

Lanesboro Economic Development Authority (EDA)

Regular Meeting – March 1, 2017

Minutes

The meeting was called to order by President Edwards at 7:03 PM

Members Present: Michael Brown, Elaine Edwards, Bridget Harvey, LuAnn Wilcox

Members Absent: Tom Smith

Ex Officio: Administrator/Treasurer Peterson

Guests Present: Char Brown

Motion to Approve the Agenda:

Members requested to add 2.6.1 Social Media Posts, 5.1 EDA Property and 5.2 Hosting Activities. Ms. Wilcox moved to approve the agenda as modified. Second by Ms. Harvey. Motion carried.

Approval of Minutes:

Motion to approve the minutes of December 7, 2016:

Motion to approve by Ms. Wilcox. Second by Ms. Edwards. Motion Carried.

1. Election of Officers

1.1. President

Mr. Brown nominated Ms. Edwards. Second by Ms. Wilcox. No other nominations. Motion carried with Ms. Edwards abstaining.

1.2. Vice-President

Mr. Brown nominated Ms. Harvey. Second by Ms. Wilcox. No other nominations. Motion carried.

1.3. Secretary

Ms. Wilcox nominated Mr. Brown. Second by Ms. Harvey. No other nominations. Motion carried.

1.4. Treasurer

Mr. Brown moved to retain the current arrangement of the City Administrator performing the treasurer duties. Ms. Peterson consented. Second by Ms. Wilcox. Motion carried.

2. Updates

2.1. School Update

None. Ms. Peterson noted a joint city and school informational trip to Winneshiek Hospital was undertaken to further assess the feasibility of establishing a school/city clinic. Ms. Peterson will contact USDA rural to understand what grant/loan program might be leveraged to assist in the construction/implementation.

2.2. Treasurer's Report

Ms. Peterson provided a report showing the operating account balance as \$4140.95. The \$7500.00 budgeted by city council to be used for business loans will be transferred to the EDA account and held in a separate sub-account for ease of tracking and demonstrating fulfillment of council's directive regarding use.

2.3. City Council

Ms. Peterson provided an update on the City Council. The city is awaiting and tracking the progress of the Dam funding. The park road will be surveyed to establish property boundaries for the city and school. Alternative collaborative arrangements are being investigated that may make the city/school eligible for grants.

2.4. Chamber of Commerce

No update.

2.5. Downtown Business Alliance

Ms. Wilcox provided an update of the February meeting. The DBA is now called the Lanesboro Business Promotions. Wine, Ale, and Art crawls have been proposed for the third Thursday evening of summer/fall months. Ideas for Winter events are being discussed. The Chamber will only be sponsoring/associated with four events having sufficient inclusion of their members. Ms. Edwards provided an update of the March meeting. The Waterways exhibit attracted approximately 1400 visitors which is the highest of the MN installations so far. The LBP is having marketing discussions. Buffalo Bill Days is looking for committee members. Wagon rides will be available during five key events. Sponsorship of the Wagon rides is available for \$150.

2.6. Business, Advertising & Social Media

Ms. Edwards expressed concern about the content, quality and applicability of the Facebook posts created by Bluff County Marketing. Mr. Brown stated a concern about the EDA knowing its direction, what message it wanted to convey, and how best to reach the desired audience. Mr. Brown moved to suspend the Facebook postings until the EDA direction is better understood. Second by Ms. Harvey. Motion carried with all members voting in favor.

2.7. Fillmore County EDA

Mr. Brown provided an update of the Tuesday Tune-up session with the Fillmore County EDA

representative coordinated by the Chamber. Three business owners arranged for individual meetings with the county EDA coordinator. An additional contact was made with the new owner due to open the Fly Rod shop. Mr. Brown also briefed the EDA on the efforts at the county to attract the Veterans Home to Fillmore County. This effort is ongoing.

3. Old Business

3.1. Concept Plan Task Force

Ms. Peterson will post the final presentation to the city web-site. Ms. Peterson offered to assist with coordinating follow-on task activities as the need arises and as there is interest. This item will be dropped from Old Business as it is now outside the EDA.

3.2. Feasibility Study

Ms. Edwards and Ms. Peterson reported on the difficulties of contacting Western Home and securing payment for the agreed study. Ms. Edwards is looking to initiate a group to discuss/establish a strategy for a Lanesboro senior living facility. This is independent of what company may be involved.

4. New Business

4.1. Commonweal Advertising

Consistent with the foregoing discussion of social media posts and the move to suspend same, Mr. Brown moved to decline the offer to advertise in the Commonweal programs. Second by Ms. Wilcox. Motion carried with all members voting in favor.

4.2. City Funds for Loans Discussion

The city has provided funding of \$7500 for the explicit purpose of providing loans to the local business community. Ms. Wilcox discussed the possibility of using the funds to secure grant writing assistance to secure grants. The members discussed the need to fulfill the expectations of the city council. The members suggested investigating the possibility of using the \$7500 as matching funds to secure additional USDA Rural funds with any funds beyond the \$7500 being available for loans or grant writing. Mr. Brown will research what is needed and available in the way of grants so that the EDA can leverage and maximize the contribution from the city.

4.3. Code of Conduct

In response to the actions at a recent City Council meeting, President Edwards stated her expectation that all EDA members would adhere to the City Council established Code of Conduct and would support the decisions made by the EDA regardless of their personal vote. The members expressed support for her request. Mr. Brown noted his personal concerns with a perceived lack of commitment to the code by city council citing several examples.

4.4. Business Contribution Presentation

In response to a request from the Chamber, Mr. Brown prepared and distributed a draft

presentation showing the contribution to the Lanesboro tax base and economic engine from the city businesses. Mr. Brown requested suggestions for amendments or improvements.

Continuing the discussion of priorities for the EDA, Ms. Wilcox moved to have President Edwards request a joint working session of the EDA and the City Council to define the Council desired development activities to be undertaken by the EDA. Second by Mr. Brown. Motion carried.

5. Items from Members

5.1. EDA Property

Mr. Brown noted that the EDA is listed as the taxpayer of record for the community center. Mr. Brown requested any available documentation related to the creation of the community center and the responsibilities/obligations of the EDA as stewards of the community center. Ms. Peterson will attempt to retrieve/locate this history.

5.2. Hosting Activities

Ms. Wilcox presented ideas for potential community activities (Home/Garden show, Spring Break/Job Fair) that might fall under the purview of the EDA. Ms. Wilcox will look into these concepts further for future discussion by the EDA.

Motion to Adjourn: Ms. Wilcox, second by Ms. Edwards. Motion carried. Adjourn at 8:36 PM