

Lanesboro Economic Development Authority
Regular Meeting
Thursday, September 3, 2020, 11:00 a.m.
Via Zoom and in the Lanesboro Community Center Meeting Room

Present: Phil Dybing, Elaine Edwards, Tom Smith, and Cathy Enerson

Absent: None

Visitors: Andrezj Zalinski, Sarah Peterson, and Jason Resseman

Member Edwards called the Regular Meeting of the Lanesboro Economic Development Authority to order at 11:00 a.m.

- A. **Agenda:** Cathy Enerson asked to add the EDA Loan funds to the agenda. Member Dybing motioned to approve the agenda with the amendment. Member Smith seconded the motion. Motion carried all in favor.
- B. **Approval of the Minutes:** Member Dybing motioned to approve the minutes from August 6, 2020 as presented. Member Smith seconded the motion. Motion carried all in favor.
- C. **Persons Appearing before the EDA:** None

Regular Business:

A. New Business:

- 1. **REV LEAN plan resolution & REV August meeting wrap up report:** Director Enerson reviewed the proposed sub-committee as well as the resolution supporting it. Member Smith motioned to recommend approval of the resolution to the City Council. Member Dybing seconded the motion. Motion carried with all in favor.
- 2. **Regional Development Tour Video - September 10th premier:** Members were encouraged to register for the virtual event. The program is set for 3-4 p.m. on the 10th, although Lanesboro's portion is only 2 minutes, members are encouraged to watch the entire program to perhaps gain insight into other communities and future ideas.
- 3. **EDA collaboration with P&Z - September 16:** Members are encouraged to attend in person or provide feedback for the Comprehensive Plan update, specifically for future mapping, policies, and goals.
- 4. **Information - County EDA and Commissioners Agendas and Minutes, Chamber Agendas and Minutes:** The County CARES Act Funding Grant program is now actively seeking applications. Businesses are encouraged to apply, applications are being taken on a first come basis. Director Enerson also discussed the idea of sharing agendas and minutes from the local EDA, County EDA, and Chamber of Commerce to keep all groups up to speed with what the others are working on. Enerson will work on coordinating the sharing of information.
- 5. **COVID Funding Grants:** Director Enerson noted that we have been awarded \$10,000 from the SMIF Stay Safe Resource Grant program. Enerson reviewed the requirements of the grant based on the application submitted. Member Smith motioned to recommend the City Council accept the grant funding with the following guidelines: \$5,000 be used for 0% interest loans to businesses, \$5,000 be used for \$200 grants to businesses for PPE expenses not previously reimbursed by other funding sources on a first come basis, as well request that the program be extended through June 30, 2021. Member Dybing seconded the motion. Motion carried with all in favor.

Administrator Peterson shared plans for allocating funding received by the City for COVID19. Director Enerson had proposed the idea of supporting the workforce by providing grants to licensed child care facilities in the City. The City is also working with Acentek and the School to look at providing internet in the park so that outdoor classrooms can be used as well. Member Edwards recommended that a grant of \$7,000 be recommended to the City Council to give licensed childcare providers in Lanesboro, disbursement would be proportionally distributed. Member Dybing seconded the motion. Motion carried with all in favor.

B. Updates:

1. **Treasurer's Report:** The operating fund has a balance of \$9380.27, the Loan fund balance is \$18933.43 as of August 31, 2020. Treasurer's report was approved by consensus.
2. **City/P&Z/HPC/LPU:** Member Smith noted that the Council had not met since the last EDA meeting. Administrator Peterson shared that the Planning & Zoning Commission is working on reviewing the Comprehensive Plan update. As well, the Heritage Preservation Commission has not met since the last EDA meeting.
3. **Chamber of Commerce:** Director Zalasinski noted that this year's membership drive will be different than in years past, businesses will be asked to pledge dues for next year in 2020. The Chamber is also looking to extend the bucket list challenge into 2021, and looking into the possibility of completing the challenge virtually. Work is beginning on the Visitor's Guide for 2020, funds are being requested to complete the matching portion of the Dairyland Grant. Member Smith motioned to approve \$750 towards the matching portion of the grant for the Guide. Member Dybing seconded the motion. Motion carried all in favor.
4. **Lanesboro Business Update:** Several businesses are working on virtual events. In person events are also being designed in order to meet State Health Department guidelines. Many business owners are hopeful that the visitors will respect our community as if it were their own. Sylvan Brewery is hoping to open in October, although an official date has not been set.
5. **EDA Director Update:** Director Enerson highlighted three topics:
 - a. A letter of intention will be requested for a new program bringing healthcare to rural communities. More information will be provided as it becomes available.
 - b. A grant could be applied for from the Lanesboro Community Foundation to help with the Housing Institute to create promotional materials. It was suggested that we wait until the next grant funding cycle to apply.
 - c. Educational Events and planning opportunities, Director Enerson suggested having the Online Marketing and Sales topics before the Holidays. In addition to the one hour course a few one on one sessions could also be offered within our budget. Members agreed to moving the class to October 28th, however offered that Eye Prize Marketing should also be contacted regarding the cost of offering one on one time after the one hour course. Director Enerson will check into the cost and report back.
6. **School Update:** Sarah Peterson provided an update on the Elementary plans as well as the building renovation. The Elementary is beginning the year with in person classes, several safety precautions have been implemented. The classroom spaces are being prepared for the students to come back on September 8th. The School Board did extend the timeline for the project in an effort to reduce the overall budget.

C. Old Business:

1. **Housing Institute:** Member Dybing noted the group has completed the first meeting. Dybing is also working to create a map showing the availability of vacant land, as well as the zoning of those lots. The group plans to update the Council on a quarterly basis, the first update will be in October.

D. Items from Members:

1. **Building for Sale:** Member Dybing noted that the former Methodist Church building is now officially for sale.
2. **EDA Loan Funds:** Mayor Resseman presented the idea of moving the EDA loan funds to F&M Community Bank in an effort to further build a relationship with another local financial institution. Member Edwards motioned to recommend the City Council authorize the transfer of the loan funds. Member Dybing seconded the motion. Motion carried with members Edwards and Dybing in favor, Member Smith voted no.
3. **Project Wizzard:** Director Enerson noted the need to create a database of information so that surveys can be completed quickly when information is requested. These surveys are sent out through DEED, they are requesting information for future business opportunities.

Adjourn: Member Smith moved to adjourn at 12:38 p.m. Motion seconded by Member Dybing. Motion carried all in favor.

Next Meeting: Thursday, October 1, 2020 at 11:00 a.m.

Respectfully Submitted,

Michele Peterson, MCMC
City Administrator/Clerk