Lanesboro EDA Board Meeting
Meeting Agenda
Thursday, October 1, 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=IXsthaqvFba7e7oVff6veB0dzUhhwO.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, September 3, 2026
b. Minutes of the L.E.A.N. Sub-Committee, July 23, 2026
c. September 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

Continued Business
A. Fillmore County Rural Child Care Innovation Program Update
B. Empowering Small Minnesota Cities Update - Highway 250 Project

New Business
A. Consider recommendation of RFP bid for Facility Energy Audit for Department of Commerce EECBG program
Motion_____ **Second**_____
B. Consider Request for Implementation of Up to 2% Additional Loding Tax
Motion_____ **Second**_____

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

Adjourn Regular Meeting

Lanesboro Economic Development Authority
Meeting Minutes
Thursday, September 3, 2026 – 10:45 a.m.
City Council Meeting Chambers

Present Members:
☒ Mindy Albrecht-Benson ☒ Michael Boho ☒Tom Pursell
☒ Kathryn Wade ☒ Linda Tacke

Staff:
☒ Mitchell Walbridge ☐ Darla Taylor ☒ Michelle Marotzke

Guests: Joe Goetzke, Mayor Alicia Pearson (*remote*)

Call to Order: Chair Wade called the regular meeting to order at 10:45 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 Special Meeting, June 11, 2026
    b. Minutes of the L.E.A.N. Sub-Committee, May 28, 2026
    c. Minutes of the L.E.A.N. Sub-Committee, June 25, 2026
    d. June, July and August EDA Financials

Member Albrecht-Benson entered a motion to approve the agenda; Member Pursell seconded the motion. Motion carried with all in favor.

Department Reports

A. **EDA Director Report:**
    a. Director Marotzke shared information about housing activities in the county and region. Fillmore County has been awarded a $60,000 grant to further housing initiatives, more information to come as the County's EDA works on coordination of the work plan. Additionally, SE MN Together has been accepted into the University of Minnesota Extension's Empowering Small Minnesota Cities program to study regional housing needs and develop solutions.
B. **City Council/City Administration:** Administrator Walbridge shared that a work session was completed for the 2027 preliminary budget on August 25th. For road project items, the final design and bid packet for the Highway 250 project are almost complete. There is a lot of administrative and technical things happening "behind the scenes". Another informational meeting is being planned within 4-6 weeks. Member Pursell complimented the work done on the river through Trout Unlimited. Walbridge shared that Phase II is being developed for the tree and vegetation plan.
C. **Chamber of Commerce:** Executive Director Joe Goetzke shared an update about Chamber activities.
    a. They are working on the Membership Renewal Drive now and starting to think about the new Visitor's Guide.
    b. The Chamber is hosting a Candidate Forum on September 30th. There are four candidates for Council and two candidates for Mayor. It will be held at the City's community room at the lower level of City Hall starting at 6:00 p.m.
    c. Events for the fall include Autumn Trails, Fall into Lanesboro, and the Filthy 50 gravel bike ride.
    d. The Chamber submitted an application to SMIF's Economic Development Grant for activities related to the Highway 250 construction project (LGU's were not eligible to apply for this round). Friends of Norwegian Culture is the fiscal host for the grant. The Chamber is requesting

a $1,000 contribution from EDA as matching funds if this grant is awarded. Member Pursell entered a motion approving the donation of $1,000; seconded by Member Tacke. Motion carried with all in favor.

e. The Historic Bluff Country Scenic Byway Corridor Improvement Plan is being facilitated by the East Central Regional Development Organization. An Open House will be held on October 23rd.
f. The Chamber was invited to be a part of Senator Amy Klobuchar's stop in Lanesboro, and the stop was specific to outdoor tourism.
g. The Chamber is working on lodging tax initiatives that could designate funds for different activities related to tourism promotion. Member Tacke asked if this could help offset losses during the 2027 construction project. Goetzke stated that yes, it could help, but it would be retroactive, so the realization of funding wouldn't be recognized right away. Member Tacke asked if there have been any estimates about what the loss might be. Goetzke shared that it is difficult to say, so he budgets conservatively. MnDOT has completed a 130-page report that he is willing to share. UMN Extension is doing research into this. Marotzke added that Extension's interest was piqued when the City had a graduate student synthesize her data from other communities. Goetzke shared that they have many data resources available.

D. **School Board:** School board member Sarah Peterson was not available for an update but asked Marotzke to share that the school has an Operating Referendum on the November ballot so watch for a public informational meeting coming up and that they are in serious need for bus drivers.

Revolving Loan Fund

A. **Available Funds:** There is approximately $32,000 available to lend.
B. **Loans in Repayment:** Presented in the financials. Two loans are past due
C. **Pending Applications:** There are no active applications currently.
D. **USDA On-Site Review Recap:** The letter was shared in the packet and there were just a couple of suggested corrections, no major findings.

Continued Business

A. **SMIF Rural Entrepreneurial Venture Program Update:** The program has been sunset and is moving toward a peer group format that meets monthly for REV communities.
B. **Fillmore County Rural Child Care Innovation Program:** Marotzke shared information about the May Provider Appreciation event and the July Town Hall. The Core Team will meet in late September for goal setting based on feedback from these two events and the surveys that were received.
C. **Empowering Small Minnesota Cities Update:** Highway 250 Project: Administrator Walbridge and Marotzke are meeting with the team to work on this project. The project involves working to find ways for residents and visitors to move throughout the community during construction in 2027. Marotzke is also looking into the cost of bringing a trolly ("Molly the Trolly") back to town for the summer or during special events.
D. **Department of Commerce e-Bike Charging Station Grant Update:** The survey is available, and yard signs will be placed in Preston and Lanesboro that include a QR code to the survey. Great Plains Institute is working on the analysis side of the project, and the survey will be available through October. Member Albrecht-Benson asked about the ways it is being marketed. Marotzke shared that the yard signs are out, there are posters around town, and it is on the Preston website/Facebook and will be on Lanesboro's website.

New Business

A. **Consider Request of $2,500 for SMIF Small Town Grant Matching Funds:** An application was submitted to SMIF's Small Town Grant that will host community meals and entertainment during the 2027 construction project. The grant application was $10,000 and requires a 25% match for a $12,500 project budget. Member Tacke asked if we have the funding available for all the requests being

presented. Administrator Walbridge confirmed that there is funding available. If the award is given, we can move forward more quickly with an approved match. Member Albrecht-Benson entered a motion to approve the matching funds; Member Tacke seconded the motion. Member Boho asked for clarification on the previous mention that we were not eligible for a SMIF grant. Marotzke stated that was for the Economic Development Grant and we are eligible to apply for the Small Town Grant. Motion carried with all in favor.

B. **Consider Approval of 2027 Budget:** Walbridge and Marotzke presented the 2027 Preliminary Budget. This is based on the Preston contract, but it may be less based on the cancellation of the contract and the new vendor agreement. There was additional discussion about the cancellation of the contract with Preston. Member Boho entered a motion to approve the preliminary budget as presented; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

C. **Consider Approval of $500 toward Annual Holiday Decorating Contest:** The Second Annual Holiday Decorating Contest will be promoted to Lanesboro businesses in October/November and judging will take place in December. Marotzke requested a budget of $500 to market the program and provide prizes. Member Albrecht-Benson entered a motion to approve the $500 budget; Member Pursell seconded the motion

D. **Consider Appointment of EDA Board Member to SE MN Together Housing Empowering Small Minnesota Cities Project:** After discussion about having an EDA Board Member represent Lanesboro on the SE MN Together ESMC project, it was decided to move the request to Planning and Zoning. A motion was made by Member Pursell to table this topic indefinitely; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

E. **Consider Request of $1,500 toward Bluff Country Business Academy:** Marotzke shared that the City of Preston has been awarded a grant from USDA to hold two more co-horts of Bluff Country Business Academy. The award covers the contract with Rochester Community Technical College and the expert presenters, but not other expenses like space rental or supplies. The RCTC contract has been adjusted to have five instructors rather than six, which is based on participant feedback from the first session. A request has been made for $1,500 to assist with these expenses, and the Preston EDA Board has approved the same. The focus will be on Preston and Lanesboro businesses, but it may include other communities like the first one did. A motion was made by Member Albrecht-Benson to approve $1,500 toward Bluff Country Business Academy; Member Tacke seconded the motion. Member Boho abstained from the vote as he is involved as a paid presenter. Motion carried with all in favor.

F. Department of Commerce Grant for Facility Review Award: Marotzke shared that the Department of Commerce has awarded Lanesboro a $20,000 grant for a facility review to determine opportunities for energy efficiency improvements. The RFP is scheduled for Council review at its 9/8/26 meeting.

Next Meeting: The next regular meeting will be Thursday, August 6, 2026, at 10:45 a.m.

Chair Wade adjourned the meeting at 11:35 a.m.

Respectfully submitted,

Michelle Marotzke
City of Lanesboro
Economic Development Director

Approved ____/26

Lanesboro Entrepreneurial Action Network (LEAN)
Regular Meeting Minutes
July 23, 2026 – 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 ☒ Steve Harris (*ad hoc*) ☒ Ambrin Olson (*ad hoc*)
☒ EDA Director Michelle Marotzke ☒ City Administrator Mitchell Walbridge (*remote*)

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

A. **Agenda Approval:** Member Bakke entered a motion to approve the agenda; Member Wade seconded the motion. Motion approved with all in favor.

B. **Approval of Minutes:** Chair Seiler entered a motion to approve the minutes of the June 25, 2026, meeting as amended; Member Walbridge seconded the motion. Motion approved with all in favor.

New Business

Continued Business

A. **REV Program**
   a. **REV Financials:** Marotzke shared the final financial statement for the REV program. There is approximately $3,000 available after all expenses are paid. SMIF has indicated that these funds do not need to be returned but should be used for projects related to the REV program.
   b. Workshops:
      i. The One-on-One Coaching Program was discussed, and the consensus was that it should be continued using the leftover REV funds.

B. **Business Promotion Group Update:** Member Palmer shared that this group is currently in survival mode. There are challenges with moving it to a city committee, so they are discussing options with the Chamber of Commerce. Ideas for funding include a Round-Up program for local businesses to promote and a raffle to raise money.

C. **SMIF Grant Application**: Marotzke explained that the City does not qualify for the Economic Development Grant this year as SMIF has made changes to the program. It will qualify in 2027. She is waiting for the Small Town Grant to open as that may be an opportunity for funding some Highway 250 initiatives.

D. **TH250**:
   a. **City Update:** Administrator Walbridge shared that the city is on standby with the Highway 250 Reconstruction project.
   b. **Empowering Minnesota Small Communities application**: Nothing new to note at this time.
   c. **Highway 250 Advisory Group Leads**: There was discussion about the three leads needed for this group. At the July meeting, Chair Seiler agreed to lead the Communication working group and assist Member Wade with the Navigation working group. Member Goetzke agreed to lead the Financial Resources working group. Motion made by Chair Seiler to accept Goetzke as the Financial Resources working group lead; Member Palmer seconded the motion. Motion approved with all in favor.

Approved _____/26
The next meeting is scheduled for August 27, 2026, at Paddle On Coffee & Makers Emporium at 8:30 a.m.

Motion made by Member Walbridge to adjourn the meeting at 09:34 a.m.

Respectfully submitted,

Michelle Marotzke
EDA Director

CITY OF LANESBORO

EDA September 2026

Fund Abbrev	Fund	Dept	Account Descr		Current Period	September 2026 Amt	2026 YTD Amt	2026 YTD Budget	%YTD Budget	Act Status
Expenditure										
EDAOPER	250	46500	E 250-46500-100	Wages and Salaries	September	$0.00	$0.00	$900.00	0.00%	Active
EDAOPER	250	46500	E 250-46500-122	FICA	September	$0.00	$0.00	$76.85	0.00%	Active
EDAOPER	250	46500	E 250-46500-136	MN Paid Leave	September	$0.00	$0.00	$3.96	0.00%	Active
EDAOPER	250	46500	E 250-46500-210	Operating Supplies	September	$0.00	$58.28	$500.00	11.66%	Active
EDAOPER	250	46500	E 250-46500-300	Professional Srvs	September	$0.00	$13,645.98	$27,126.93	50.30%	Active
EDAOPER	250	46500	E 250-46500-445	EDA Project	September	$0.00	$13,320.26	$5,000.00	266.41%	Active
EDAOPER	250	46500	E 250-46500-500	Capital Outlay	September	$0.00	$0.00	$0.00	0.00%	Active
Revenue										
EDAOPER	250	46500	R 250-46500-36200	Miscellaneous	September	$0.00	$825.00	$0.00	0.00%	Active
EDAOPER	250	46500	R 250-46500-36210	Interest Earnings	September	$0.00	$72.23	$0.00	0.00%	Active
EDAOPER	250	46500	R 250-46500-39203	Transfer from Other	September	$0.00	$0.00	$0.00	0.00%	Active
EDAOPER	250	46600	R 250-46600-31000	General Property	September	$0.00	$19,144.73	$33,607.74	56.97%	Active

Fund	2026 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
10104 - F&M Bank EDA								
250 - EDA OPERATING	$61.95	$72.23		0	$0.00	$0.00	$134.18	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	$11,887.30	($8,729.20)	0	$0.00	$0.00	$4,188.90	In Balance
625 - EDA USDA Loan Funds	$42,136.84	$38,059.32	($45,901.00)	0	$0.00	$0.00	$34,295.16	In Balance
	$49,719.12	$50,018.85	($58,998.63)	$0.00	$0.00	$0.00	$40,739.34	

CLIENT	STATUS	Monthly Payment	BALANCE as of 9/18/26	Loan Maturity Date
Root River Adventure Arcade	On-Time	$510.70	$33,363.07	08/15/2032
Hotel Lanesboro	On-Time	$383.02	$ 19,108.82	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	$ 20,244.50	02/01/2030
Clara's Eatery	On-Time	$319.19	$ 10,242.69	06/01/2029
Paddle On Coffee	On-Time	$574.53	$ 13,510.43	09/01/2028
Junipers	On- Time	$638.37	$ 18,683.80	05/01/2029
The Scoop	On-Time	$1529.87	$18,786.05	12/01/2032
Golf Club	On-Time	$1534.61	$35,751.29	10/1/2032
Clara's 2025	On-Time	$383.02	$26,927.76	12/20/2032
Bluffscape Amish Tours	On-Time	$385.61	$21,413.41	06/17/2031
Village Depot	On-Time	$175.28	$9740.36	07/15/2031

CITY OF Lanesboro

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To: Lanesboro Economic Development Authority Board
From: Michelle Marotzke, Economic Development Director
Date: October 1, 2026

Housing

- Southeast Minnesota Together, through the University of Minnesota's Empowering Small Minnesota Communities (ESMC) program, is scheduling community interviews. Mayor Pearson is on the review team, and I will assist as needed and available.

Revolving Loan Fund

- Two loans are past due, and there are no new loan applications at this time. Demand has slowed down, but there are opportunities that may come to fruition as the seasons change.

LEAN and Rural Entrepreneurial Venture (REV) program

- Empowering Small Minnesota Cities project – Andi Sutton and Fernando Burga from UMN Extension met with representatives from the community on September 15th to learn more about the needs during the Highway 250 project. Kathryn Wade, Scott Taylor, and Tom Brudvig joined us and provided a lot of input into the city, business, and resident needs. Fernando plans to attend a future Team 250 meeting and see if there are any areas that overlap between the city's work and the Team 250 work so that the best coordination possible can be made.

Miscellaneous

- The RFP for the city's Commerce grant (an energy audit for city-owned facilities) closes on September 30th. We will provide more information at this meeting.
- I was asked to be a panelist for a child care conference in Willmar on October 20th, so am planning to attend that. The purpose is to share the need for child care programs and funding in rural communities like Lanesboro and Preston.
- The Holiday Decorating Contest materials are in development and will be shared at the November meeting.