phases of the project, including business access during the project. There is work being done behind the scenes, including presenting information to State Legislative bodies for funding the project and learning how state funding works.

New Business

A. **Business Education Program:** Marotzke shared the RCTC proposal for an eight-week business development course and that she will be applying for SMIF's Economic Development Grant to support this program. There was a discussion about opening the class to more than 12-15 students. Marotzke and Seiler explained that for education programs, smaller classes are better for the learning experience. It is possible to add workshops for larger groups in the future. It would also be good to have a workbook or some kind of way to have the materials available. Marotzke also mentioned that there is a recommendation to charge participants $100 and if they complete most of the course, they will get that back. She asked for a discussion about the name of the program and offered six options. After vibrant discussion and analysis, there was not a consensus, but a lot of good ideas to consider were shared.

The next meeting will be on Thursday, October 23, at 8:30 a.m. at Paddle On Coffee.

Member Bakke entered a motion to adjourn the meeting; Member Goetzke seconded the motion. Motion carried. The meeting was adjourned at 9:37 a.m.

Respectfully submitted,

Michelle Marotzke
EDA Director

CITY OF LANESBORO

EDA December 2025

	Fund Abbrev	Fund	Dept	Account Descr		Current Period	December 2025 Amt	2025 YTD Amt	2025 YTD Budget	%YTD Budget	Act Status
Expenditure											
	EDAOPER	250	46500	E 250-46500-100	Wages and Salaries	December 2025	$645.00	$645.00	$900.00	71.67%	Active
	EDAOPER	250	46500	E 250-46500-122	FICA	December 2025	$49.36	$49.36	$69.00	71.54%	Active
	EDAOPER	250	46500	E 250-46500-136	MN Paid Leave	December 2025	$0.00	$0.00	$0.00	0.00%	Active
	EDAOPER	250	46500	E 250-46500-210	Operating Supplies	December 2025	$6.08	$446.98	$500.00	89.40%	Active
	EDAOPER	250	46500	E 250-46500-300	Professional Srvs	December 2025	$4,000.00	$22,957.40	$15,963.15	143.81%	Active
	EDAOPER	250	46500	E 250-46500-445	EDA Project	December 2025	$1,054.95	$8,097.75	$5,000.00	161.96%	Active
	EDAOPER	250	46500	E 250-46500-500	Capital Outlay	December 2025	$0.00	$1,196.91	$10,000.00	11.97%	Active
Revenue											
	EDAOPER	250	46500	R 250-46500-36200	Miscellaneous	December 2025	$75.00	$7,300.00	$0.00	0.00%	Active
	EDAOPER	250	46500	R 250-46500-36210	Interest Earnings	December 2025	$0.00	$50.00	$0.00	0.00%	Active
	EDAOPER	250	46500	R 250-46500-39203	Transfer from Other	December 2025	$0.00	$0.00	$0.00	0.00%	Active
	EDAOPER	250	46600	R 250-46600-31000	General Property	December 2025	$14,058.39	$32,356.55	$32,432.15	99.77%	Active

Fund	2025 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance
10104 - F&M Bank EDA							
250 - EDA OPERATING	$0.00	$150.00	($100.00)	0	$0.00	$0.00	$50.00	In Balance
313 - Sparrow Valley Properties Abt	$1,521.00	$9,336.96	($4,368.43)	0	$0.00	$0.00	$6,489.53	In Balance
620 - EDA Loan Funds Flexible	$17,158.88	$11,847.32	($27,975.40)	0	$0.00	$0.00	$1,030.80	In Balance
625 - EDA USDA Loan Funds	$20,500.06	$85,116.78	($87,285.00)	0	$0.00	$0.00	$18,331.84	In Balance
	$39,179.94	$106,451.06	($119,728.83)	$0.00	$0.00	$0.00	$25,902.17	

Loan Balances as of 1/5/26

CLIENT	STATUS	BALANCE	Loan Maturity Date
Paxton	Past Due 12/15/25	$38,358.81	08/15/2032
Skelly	On-Time	$ 21,903.24	01/01/2031
Lind	Past Due 1/1/26	$ 9686.29	05/01/2030
Pfeffer	On-Time	$ 54,953.42	12/01/2032
Harvey	On-Time	$ 24,030.60	02/01/2030
Claras	On-Time	$ 12,641.37	06/01/2029
Palmer	On-Time	$ 17,892.96	09/01/2028
Shipton	On- Time	$ 23,508.85	05/01/2029
Erwin	In Collections	$ 1786.40	

ECONOMIC DEVELOPMENT AUTHORITY

‘ 31.60 ESTABLISHMENT OF ECONOMIC DEVELOPMENT AUTHORITY

Provision of State Law Adopted: The provisions of Minnesota Statutes, Chapter 469, et.seq., relating to the definition of terms, procedural requirements, designation of powers, and all other matters pertaining to the Economic Development Commission for the City of Lanesboro, and to the extent they are not limited by this Ordinance, are adopted and made a part of this Ordinance as if set out in full.

Establishment of Economic Development Authority: The City Council has, by enabling resolution adopting this Ordinance, and pursuant to MSA Section. 469.089 et.seq., established an Economic Development Authority for the City of Lanesboro. Modification of Resolution Establishing the Economic Development Authority: The resolution establishing the Economic Development Authority, and this Ordinance, may be modified at any time, subject to MSA Section 469.092 Subd. 5, as long as any modification is made in accordance with MSA Section 469.092.

Authority: Pursuant to MSA Section 469.094, the City Council does hereby give the Economic Development Authority the power for economic development, housing, or redevelopment as provided in MSA Section 469.094, 469,001 to 469.047, and 469.090 to 469.108. At the time of the establishment of this Economic Development Authority, the City of Lanesboro does not have, in existence, any housing or redevelopment authority or commission as allowed under Minnesota law. However, in the event any such commissions or authorities are established, the City Council does reserve the right to divide the economic development, housing and redevelopment powers between any of those future entities, by ordinance, in accordance with MSA Section 469.094 and other applicable statutes.

Powers: The City Council does impose the following limits upon the actions of the Economic Development Authority hereby established:

a) The Economic Development Authority must not exercise any powers contained in sections 469.001 to 469.047, 469.090 to 469.108 and 469.124 to 469.134, or any other powers that the Economic Development Authority may exercise pursuant to statute, without the prior approval of the City Council.
b) (b) Except when previously pledged by the Economic Development Authority, the Economic Development Authority may be required to transfer any portion of the reserves generated by activities of the Authority that the City Council determines is not necessary for the successful operation of the Authority to the debt service fund of the city, to be used solely to reduce tax levies for bonded indebtedness of the City.
c) (c) The sale of all bonds or obligations issued by the Authority must be approved by the City Council before issuance.
d) (d) The Authority shall follow the budget process for city departments as provided by the City and as implemented by the City Council and Mayor.
e) (e) The official actions of the Authority must be consistent with the adopted comprehensive plan of the City, and any official controls implementing the comprehensive plan.
f) (f) The Authority must submit all planned activities for influencing the action of any other governmental agency, subdivision, or body to the City Council for approval.

Commissioners (Appointment, Terms, Vacancies. Pay, Removal):
The Economic Development Authority shall consist of a five-member authority, two of whom must be members of the city council, and shall be appointed by the mayor with the approval of the city council. Those initially appointed shall be appointed for terms of two, three, four, five, and six years respectively. Thereafter all commissioners shall be appointed for six-year terms.

Compensation and Reimbursement:
A Commissioner, including the President, shall be paid for attending each regular or special meeting of the Authority in an amount to be determined by the City Council. In addition to receiving pay for meetings, the Commissioners may be reimbursed for actual expenses incurred in doing official business of the Authority. All money paid for compensation or reimbursement must be paid out of the Authority's budget.

Removal for Cause:
A Commissioner may be removed by the City Council for inefficiency, neglect of duty, or misconduct in office. A Commissioner shall be removed only after a hearing. A copy of the charges must be given to the Commissioner at least ten days before the hearing. The Commissioner must be given an opportunity to be heard in person or by counsel at the hearing. When written charges have been submitted against a Commissioner, the City Council may temporarily suspend the Commissioner. If the City Council finds that those charges have not been substantiated, the Commissioner shall be immediately reinstated. If a Commissioner is removed, a record of the proceedings, together with the charges and findings, shall be filed in the Office of the City Clerk.

Officer: Duties: Organizational Matters. The Authority may adopt by-laws and rules of procedure, and shall adopt an official seal.

Officers: The Authority shall elect a President, a Vice-President, a Treasurer, a Secretary, and as Assistant Treasurer. The Authority shall elect a President, Treasurer, and Secretary annually. A Commissioner must not serve as President and Vice-President at the same time. The other offices may be held by the same Commissioner. The offices of Secretary and Assistant Treasurer need not be held by a commissioner.

Duties and Powers: The officers have the usual duties and powers of their offices. They may be given other duties and powers by the Authority.

Treasurer's Duties:

a) Shall receive and is responsible for Authority money:
b) Is responsible for the acts of the Assistant Treasurer:
c) Shall disburse Authority money by check only:
d) Shall keep an account of the source of all receipts, and the nature, purpose and authority of all disbursements: and
e) Shall file the Authority's detailed Financial Statement with the Secretary at least once a year at times set by the Authority.

Assistant Treasurer: The Assistant Treasurer has the powers and duties of the Treasurer if the Treasurer is absent or disabled.

Treasurer's Bond: The Treasurer shall give Bond to the State conditioned for the faithful discharge of official duties. The Bond must be approved as to faint and surety by the Authority and filed with the Secretary. The Bond must be for twice the amount of money likely to be on

hand at any one time, as determined at least annually by the Authority provided that the Bond must not exceed $300,000.00.

Public Money: Authority money is public money.

Checks: An Authority check must be signed by the Treasurer and one other officer named by the Authority in a resolution. The check must state the name of the payee and the nature of the claim that the check is issued for.

Financial Statement: The Authority's detailed Financial Statement must show all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the Authority's credits and assets, and its outstanding liabilities in a form required for the City's financial statements. The Authority shall examine the statement together with the Treasurer's vouchers. If the Authority finds that the statement and vouchers are correct, it shall approve them by resolution and enter the resolution in its records.

Powers: The Economic Development Authority shall have all powers under MSA Sections 469.101, §469.102, §469.103, §469.105, and §469.106.
Revision April 2023

Member	Term Expires
Tacke, Linda	2027
Albrecht-Benson, Mindy	2028
Boho, Michael	2028
Pursell, Tom	2028
Wade, Kathryn	2028

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Lanesboro, MN 55949
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www.lanesboro-mn.gov

To: Lanesboro Economic Development Authority Board
From: Michelle Marotzke, Economic Development Director
Date: January 8, 2025

Housing

- Work continues to evaluate housing opportunities independently and collaboratively with Preston as well as the need for a local housing needs assessment.

U.S. EDA Grant Opportunity

- We are waiting for the results of the MPCA Small Communities Planning Grant (submitted on November 20th). If awarded, it will provide funding to pay for the Preliminary Engineering Report (PER) for floodproof efforts at the Lanesboro Power Plant. The PER is required to apply for US EDA funding.
- The LMC Grant Navigator application remains on hold until we determine who will be completing the Preliminary Engineering Report and what the cost of the project will be.

Revolving Loan Fund

- The loan for Clara's Eatery was closed on December 22nd.
- A payment was received for the Lind loan.

LEAN and Rural Entrepreneurial Venture (REV) program

- A workshop is scheduled for January 29th. The workshop is about Artificial Intelligence and Marketing for Tourism-focused businesses. It will be presented by Val Lockhart through Ignite MN and will be free to attendees.
- We are working on scheduling the following workshops:
    - Business Succession/Transition Planning, February
    - Strategic planning for businesses, March

Paid Leave Outreach

- We were not awarded the Paid Leave Outreach award, which we are comfortable with. If businesses need assistance with the program, we have resources to share with them.

Grant Opportunities

- An application to the MN Department of Commerce to develop a feasibility and cost study for installing solar powered e-bike charging stations in Preston and Lanesboro was submitted by December 8th.
- The SMIF Economic Development Grant for Bluff Country Business Academy was awarded. Planning began with the start date of March 9th. This is later than originally expected as there were staff changes at Rochester Technical and Community College's Customized Training Department. They have been very helpful and the contract for instructors has been signed. There will be 8 weekly classes, held on Monday evenings from 4-7 p.m. Four classes in Preston and four in Lanesboro, with a final class session and celebration event on April 27.

Miscellaneous

- I will attend the Economic Development Association of Minnesota (EDAM) Winter Conference on January 22nd and 23rd. I was chosen as a presenter for “A Tale of Two Cities: How municipalities can work together in economic development.”

Lanesboro Economic Development Authority (EDA)

Lanesboro Entrepreneurial Action Network (L.E.A.N.) Subcommittee

Establishing Guidelines & By-Laws

These By-Laws replace the original By-Laws for the establishment of the Lanesboro Entrepreneurial Action Network (L.E.A.N.) Subcommittee of the Lanesboro Economic Development Authority. The L.E.A.N. Subcommittee will continue to include the initial Rural Entrepreneur Venture program (coordinated with the Southern Minnesota Initiative Foundation) and expand its role to include additional business retention and expansion activities commonly found in economic development practices.

1. **Establishment of Subcommittee and its Functions**
    a. Mission: The Lanesboro EDA establishes the Lanesboro Entrepreneurial Action Network (L.E.A.N.) Subcommittee for the purpose of pursuing and promoting business retention and expansion activities for the benefit of the Lanesboro business community.
    b. Office: The principal office of the subcommittee shall be at Lanesboro City Hall, 202 Parkway Avenue South, Lanesboro, MN 55949.
2. **Subcommittee goals**
    a. The goal of L.E.A.N. is to provide technical assistance and tools to assist existing and new businesses within the City of Lanesboro. This will be accomplished by emphasizing a positive entrepreneurial atmosphere that encourages small businesses to thrive.
    b. Activities addressed in this subcommittee include:
        i. Rural Entrepreneur Venture (REV) program, in alignment with the Southern Minnesota Initiative Foundation's program requirements
        ii. Local business support through education and networking activities
        iii. Special projects that impact local business development
3. **Meetings**
    a. The L.E.A.N. Subcommittee will meet at a minimum on a quarterly basis. A quorum for conducting business and acting on agenda items shall consist of a majority of actively appointed members.
    b. L.E.A.N. Subcommittee meeting minutes will be submitted to the Lanesboro EDA Board upon approval by the Subcommittee.
    c. Meeting information will be published in accordance with Minnesota statutes for public meetings.
4. **Subcommittee Membership and Appointment**
    a. Members of the L.E.A.N. Subcommittee must have a vested interest in the economic well-being of the City of Lanesboro, its business owners, and support its entrepreneurs. Discretion and confidentiality will be always maintained.
    b. The Subcommittee will consist of no less than three (3) voting members and no more than seven (7) voting members. Members will consist of:
        i. An Economic Development Authority Board member appointed by the EDA Board.
        ii. The Lanesboro City Administrator
        iii. A representative of the Lanesboro Area Chamber of Commerce
        iv. A representative of the Arts Community

DRAFT

v. Three representatives from the Lanesboro business community
    1. No more than two may be from the downtown business district.
    2. One representative may be a former business owner.
vi. A teacher or student representative from Lanesboro High School may be added as an ad-hoc member, without voting rights.
vii. One member of the business community, active or retired, may be added as an ad-hoc member, without voting rights.
viii. The Lanesboro Economic Development Director will provide administrative assistance including the setting of the agenda and recording meeting minutes.

c. Each appointed member shall serve a term of two (2) years. Terms may be staggered at the discretion of the EDA Board to ensure continuity.
d. Each appointed member shall have full voting rights. Ad-hoc members, including the teacher or student representative, do not have voting rights.
e. Members may be removed for non-attendance, cause, or misconduct. Removal shall occur by a majority vote of the Lanesboro EDA Board or City Council, in accordance with the City of Lanesboro Board/Commission Code of Conduct.
f. Members will sign a Conflict-of-Interest Disclosure Statement and Confidentiality Statement at the beginning of each calendar year.

5. Officers

a. The L.E.A.N. Subcommittee will vote on the following offices in December of each year, subject to approval by the Lanesboro EDA Board:
    i. Chair – presides over meetings and represents the subcommittee externally
    ii. Vice Chair – presides over meetings in the absence of the Chair and may represent the subcommittee at the Chair's discretion
    iii. The EDA Board member appointed to the L.E.A.N. Subcommittee will not serve as an officer.

6. Meeting Decorum

a. The meetings of the L.E.A.N. Subcommittee shall be governed by the most recent edition of Robert's Rules of Order.
b. All provisions of the City of Lanesboro's Board/Commission Code of Conduct apply.

7. Financial

a. The L.E.A.N. Subcommittee does not have financial or budget authority. Expenditures must be presented to and approved by the Lanesboro EDA Board, and if appropriate, the City Council.

8. Amendments

a. These Bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote of the L.E.A.N. Subcommittee members, provided that the proposed amendment has been submitted in writing at least ten (10) days prior to the meeting at which it will be considered.
b. Any amendment approved by the L.E.A.N. Subcommittee shall be submitted to the Lanesboro Economic Development Authority (EDA) Board for review and approval. Amendments shall be effective only upon approval by the EDA Board.
c. All amendments must be documented in the official record of the Subcommittee and filed with the Lanesboro City Administrator.

DRAFT

9. **Dissolution**
    a. The L.E.A.N. Subcommittee may be dissolved at any time by a majority vote of the Lanesboro Economic Development Authority (EDA) Board.
    b. Prior to dissolution, the Subcommittee shall provide a final report of its activities, accomplishments, and any ongoing matters to the EDA Board and City Council.
    c. Upon dissolution, any records, materials, or property belonging to the Subcommittee shall be returned to Lanesboro EDA or City Administrator for proper retention or disposition in accordance with City policy.

PASSED AND DULY ADOPTED by Resolution of the Lanesboro Economic Development Authority on _____.

IN WITNESS AND EXECUTION WHEREOF: _____

_____

Name/Title

Date: _____

ATTESTED BY: _____

_____

Name/Title

Date: _____

DRAFT

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Lanesboro, MN 55949
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www.lanesboro-mn.gov

MEMORANDUM

Date: January 5, 2026

To: EDA Board of Directors

From: Michelle Marotzke, EDA Director

Subject: L.E.A.N. By-Law Review and Annual Appointment of L.E.A.N. Subcommittee Members

The guidelines and bylaws of the Lanesboro Entrepreneurial Action Network, a subcommittee of the Lanesboro Economic Development Authority, define subcommittee membership and appointment. A request for updating the By-laws is attached and includes adding two ad-hoc members who will not have voting rights. It also provides clarity to the business community representatives.

Current Subcommittee Membership and Appointment

The subcommittee will consist of no less than 3 members, and no more than 7 members. Members will consist of the EDA Board Chair, a Chamber Member appointed by the Chamber Board, a representative of the Arts Community, a representative from the school which can be a high school student, the City Administrator, a representative from the local business community, and one other Member to be nominated by the subcommittee.

Proposed Subcommittee Membership and Appointment

b. The Subcommittee will consist of no less than three (3) voting members and no more than seven (7) voting members. Members will consist of:
    i. An Economic Development Authority Board member appointed by the EDA Board.
    ii. The Lanesboro City Administrator
    iii. A representative of the Lanesboro Area Chamber of Commerce
    iv. A representative of the Arts Community
    v. Three representatives from the Lanesboro business community
        1. No more than two may be from the downtown business district.
        2. One representative may be a former business owner.
    vi. A teacher or student representative from Lanesboro High School may be added as an ad-hoc member, without voting rights.
    vii. One member of the business community, active or retired, may be added as an ad-hoc member, without voting rights.
    viii. The Lanesboro Economic Development Director will provide administrative assistance including the setting of the agenda and recording meeting minutes.

The REV program is still active and continues to work under the *Building Upon the Frame of our Entrepreneurial Ecosystem Grant* from the Southern Minnesota Initiative Foundation. The following individuals are recommended for appointment for the year 2026 to the L.E.A.N. Subcommittee:

1. EDA Chairperson – *As determined at the January 8 EDA Board of Directors meeting*
2. Joe Goetzke – *As Lanesboro Area Chamber of Commerce Executive Director*
3. Kara Maloney – *As representative from Lanesboro's Arts Community*
4. Mitchell Walbridge – *As city administrator*
5. Michael Seiler – *As representative of the local business community*
6. Lori Bakke – *As representative of the local business community*
7. Allie Palmer – *As representative of the local business community*
8. Steve Harris – *As ad-hoc member of the local business community*

Officers for the L.E.AN. Subcommittee were elected at the December 11, 2025, meeting and include:

Chair: Michael Seiler
Vice Chair: Kara Maloney

It is the recommendation of the EDA Director to have the Lanesboro EDA Board of Directors ratify these appointments by an approved motion at the January 8 EDA board meeting.

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Letter of Support for

Removing TIF Housing District Income Requirements for Greater MN

Date _____

Dear Senator/Representative _____

The City of Lanesboro Economic Development Authority supports removing income requirements for TIF Housing Districts in nonmetropolitan cities. Tax Increment Financing (TIF) is a critical tool for funding community development and redevelopment in Minnesota, especially as cities seek to grow the economy while limiting reliance on property taxes. However, current income restrictions on TIF housing districts in Greater Minnesota reduce the effectiveness of this tool and limit local efforts to support employers, employees, and the expansion of housing stock.

The need for greater TIF flexibility has increased following the economic and workforce impacts of the COVID-19 pandemic. Southeast Minnesota faced a significant housing shortage even before the pandemic, and the situation has worsened since. The rise of remote and hybrid work has enabled more people to live in Greater Minnesota, increasing housing demand and placing further pressure on an already constrained housing supply.

Removing TIF housing district income restrictions would allow communities the flexibility to address housing shortages and affordability challenges, strengthen workforce retention and recruitment, and support long-term economic growth in Greater Minnesota. Southeast Minnesota—and Minnesota as a whole—would benefit from this policy change.

The City of Lanesboro Economic Development Authority urges your support to remove these requirements in nonmetropolitan communities across the entire region of Southeast Minnesota.

Thank you for your commitment to serving Southeast Minnesota communities and residents.

Respectfully,

_____
Kathryn Wade, President, Lanesboro Economic Development Authority

Lanesboro Economic Development Authority Board

_____	_____
Mindy Albrecht-Benson	Tom Pursell
_____	_____
Michael Boho	Linda Tacke

CITY OF Lanesboro

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Board/Commission Application

Name: Ambrin Olson

Phone: +1 (507) 951-7566 **Email:** ambrinolsan10@gmail.com

Address: 126 Westside Lane

Commission or Board *(select one)*:

☒Economic Development Authority ☐Park Board ☐Heritage Preservation Commission
☐Public Utilities Commission ☐Library Board ☐Planning and Zoning Commission

1. What is your professional background, and how do you feel it will benefit the board/commission to which you are applying?

   I have worked in the service industry, so I have experience working with people / groups.

2. Have you served on any other boards, commissions, or committees (in this city or elsewhere)? If so, please describe your role and contribution.

   No, but I have had an interest in government for a while.

3. Why are you interested in serving on this particular board or commission?

   I think it will help prepare me for college career, and my actual career later in life.

4. How do you see your role in advancing the goals and mission of the board or commission?

   Since I'm a student at high school, I could help with getting students involved in the community.

5. What specific skills, talents, or perspectives would you bring to the board or commission?

I can give ideas on what teenagers would like to see in the community.

6. Are you able to commit to the regular meeting schedule and any additional duties required by the board/commission?

Yes.

7. How do you ensure that diverse perspectives are heard and considered when making a decision?

I usually ask for the opinions of multiple people instead of one or two. And get the ideas of people from a range of personalities, ages, etc.

8. Do you have any personal or professional relationships, business dealings, or other circumstances that could potentially create a conflict of interest if you serve on this board/commission? If so, how would you address these conflicts to ensure transparency, fairness, and the best interests of the community?

I'm trying to get a job to save extra money for college but that shouldn't interfere with anything. I'm also taking PSEO classes, but that also not be a problem.

Resumes and relevant documents may be submitted with this application.

Data Practices Advisory:
The City of Lanesboro is required to provide the following information to you. Under Minnesota law, your name and home address are public information which must be provided to anyone who requests it. If appointed to a city board and/or commission, this information will also be publicly available, if requested. Other information may be classified as private. This information may be used by the City Council in determining whether you should be appointed to a board and/or commission. Failure to provide the requested information may result in you not being considered for an appointment.
I have read the Data Practices Advisory and agree to the collection/release of my data as described.

AO Applicant Initials

Conflict of Interest: This may arise by participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain, or other personal interest. A conflict of interest may also occur if you hold a private or other public position in addition to your city board and/or commission which may interfere with your discharge of your City responsibilities. In accordance with these definitions, do you have any legal or equitable interest in any business, however organized, which during your participation in a City Advisory Board and/or Commission, could give rise to a conflict of interest? ☐ Yes ☒ No

Applicant Signature: Amy Orn **Date:** 12/22/2025

For Office Use Only
Received By: _____ Date Received: _____