Lanesboro EDA Board Meeting
Regular Meeting Agenda
Thursday, November 5, 2026 at 10:45 a.m.
Lanesboro City Council Chambers

*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/81112519952?pwd=LFD39dEsqYSaY71lrbp2HpeM5easF9.1
Meeting ID: 811 1251 9952 Passcode: 386349
Member Tacke will participate remotely

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, October 1, 2026
b. Minutes of the L.E.A.N. Sub-Committee, September 24, 2026
c. October 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
C. Facility Energy Audit for Department of Commerce EECBG Program Update
D. Holiday Decorating Contest Update

New Business
A. Discuss 2027 EDA Professional Services Proposals
Motion_____ Second_____

Next Meeting: Thursday, December 3, 2026, at 10:45 a.m.

Adjourn Regular Meeting

Lanesboro Economic Development Authority
Meeting Minutes
Thursday, October 1, 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

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 L.E.A.N. Sub-Committee, September 3, 2026
    b. September 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:** Director Marotzke provided an overview of the housing efforts being made by SE MN Together and the Empowering Small Minnesota Communities Program.

B. **City Council/City Administration:** No update was shared.

C. **Chamber of Commerce:** Executive Director Joe Goetzke shared an update about Chamber activities.
    a. A Candidate Forum was held on September 30th with 60-70 people attending. It was recorded and can be viewed on the Chamber's Facebook page.
    b. There will be a Secure Choice Retirement presentation by the State on October 26th in Preston (AM) and Lanesboro (PM).
    c. Sarah Peterson is working on the 2027 Visitor Guide.
    d. The Commerce Currency Card is being set up now with a third-party vendor. There are 12 businesses signed up for it now.
    e. Fall Into Lanesboro is this weekend.
    f. The Filthy 50 is next weekend.
    g. The Chamber was featured in a Rochester magazine.

D. **School Board:** School board member Sarah Peterson shared that the school is always looking for bus and van drivers and substitute teachers. There are also open positions in the childcare center, including full-time teacher and full-time or part-time aides/assistant teachers. The Operating Referendum information has been mailed and is on the school's website.

Revolving Loan Fund

A. **Available Funds:** There is approximately $38,000 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.

Continued Business

A. **Fillmore County Rural Child Care Innovation Program:** Marotzke shared that Goal Setting for this group has begun.
B. **Empowering Small Minnesota Cities Update:** Andi Sutton and Fernando Burga from UMN Extension met with a small group of community representatives on September 15th to learn more about Lanesboro's needs for this project. Kathryn Wade, Scott Taylor, and Tom Brudvig shared their views. Fernando is planning to attend a Team 250 meeting to find opportunities for synergy between the city's work and the Team 250 work.

New Business

A. **Consider recommendation of RFP bid for Facility Energy Audit for Department of Commerce EECBG program:** Six bids were received and evaluated by staff. Earthwide, LLC, based out of McLean, VA, was the low bid at $19,800. Staff recommendation is to accept this bid. Member Albrecht-Benson entered a motion to approve the bid; Member Tacke seconded the motion. Motion carried with all in favor.
B. **Consider Request for Implementation of Up to 2% Additional Lodging Tax:** Chamber Director Goetzke shared information about the opportunity to request an additional 2% of additional lodging tax from the State. The City currently collects 3% and it is designated for tourism promotion. The tax is collected from Holt and Carrolton Townships and the cities of Lanesboro and Whalen. A Resolution will be needed from each township and city before the new legislative session, and the EDA Board recommendation is one step in that process. Member Tacke entered a motion to approve moving forward with the request; Member Boho seconded the motion. Motion carried with all in favor.

Next Meeting: The next regular meeting will be Thursday, November 5, 2026, at 10:45 a.m.

Chair Wade adjourned the meeting at 11:30 a.m.

Respectfully submitted,

Michelle Marotzke
City of Lanesboro
Economic Development Director

Approved 10/22/26

Lanesboro Entrepreneurial Action Network (LEAN)
Regular Meeting Minutes
September 24, 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*) ☐ Open (*ad hoc*)
☒ EDA Director Michelle Marotzke ☐ City Administrator Mitchell Walbridge (*remote*)

Call to Order

Chair Seiler called the meeting to order at 8:42 a.m.

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

B. **Approval of Minutes:** Member Wade entered a motion to approve the minutes of the June 25, 2026, and July 23, 2026, meetings; Member Maloney seconded the motion. Motion approved with all in favor.

New Business

A. **Student Representative:** Marotzke shared that she has reached out to Rochelle at the Lanesboro High School to see if a student might be interested in joining the sub-committee. It was suggested that Jack Riggot might be a good fit. Marotzke will reach out to Rochelle and make that suggestion.

Continued Business

A. **REV Program**
   a. **Workshops:** We had clarification on the extension of the one-on-one coaching and that it can be extended based on the left-over REV funds. Marotzke will provide an available amount at the next meeting. Ideas were discussed for using the remaining funding from the SMIF REV grant. Some suggestions included branding assistance to help create a logo for the project ($1,000-$1,500), holding Business Promotion Group events, and one-on-one coaching with Scott Taylor, Michael Seiler, Michael Boho, and Linda Mathiesen. It was recommended to focus on the first and third suggestions (logo and one-on-one coaching). Member Palmer recommended having an artist create a logo. Marotzke will discuss this with Administrator Walbridge and confirm that the coaches are interested in continuing this. Coaching can be geared toward downtown businesses, but must be open to all as the funding is coming from the EDA budget.
   b. **Bluff Country Business Academy**: Marotzke shared that the City of Preston received a grant from USDA to hold two more cohorts of Bluff Country Business Academy. They will focus on Preston and Lanesboro businesses again but may be able to accept people from other communities in the region. The Preston and Lanesboro EDA Boards have committed funding to supplement the programming and material expenses. Marotzke was asked about the EDA position. She was able to share information about the direction that Preston is going. The position has been revised for an entry-level opportunity that includes learning the office positions to serve as a backup person. She had good feedback from the pilot cohort that helped inform the future sessions. The next versions will have RCTC's Customized Training department deliver five sessions, and the remaining three sessions will be with local experts. It was asked if interested businesses could opt in to a specific class; however, Marotzke explained that the

purpose of it was to create a cohort model. It could be possible to offer the opt-in offer to the first cohort if there was a topic they did not hear during their time in class.

B. **Business Promotion Group Update:** No update at this time.
C. **SMIF Grant Application**: Marotzke shared the Small Town Grant application that was submitted to SMIF for assistance with the Highway 250 project. It would provide funding for monthly community meals and entertainment throughout the project, specifically targeting the construction workers and community members. The grant request was $12,500.00 for a total project of $19,700.00.
D. **Holiday Decorating Contest**: Marotzke shared that the Lanesboro EDA approved the 2nd Annual Holiday Decorating Contest. More details to come. It was noted that the new tree on the bluff was part of Legion Lights.
E. **TH250**:
    a. **City Update:** Administrator Walbridge was not available for an update, but shared with Marotzke that the Highway 250 project is looking more like a 2-year project. Marotzke also shared that she is trying to reach the Rochester trolly company to see if we can have "Molly" come for a weekend or longer. There was further discussion about other opportunities for golf carts and modes of transportation.
    b. **Empowering Minnesota Small Communities application**: The City has been assigned a project lead, Fernando Burga, and he met with Scott Taylor, Member Wade, and a local resident to discuss the Highway 250 project and what they thought the needs would be. He is very interested in this project, as it is something Extension has not done before. He plans to attend a Team 250 meeting to be informed of those efforts and see if there are any collaborative efforts between each other's work. Member Palmer would like to be included in future meetings as the L.E.A.N. liaison.
    c. **Highway 250 Advisory Group Leads**: A recommendation was brought forward to add the subcategories of the Advisory Group to the agenda, as well as put TH250 at the beginning of the agenda rather than at the end. This would ensure there is ample time to discuss the needs of the business community and understand the project's progress rather than rushing through it at the end of the meeting.

The next meeting is scheduled for October 22, 2026, at Paddle On Coffee & Makers Emporium at 8:30 a.m.

Motion made by Member Wade and seconded by Chair Seiler to adjourn the meeting at 09:33 a.m.

Respectfully submitted,

Michelle Marotzke
EDA Director

CITY OF LANESBORO

EDA October 2026

	Fund Abbrev	Fund	Dept	Account Descr		Current Period	October 2026 Amt	2026 YTD Amt	2026 YTD Budget	%YTD Budget	Act Status
Expenditure											
	EDAOPER	250	46500	E 250-46500-100	Wages and Salaries	October 2026	$0.00	$0.00	$900.00	0.00%	Active
	EDAOPER	250	46500	E 250-46500-122	FICA	October 2026	$0.00	$0.00	$76.85	0.00%	Active
	EDAOPER	250	46500	E 250-46500-136	MN Paid Leave	October 2026	$0.00	$0.00	$3.96	0.00%	Active
	EDAOPER	250	46500	E 250-46500-210	Operating Supplies	October 2026	$0.00	$58.28	$500.00	11.66%	Active
	EDAOPER	250	46500	E 250-46500-300	Professional Srvs	October 2026	$6,781.75	$20,427.73	$27,126.93	75.30%	Active
	EDAOPER	250	46500	E 250-46500-445	EDA Project	October 2026	$0.00	$13,320.26	$5,000.00	266.41%	Active
	EDAOPER	250	46500	E 250-46500-500	Capital Outlay	October 2026	$0.00	$0.00	$0.00	0.00%	Active
Revenue											
	EDAOPER	250	46500	R 250-46500-36200	Miscellaneous	October 2026	$0.00	$825.00	$0.00	0.00%	Active
	EDAOPER	250	46500	R 250-46500-36210	Interest Earnings	October 2026	$0.00	$88.64	$0.00	0.00%	Active
	EDAOPER	250	46500	R 250-46500-39203	Transfer from Other	October 2026	$0.00	$0.00	$0.00	0.00%	Active
	EDAOPER	250	46600	R 250-46600-31000	General Property	October 2026	$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	$88.64		0	$0.00	$0.00	$150.59	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	$14,120.78	($10,044.30)	0	$0.00	$0.00	$5,107.28	In Balance
625 - EDA USDA Loan Funds	$42,136.84	$42,842.23	($45,901.00)	0	$0.00	$0.00	$39,078.07	In Balance
	$49,719.12	$57,051.65	($60,313.73)	$0.00	$0.00	$0.00	$46,457.04	

CLIENT	STATUS	Monthly Payment	BALANCE as of 10/27/26	Loan Maturity Date
Root River Adventure Arcade	On-Time	$510.70	$32,925.49	08/15/2032
Hotel Lanesboro	On-Time	$383.02	$ 18,408.36	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	$ 19,767.08	02/01/2030
Clara's Eatery	On-Time	$319.19	$ 9,940.90	06/01/2029
Paddle On Coffee	On-Time	$574.53	$ 12,956.53	09/01/2028
Junipers	On- Time	$638.37	$ 18,078.19	05/01/2029
The Scoop	On-Time	$1529.87	$18,786.05	12/01/2032
Golf Club	On-Time	$1534.61	$34,394.95	10/1/2032
Clara's 2025	On-Time	$383.02	$26,583.10	12/20/2032
Bluffscape Amish Tours	On-Time	$385.61	$20,856.34	06/17/2031
Village Depot	On-Time	$175.28	$9,481.96	07/15/2031

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To: Lanesboro Economic Development Authority Board
From: Michelle Marotzke, Economic Development Director
Date: November 5, 2026

Housing

- I attended the SE MN Housing Bus Tour on October 7th, and Mayor Pearson was also in attendance. It was a great tour, as always, and good to see how other cities are tackling housing needs. It is very much a "long game" and having flat land is generally helpful too. A good takeaway was adding community spaces into housing developments. For example, building residential properties dedicated to child care operations and having playgrounds built into the neighborhood are helpful to attract buyers.

Revolving Loan Fund

- Two loans are past due, and there are no new loan applications at this time.

LEAN and Rural Entrepreneurial Venture (REV) program

- The L.E.A.N. sub-committee continues to work on efforts related to the Highway 250 project. We have continued the coaching program with grant funds remaining from the SMIF REV grant. We are also looking at options to advertise Lanesboro outside of the immediate area during the construction season.
- The city received the SMIF Small Towns Grant for $10,000 to host entertainment and meals during the Highway 250 construction project. We have started conversations with local restaurants and music entertainers to fill the monthly spots between May and October. We are planning events to be held on the fourth Thursday of each month in the evening. This grant has a $2,500 match that was previously approved by the EDA Board.

Miscellaneous

- The Holiday Decorating Contest is open for registration, and we already have 6 businesses signed up! Trophies, ribbons, and stickers have been ordered.
- The contract with Earthwide, LLC has been signed and a kickoff meeting was held on October 15th. Eric will be in Lanesboro on November18th-20th to perform the energy audit at city-owned facilities. Mitchell and I will be available to go with him.

First Children's Finance

RURAL CHILDCARE INNOVATION PROGRAM (RCCIP)

IMPLEMENTATION PROJECT: SMART GOALS

FILLMORE COUNTY, MINNESOTA *OCTOBER 2026*

**To ensure the core team's goals remain authentic, little to no content edits were made in the creation of this summary.*

Goal: Workforce Development

Convene relevant workforce development partners to explore collaborative opportunities in the next three months in order to develop workforce pipeline.

Project Team Lead: Erin Hoefs
Team Members: Kelly Fluharty, Chris Hahn, Mitch Lentz, Rhonda Olson/Jackie Prescher

Goal: Provider Supports/Appreciation

Project team will complete the following three tasks in the next six months:

- Investigate feasibility/opportunities for child care association,
- Partner with Families First of MN for outreach and administrative support for providers,
- Investigate employer and/or community subsidized flexible provider fund, in order to elevate Fillmore County provider perspectives to the state level.

Project Team Lead: Kelly Fluharty, Allison Whalen
Team Members: Erin Hoefs, Angi Kaase, Stephanie Mensink, Rhonda Olson/Jackie Prescher

Goal: Advocacy

The project team will investigate who is the most effective body for state level advocacy in the next six months with the purpose of providing their county perspectives.

Project Team Lead: Brenda Pohlman, Allison Whalen
Team Members: Mitch Lentz, Stephanie Mensink Subheading

Goal: Marketing/Communications

Provide at least one public communication each month thru January 2029 to inform Fillmore County residents about RCCIP activities, progress, resources, and opportunities for involvement.

Project Team Lead: Shelby Antoff, Allison Whalen
Team Members: Chris Hahn, Mandy Huston, Angi Kaase, Mary Schwarz

First Children's Finance

RURAL CHILDCARE INNOVATION PROGRAM (RCCIP)

IMPLEMENTATION PROJECT: SMART GOALS

FILLMORE COUNTY, MINNESOTA *OCTOBER 2026*

**To ensure the core team's goals remain authentic, little to no content edits were made in the creation of this summary.*

Goal: Adding Capacity

Decrease the deficit by 200 child care slots in Fillmore County by January 2029 from the 2026 SDG baseline.

Making connections with business leaders to inform of opportunities for utilizing the 45F tax credit for the purposes of exploring innovative and sustainable solutions.

Project Team Lead: Shelby Antoff
Team Members: Chris Hahn, Angi Kaase, Michelle Marotzke, Stephanie Mensink, Lyn Ptacek, Krista Skaalen, Allison Whalen

Goal: Connecting Resources

By December 2027, create and launch a centralized publicly accessible child care resource hub for Fillmore County that connects families, child care providers, and prospective providers with relevant local, regional, and state resources.

Project Team Lead: Angi Kaase
Team Members: Shelby Antoff, Chris Hahn, Mandy Huston, Sydnie Morem, Brenda Pohlman, Mary Schwarz, Allison Whalen

FOR MORE INFORMATION

Contact
RCCIP Core Team Lead:
Allison Whalen, allison.whalen@cedausa.com, 507-993-8688
RCCIP Co-Core Team Leads:
Michelle Marotzke, mmarotzke@prestonmn.gov, 320-287-1737
Shelby Antoff, santoff@fillmorecountymn.gov, 507-765-6038

Scan to view Fillmore County RCCIP community information

Visit ruralchildcare.org/communityinformation to view all action plans

Lanesboro
Economic Development Authority

Holiday Decorating Contest 2026

Rules

- **Eligibility:** Open to all Lanesboro businesses within City limits.
- **Holiday Spirit:** Displays may reflect Christmas, winter, Hanukkah, or other seasonal and holiday traditions. Creativity and inclusivity are encouraged.
- **Display Location**: Decorations may be placed inside storefront windows, outside business entrances, on building exteriors, or throughout publicly visible business spaces.
- **Originality**: Displays should be created or arranged by the participating business. Purchased decorations are welcome, but creativity and personal touches are encouraged.
- **Safety**: All decorations must be safely installed and must not obstruct sidewalks, entrances, exits, accessibility routes, or public rights-of-way. Electrical decorations must be used appropriately.
- **Contest Period:** Displays must be completed by December 6th and remain in place throughout the contest period.
- **Judging**: The Lanesboro EDA Board members will serve as judges and will evaluate displays based on the criteria for each category. Judging will take place during the week of December 7-11, 2026, and awards announced by December 18, 2026.
- **Awards**: A business can only win in one category.
- **Fair Play:** Displays should be welcoming, family-friendly, and respectful of the community.
- **Organizer Discretion:** Contest organizers reserve the right to interpret the rules, determine eligibility, and make final award decisions.

Categories

Best Theme Execution
Most Festive Display
Most Creative Display
Best Holiday Display

Register Here!