

Sleepy Eye EDA Board January 2021 Planning Meeting Minutes
Tuesday, January 26, 2021 – 3:00PM – Sleepy Eye Coffee Company

Mission Statement: *The mission of the Sleepy Eye Economic Development Authority is to maintain and improve the community through the retention and growth of business, industry, and services.*

Board Members Present: Christina Andres (CC), Mike Carr, Casey Coulson, Kathy Haala, Joann Schmidt, Gary Windschitl (CC)

Absent: Board Member, Joe Scheiffert

Advisory Board Members Present: Bob Elston, Kurk Kramer, Wayne Pelzel

A. Call to Order: The meeting called to order at 3:20PM by President, Kathy Haala

B. Approval of Agenda W/ Addition: M/S/A - Mike and Casey

C. Election of Officers: M/S/A - Mark and Joann

Kathy Haala - Chair

Mike Carr - Vice Chair

Gary Windschitl - Secretary/Treasurer

D. Approval of December Meeting Minutes: M/S/A – Joann and Casey

E. Approval of Financial Reports:

1. Revolving Loan Fund: As Written

aa. Remove Jimmy’s Pizza from RLF Ledger – Bankruptcy

M/S/A - Joann and Mark

2. Business Rehab Program: As Written

aa. All of these loans are up to date

3. All Active EDA Resources: As Written

aa. Kurk explained the new loan holders and loan amount numbers for the Rehab and Sign & Awning Programs

4. 2021 EDA Budget

aa. City Manager, Bob Elston presented the 2021 EDA Budget and explained the coding and process for determining the amounts in all of the EDA categories and the determined transfer amount back to the General Fund. He will do a review of the EDA Budget at the end of each fiscal year for the EDA Board.

F. Approval of Bills: None

G. Reports:

1. EDA Coordinator Report: As Written

2. Chamber Director Report: As Written

3. Joann provided an additional update on staffing at LSLC and the additional COVID Relief Grants that the Center was going to receive, and there was a reminder mention of the Installment Notes and the two years remaining on their dormancy.

H. Old Business:

1. **Chasing Our Tails Update:** Nothing new to report
2. **Del Monte Ponds Project:** Tentative meeting scheduled for Wednesday, February 4, with the Pond Group, GreenSeam, and the SBDC
3. **EDA & HRA Boards Housing Discussion:** Representatives from the EDA and the HRA Boards met and began a discussion on additional housing in the community and also in the possibility of home rehab and first-time buyers programs. The group will wait to see if there are any new developments with the new administration being established in Washington DC in regards to housing. Some direction may also come from the Alliance Building Corp project currently in process.
4. **Incubator Space & Guidelines/Criteria:** The Board reviewed two different samples of incubator application forms and an incubator criteria sheet of information to consider when developing an incubator space. After discussion the Board requested that Kurk bring some basic guidelines to the February Board Meeting for the EDA to use for getting this space developed and implemented. They felt that it would be best to stay a general and simple as possible and to be able to consider each individual request for an incubator space on its own. The Board wants to be able to be as flexible as possible to consider multiple options and possibilities whether it is for a business startup, retail, or any other applicable business related location that might be used.
5. **Orchid Inn & DEED Redevelopment/Brownfield Grants:** After another period of discussion regarding this property, the Board concluded we need to move forward with a plan and take the DEED application and get it filled out, devise a plan for reuse and submit it to DEED for first, asbestos abatement, and then for demolition and redevelopment. Kurk will begin working on the plan and application form in the next months. This will be one of the goals for 2021 that will carry over from 2020.
6. **Downtown Rehabilitation, Vacant Buildings/Blight:** The Board was presented with three different articles addressing the topic of downtown blight, empty buildings, and rehab efforts. The discussion included previous successes on Main Street, those buildings and building owners that still present a challenge, and the difficulty with blight enforcement and being able to get any legal traction in the process. The Board determined they would continue to address this topic at each monthly meeting and develop a process in which more successful efforts can take place. This will be one of the goals for 2021 that will carry over from 2020.
7. **Mitchell, SD Cemetery Property:** The City Attorney has finally received all of the property legal papers and documents for the property and has it all in her office. The delay in receiving the paperwork was due to a property filing mistake which had to be corrected by the attorney in Mitchell. Due to this filing mistake, there was also an oversight by the Davison County Courthouse on the property taxes never being charged to the EDA, which was discovered once the filing was revised and corrected. The EDA now has the exact property in its possession they thought they always had. Alissa also stated there was no longer an interest by Peace, Stone, and Light to purchase the property. The EDA will now be receiving annual property tax invoices. Kurk will contact Mitchell churches and see if there are any possibly interested in the property. He will report back information at the February EDA Board Meeting.

I. New Business:

- 1. First Security Agency Sign & Awning Application:** This was the final EDA program application that was previously approved and carried over from 2020 due to depleted funds. The motion was to accept the approved application and award the funding as described in the completed application. M/S/A - Mark and Casey
- 2. Request for EDA Board to Consider Revision on Rehab Application Terms:** The Board considered a submitted request by SEBC to review the wording in the “Terms” of the Business Rehab Application that would change the wording from “forgivable portion of the loan” to read as “a grant” for tax advantage purposes for the applying business. Kurk will discuss this with the city attorney for direction and bring the new language for discussion and consideration to the February meeting.
- 3. Restructuring of EDA Program Criteria and Guidelines:** It was suggested that Kurk make revisions on the amount designations for the Business Rehab Program and the Sign & Awning Program and bring them to the February Board Meeting for the Board to discuss and consider and determine possible changes.
- 4. EDA 5-Year Capital Plan:** The city manager and mayor suggested that the EDA Board begin thinking of possible ideas and goals to put in a five-year plan which will benefit future budget planning and goal setting. The Board will use the extended quarterly EDA Board Meeting in April to bring these thoughts and ideas together for discussion and implementation.
- 5. EDA Online Advertising:** Joann presented ideas that she had in offering some online presence for advertising different opportunities, properties, businesses, etc. in our community which could be viewed state and country wide. This would make available information that could be considered from many different areas and that might help grow our business community and/or community at large. She will present some possible options at upcoming EDA Board Meetings.
- 6. LSLC Installment Notes:** An annual reminder was presented to the Board regarding the deferment of the LSLC notes until 1/1/2023.
- 7. 2021 Goals:**
 - Goal #1)** Downtown Rehab & Blight Reduction Efforts
 - Goal #2)** Community Housing – HRA Assistance & Alliance Building Corp.
 - Goal #3)** Develop Incubator/Professional Building Space - Criteria/Location(s)
 - Goal #4)** Demolition and Rehab of the Former Orchid Inn Facility Property

Meeting Adjourned: Kathy Haala adjourned the meeting at 5:10PM

Next EDA Board Meeting: February 23, 2021 - Noon – Sleepy Eye Golf Course