

## Sleepy Eye EDA November Meeting Minutes

January 24, 2022 @ 4:00pm – Event Center

**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:** Gary Windschitl, Kathy Haala, Joann Schmidt, Casey Coulson, Toby Arneson, Mark Kober, Mike Carr

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

**Absent Members:** None

**A. Call to Order:** The meeting was called to order by President Kathy Haala at 4:08PM.

**B. Approval of Agenda** **M/S/C Casey, Gary**

**C. Election of Officers for 2023:** **M/S/C Casey, Mark**

1. Chairman: Kathy Haala
2. Vice-Chair: Mike Carr
3. Secretary/Treasurer: Gary Windschitl

**D. Approval of November Minutes:** As Written **M/S/C Casey, Toby**

**E. Accept Financial Report** **M/S/C Mark, Joann**

1. **RLF Report:** As Written
2. **Business Assistance Fund:** As Written
3. **All Active EDA Resources:** As Written
4. **2023 EDA Program Disbursements:** As Written

**F. Approval of Bills:** None

**G. Reports**

1. **EDA Coordinator's Report:** As Written
2. **Chamber Director Report:** As Written

**H. Old Business**

1. **LSLC update** – The Little Sprouts Learning Center Board and their President Cody Groen, discussed the present child care numbers and their outlook on the future projections for LSLC. They presently have thirty four children in the facility with plans to expand to a larger building and the potential to provide care for over eighty children in the future. Both Boards discussed the current status of their EDA Loan and the note becoming active. After a number of considerations the EDA Board made a motion to suspend the loan payments until the February 2023 Meeting, and then reconsider what the repayment will look like. **M/S/C Mark, Mike**
2. **Timeline on Sale and Activity of 108 Main Street West Property** – Check with Owner on the Status and Plans Moving Forward – Possibility of Re-Sale of Property?
3. **Sunset Memorial Park Cemetery** – Kurk presented the Board with the latest status on the property. No change
4. **Former China 14 Buildings** – Wayne offered to contact the owners to discuss possible sale of the building.
5. **Former Shane's Tire Property** – The Board considered contacting the County Commissioners to push for the sale of the property ASAP.
6. **Former Orchid Inn Property** – Kurk shared with the Board that the grant application he submitted to the MPCA for The Brownfield Assessment was approved. MPCA was not sure of

total funding amount at this time, but will contact when they have the numbers available and can start the work.

7. **Huey Area Final Landscaping Work** – Michael Springer will begin work in the spring as soon as the weather permits.
8. **EDA/HRA Proposed Meeting** – The two Boards will be meeting this coming week to begin discussion on addressing housing needs and concerns in Sleepy Eye.

## **I. New Business**

### **1. Topics of Discussion for 2023 Planning Session:**

- A) Two bids from Sid's Signs for lettering on wall on corner of Hwys 4 & 14 – tabled
- B) Re-evaluate EDA Business Assistance Application Format/Guidelines/Financial #'s - tabled
- C) Set Goals for 2023 - **M/S/C Mark, Casey**
  - aa) Develop Current Childcare Resolution
  - bb) Demolition And Redevelopment Of Former Orchid Inn Property
  - cc) Continued Downtown Revitalization Efforts
  - dd) Address Community Housing Needs – Cooperative Efforts Between EDA & HRA
  - ee) Bring A Restaurant To Town

**Adjourned:** Kathy Haala @ 5:40PM

The next EDA Board Meeting will be **Tuesday, February 28, 2023** @ Noon in the Council Chambers.

**Sleepy Eye EDA Board February Meeting Minutes  
February 28, 2022 @ Noon – City Council Chambers**

**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:** Toby Arneson, Mike Carr, Casey Coulson, Kathy Haala, Joann Schmidt, Gary Windschitl

**Advisory Board Members Present:** Kurk Kramer, Wayne Pelzel

**Absent Members:** Christina Andres, Bob Elston, Mark Kober

**A. Call to Order:** The meeting was called to order by Chairman Kathy Haala at 12:04PM.

**B. Approval of Agenda:** **M/S/C - Joann, Gary**

**C.** Matt Ibberson & Jen Hinderman Discuss PMS Rentals Business Assistance Application and New Business Opening – 101 Main Street East

**D.** Cody Groen PowerPoint Presentation on Little Sprouts Learning Center Proposal

**E. Approval/Signing of January EDA Board Meeting Minutes:** **M/S/C – Joann, Casey**

**F. Financial Reports Approved as Printed:** **M/S/C – Joann, Mike**

**G. Reports:** The Chamber Director & EDA Coordinator Reports Were Not Included in Meeting Packet and Were Emailed to Board Members Following the Meeting

**H. Old Business:**

1. LSLC Update from Cody Groen, and Kurk distributed the information from Warren, MN on the action that community took to implement and sustain financial support for their childcare center. Discussion on this information will be held at the March EDA Board Meeting.
2. Kurk informed the Board that he has sent two emails to Catherine Haala asking about the 108 Main Street West property and the timeline requirements in the purchase agreement for that property. No responses were given from her end. The Board then also discussed the number of other properties that are vacant and unused on Main Street and what type of action could be pursued in a joint effort by the EDA, City Council, and other community entities to make these property owners take some action on getting the buildings either rehabbed, active, or sold. This discussion will be addressed at the March 28 extended EDA Board Meeting.
3. No update from Brown County on the former Shane's Tire Property as far as going up for sale this spring.
4. No update on the status of the cemetery in Mitchell, SD
5. Former Orchid Inn property – Kurk is working on the possible sale of the property
6. No update on the status of the next meeting between the EDA and HRA Boards.

**I. New Business:**

1. **Recommendations From EDA Finance Committee –**

- a. Approve Sign and Awning Application from Jadon Sellner for Big Splash Car & Pet Wash Sign - \$1597.30 **M/S/C Joann, Gary**
  - b. Approve Business Assistance Application from Sam Armbruster for Randy's Family Drug Rehab Work - \$20,000.00 **M/S/C Casey, Toby**
  - c. Approve Business Assistance Application from Matt Ibberson for PMS Rentals for Rehab Work on 101 Main St. E. Property - \$20,000.00 **M/S/C Mike, Joann**
2. **Price Quotes from Sid's Signs** – The Board discussed the two price quotes from Sid's Signs for the lettering to go on the wall in the pocket park on the corner of Highways 4 & 14. The Board decided they would like to see a computer generated picture of what the letters would look like for the quote with the letters installed on the front of the wall. They also suggested that the quote be a bit more affordable than what was submitted. Tabled decision to March meeting.
  3. **EDA Business Assistance Application Format** – There were a number of reasons discussed for the Board to take a look at the EDA Business Assistance Application Form and make some revisions, changes, and updates. This will be done over the course of the following Board meetings in 2023, so that the 2024 applications will reflect this.
  4. **TigerPath – Student-Centered Workforce Solutions** – Kurk presented the Board with the information, details, and date for this conference. It will be held at Hutchinson High School on Friday, April 28, beginning at 7:30AM. The topics that will be presented that day include: Workforce Shortages, Career Pathways for Students, Business and Student Connections, Work-based Learning, and a few other related topics. He suggested that the board consider attending with him for the days' activities.
  5. The Board decided to have an extended meeting in March to spend extra time on the following topics: childcare, housing, rehab application revisions, downtown empty buildings, ideas for generating more revenue for the EDA, and a few other items. The Board also requested that Kurk contact Mike Kral and ask him to attend the March meeting.
  6. The March meeting will take place at the Event Center on March 28, from 4:00PM – 6:00PM.

**J. Adjourn:** Chairman Kathy Haala adjourned the meeting at 1:17PM.

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EDA Chairman, Kathy Haala

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EDA Secretary/Treasurer, Gary Windschitl

**Sleepy Eye EDA Board March Meeting Minutes**  
**March 30, 2023 @ 4:00PM – Event Center**

**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:** Toby Arneson, Mike Carr, Casey Coulson, Kathy Haala, Mark Kober, Gary Windschitl

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

**Absent Members:** Joann Schmidt

- A. Call to Order:** The meeting was called to order by Chairman Kathy Haala at 4:02PM.
- B. Approval of Agenda:** **M/S/C - Mike, Gary**
- C. Cody Groen Presentation on Little Sprouts Learning Center Proposal**
- D. Approval of February EDA Board Meeting Minutes:** **M/S/C – Casey, Mike**
- E. Financial Reports Approved as Printed:** **M/S/C – Mark, Casey**
- F. Reports:** There was no Chamber Director Report this month and the EDA Coordinator Report as written in the meeting packet.
- G. Old Business:**
  - 1.** Little Sprouts Learning Center update, and proposal was presented by the Chairman of their Board, Cody Groen, with other members of the LSLC Board also present. The proposal is regarding the purchase of the former New Hope Church Building and included feasibility information, renovation cost estimates, a floor plan, available grant opportunities, monthly cost breakdown, timeline, and their “ask” for EDA assistance. After the presentation and discussion of the proposal the LSLC Board was dismissed from the meeting and the EDA Board discussed the proposal. The EDA Board felt the proposal was thorough and that it represented a well thought out and attainable plan to continue with a childcare center here in Sleepy Eye. The EDA Board moved to accept the LSLC Proposal.  
**M/S/C – Mark, Mike**
  - 2.** Kurk shared with the Board the email he sent to Catherine Haala asking about the 108 Main Street West property and the timeline requirements in the purchase agreement for that property. It included her response regarding the Boards concerns. She stated her plan was to move forward.
  - 3.** No update from Brown County on the former Shane’s Tire Property as far as going up for sale this spring/summer.
  - 4.** Kurk reported that he attended a meeting in Mitchell, SD, regarding the cemetery property that the EDA owns. The meeting was held to discuss the formation of a local cemetery association that would take over ownership from the EDA. The meeting lasted for approximately 90 minutes and was attended by over 20 people which included representatives from Davison County, the City of Mitchell City Council, the current grave digger/sexton, and others who have friends and

relatives buried in the cemetery. The Board decided to wait and hear what the results of this group's next meeting will bring after they meet in April.

5. Former Orchid Inn property – The EDA Board examined the Purchase Agreement that was put together by the City Attorney for the sale of the property and agreed to have it presented to Glenn Schroepfer for his approval and signature.
6. No update on the status of the next meeting between the EDA and HRA Boards.
7. Price Quotes from Sid's Signs – The Board discussed the two price quotes from Sid's Signs for the lettering to go on the wall in the pocket park on the corner of Highways 4 & 14. The Board decided they would take no action at this time and would look for possible other alternatives regarding getting the name "Sleepy Eye" displayed in that corner.

#### **H. New Business:**

1. EDA Business Assistance Application – The Board discussed the EDA Business Assistance Application Form and some revisions, changes, and updates that they want to make to the program which will include changing the loan cap to \$25,000.00, the loan to grant ratio in the program to 60% loan and 40% grant, and that the early payoff of the loan is to include all years of interest that would have been accumulated on the loan. They asked Kurk to implement these revisions into the application form to become effective in 2024 and present the revised application for final approval at the April EDA Board Meeting.
2. Inactive/Vacant Main Street Buildings – The Board began discussing what actions or requirements could be implemented to get the remaining buildings that are on Main Street either back in use or sold to someone that will take that action to get them back to use. Kurk mentioned another inquiry he had requesting information on available Main Street buildings for business location.
3. The Board also discussed succession planning for particular businesses on Main Street that we would hope to see continue after the elderly owners no longer were involved in the business.

#### **I. Adjourn:** Chairman Kathy Haala adjourned the meeting at 5:37PM.

The April EDA Board Meeting is scheduled for Tuesday, April 25, 2023, at Noon.

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EDA Chairman, Kathy Haala

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EDA Secretary/Treasurer, Gary Windschitl

**Sleepy Eye EDA Special Meeting Minutes**  
Tuesday, April 11, 2023 @ Noon, Council Chambers

**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:** Toby Arneson, Mike Carr, Casey Coulson, Kathy Haala, Mark Kober, Joann Schmidt, Gary Windschitl

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

**Absent:** Christina Andres

**A. Call to Order:** The meeting was called to order at 12:10PM on April 11, 2023.

**B. Discussion on the Former Orchid Inn Property, the Purchase Agreement between SE EDA & Schroepfer Properties, and the MPCA Access Agreement & \$10K Grant**

1. Page 1 – First Paragraph – “Schroepfer Properties”, Buyer
2. Page 1 - #2 Closing – “on or after July 2, 2023”
3. Page 5 - #14 Seller’s Contingencies –
  - a. No exterior parking after regular business hours unless fenced...
  - b. Privacy fence –
    - i. Buyer prefers fence to be 8 feet instead of 6 feet
    - ii. removal in future if needed for accommodating semi traffic – on north and/or east side
  - c. Ok as written
  - d. Ok as written
4. Buyer’s request to begin installing fence around east gravel parking area asap
5. Fence material cost estimate from Menards - \$12,695.56
6. MPCA Access Agreement & \$10K Grant Status/Action

The EDA Board Approved:

**M/M/S Mark, Casey**

- #1 and #2 as highlighted
- #3 – 8-foot fence to be completely installed around east gravel parking area perimeter. At the time of 2-3 years, or other timeframe, that semi traffic warrants partial fence removal, the buyer approaches EDA for request to accommodate possible removal of fence
- #4 – Buyer to begin fence installation asap upon signed purchase agreement
- #5 – EDA will cover \$6000.00 of fence costs to be paid at closing
- #6 – Upon signed Purchase Agreement inform MPCA of forfeiture of the \$10,000.00 grant award due to change in property status

**C. Meeting adjourned at 12:40PM**

Next EDA Board Meeting – Regular monthly meeting on Tuesday, April 25, 2023 – Noon

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EDA President Kathy Haala

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EDA Sec/Treas. Gary Windschitl

**Sleepy Eye EDA Board March Meeting Minutes**  
**April 25, 2023 @ Noon –**

**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:** Toby Arneson, Mike Carr, Kathy Haala, Joann Schmidt, Gary Windschitl

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

**Absent Members:** Casey Coulson, Mark Kober

**A. Call to Order:** The meeting was called to order by Chairman Kathy Haala at 12:02PM.

**B. Approval of Agenda:** **M/S/C - Mike, Joann**

**C. Approval of March 2023 & Special April 11, 2023, EDA Board Meeting Minutes:**  
**M/S/C – Gary, Joann**

**D. Financial Reports Approved as Printed:** **M/S/C – Mike, Joann**

**E. EDA Coordinator & Chamber Director Reports:** As Written

**F. Old Business:**

1. Little Sprouts Learning Center Update: None
2. Kurk shared with the Board the email he sent to Catherine Haala asking about the 108 Main Street West property and if she had an interest in selling the property as there may be a prospective buyer interested in it. There is an ongoing conversation regarding this possibly taking place.
3. Kurk reported that he continues to be in contact with the group from Mitchell, SD, considering forming a cemetery association to take over ownership of the cemetery that the EDA owns. The Board has structured and approved an offer to the cemetery association group to consider regarding the establishment of a “Perpetual Care Fund”, other related costs, and a timeline for consideration of the offer in the hopes that the group will take ownership of the property.

**M/S/C – Joann, Toby**

4. Former Orchid Inn property – The Purchase Agreement has been signed, the closing date set for July, and the agreement for the installation of a perimeter fence for the east gravel parking area.
5. No update on the status of the next meeting between the EDA and HRA Boards.
6. The Board approved the following revisions in the “terms” of the Business Assistance Application to begin in 2024: #1 – loan amount capped at \$25,000.00, #2 – The program will be a combination of two 10-year loans at the prime rate, one active (60% of the total loan amount) and one dormant (40% of the total loan amount) with the dormant loan becoming forgivable after 7 years. #5 - The active loan can have a loan payoff prior to the ten years maturity of the loan, the payoff amount must include all the remaining balance of the active loan, and the total interest amount of the dormant loan. Then the forgivable(dormant) portion of the loan is forgiven at that time.

**M/S/C – Mike, Toby**



7. The final topic of old business was a lengthy discussion regarding empty and inactive buildings on Main Street. Discussion included city ordinances, blight, purchase offers, consideration of “target” buildings, and a possibility of implementing a “Vacant Building Registration Program”. The Board is continuing to research possible ways to address this situation in order to take action on this problem. This topic will be on the May Agenda for continued discussion.

**G. New Business:**

1. Kurk presented information on an upcoming UMN Extension Seminar that he is planning to attend that will be addressing the concerns in rural communities regarding succession planning for local businesses. The seminar is entitled, “Retaining Rural Businesses with Business Succession & Transition” and will be held on May 10.
2. There was a brief discussion on the initial request from the Arena Board for EDA assistance with an upcoming project. No specific details were presented, so no action was taken at this time. The EDA Board understands the importance of this facility in our community and is willing to continue supporting the arena projects.
3. Kurk updated the Board on the upcoming plans for landscaping around the Huey and north end of Veteran’s Park, and he presented the cost estimates for materials and labor from Bluestem Garden Works for the project. He also presented an estimate from BGW for replacing the three evergreen trees in the pocket park on the corner of 4 & 14.
4. Kurk shared the results of the Farmer’s Market Survey that he designed, and Joann posted on the city website. In less that a week there were 85 responses to the survey with much input on the support for it, the products the market should offer, the day, time, and location of this event. Kurk is going to continue pursuing the possibility of getting this established again in the community.

**H. Adjourn:** Chairman Kathy Haala adjourned the meeting at 1:20PM.

The May EDA Board Meeting is scheduled for Tuesday, May 23, 2023, at Noon.

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EDA Chairman, Kathy Haala

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EDA Secretary/Treasurer, Gary Windschitl

**Sleepy Eye EDA Board March Meeting Minutes**  
**May 23, 2023 @ Noon**

**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:** Toby Arneson, Mike Carr, Casey Coulson, Kathy Haala, Joann Schmidt, Gary Windschitl

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

**Absent Members:** Mark Kober

- A. Call to Order:** The meeting was called to order by Chairman Kathy Haala at 12:03PM.
- B. Approval of Agenda:** **M/S/C - Mike, Joann**
- C. Approval of April 2023, EDA Board Meeting Minutes:** **M/S/C – Gary, Joann**
- D. Financial Reports Approved as Printed:** **M/S/C –Joann, Mike**
- E. EDA Coordinator & Chamber Director Reports:** As Written
- F. Old Business:**
1. Little Sprouts Learning Center Update: The Board has put their pursuit of a new building on hold for at least thirty days.
  2. Kurk shared with the Board the emails with Catherine Haala regarding the 108 Main Street West property. She does not want to sell the property. The Board discussed the timeframe in the closing covenant and the financial responsibility that will be required if the timeline is not met.
  3. Kurk reported that he continues to be in contact with the group from Mitchell, SD, considering forming a cemetery association to take over ownership of the cemetery that the EDA owns. The Board has structured and approved an offer to the cemetery association group to consider regarding the establishment of a “Perpetual Care Fund”, other related costs, and a timeline for consideration of the offer in the hopes that the group will take ownership of the property. The Board approved extending the required timeline for the completion of this organization to take place.
  4. No update on the status of the next meeting between the EDA and HRA Boards.
  5. The Board began to consider a succession plan requirement be added to the Business Assistance Application to begin in 2024. This was tabled to the June meeting agenda.

6. The final topic of old business was continued discussion regarding empty and inactive buildings on Main Street. The Board is continuing to research possible ways to address this situation to act on this problem. A couple of buildings were considered for purchase if the owner is willing to sell. This topic will be on the June Agenda for continued discussion.

**G. New Business:**

1. The Board approved the Sign & Awning Application from Sleepy Eye Electric and will award \$2750.00 to help defray total costs of the project of \$7110.42.  
**M/S/C - Mike, Toby**
2. The Board considered a request to place a memorial bench in Veteran's Park. The request was denied since two metal benches were recently purchased and will be installed in the park upon completion of the current landscaping work being done.

**H. Adjourn:** Chairman Kathy Haala adjourned the meeting at 12:43PM.

The June EDA Board Meeting is scheduled for Tuesday, June 27, 2023, at Noon.

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EDA Chairman, Kathy Haala

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EDA Secretary/Treasurer, Gary Windschitl

**Sleepy Eye EDA Board June Meeting Minutes**  
**June 27, 2023 @ Noon**

**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:** Toby Arneson, Mike Carr, Casey Coulson, Kathy Haala, Joann Schmidt, Mark Kober

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

**Absent Members:** Gary Windschitl

- A. Call to Order:** The meeting was called to order by Chairman Kathy Haala at 12:00PM.
- B. Approval of Agenda:** **M/S/C – Joann, Toby**
- C. Approval of May 2023, EDA Board Meeting Minutes:** **M/S/C – Joann, Mark**
- D. Financial Reports Approved as Printed:** **M/S/C –Mike, Casey**
- E. EDA Coordinator & Chamber Director Reports:** EDA Report was absent from meeting packet and later emailed to EDA Board. There was no Chamber Report.
- F. Old Business:**
1. The Board approved the purchase agreement for the Sunset Memorial Park Cemetery, and it has been sent to the attorney in South Dakota for approval and signing. The closing date for the Sunset Memorial Park Cemetery Association to take over ownership will be on or before July 14.
  2. There was nothing new to report on the joint effort with the HRA and EDA regarding addressing the housing needs in Sleepy Eye.
  3. The Board spent time again discussing the empty, vacant, and inactive buildings on Main Street. The EDA is currently looking at two buildings and has been in conversation with the current owners to purchase them. There are several things happening currently in these efforts and will hopefully become a reality soon.
  4. The Board was also updated on the efforts by the owner of the former Berg Hotel and City Hall buildings. It is the hope of the EDA that this will become something that we will soon see some positive activity regarding both properties.
  5. In the May Board Meeting there was some discussion on considering a succession plan requirement be added to the Business Assistance Application to begin in 2024. This was tabled to the June meeting agenda but was not discussed. It will be revisited in the July EDA Board Meeting.

**G. New Business:**

1. The Board was informed that there was another application in the works for the EDA Sign & Awning Program. I informed the Board that there was approximately two thousand dollars available that could be awarded for this application should it be approved.

**H. Adjourn:** Chairman Kathy Haala adjourned the meeting at 12:41PM.

The July EDA Board Meeting is scheduled for Tuesday, July 18, 2023, at Noon.

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EDA Chairman, Kathy Haala

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EDA Secretary/Treasurer, Gary Windschitl

**Sleepy Eye EDA Board July Meeting Minutes**  
**July 18, 2023 @ Noon**

**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:** Toby Arneson, Mike Carr, Casey Coulson, Kathy Haala, Joann Schmidt, Mark Kober, Gary Windschitl

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

**Absent Members:** Christina Andres

**A. Call to Order:** The meeting was called to order by Chairman, Kathy Haala, at 12:01PM.

**B. Approval of Agenda:** **M/S/C – Joann, Toby**

**C. Approval of June 2023, EDA Board Meeting Minutes:** **M/S/C – Joann, Mark**

**D. Financial Reports Approved as Printed:** **M/S/C –Mike, Gary**

**E. EDA Coordinator & Chamber Director Reports:** Both reports were included in the meeting packet.

**F. Old Business:**

1. The Board approved the resolution to sell the cemetery property in Mitchell, SD. **M/S/C –Mark, Mike**  
Kurk also updated the Board on the signed purchase agreement, title company work, and closing date to be within the coming week.
2. There was nothing new to report on the joint effort with the HRA and EDA regarding addressing the housing needs in Sleepy Eye.
3. There was discussion on the 205 Linden property and whether the EDA was interested in purchasing the property. The Board felt it didn't really meet the criteria that the Board wanted it to have, and that would be to rehab a blighted property. The Board had no interest in purchasing this property.
4. The Board spent time again discussing the empty, vacant, and inactive buildings on Main Street. The EDA is currently looking at two buildings and has been in conversation with the current owners to purchase them. There are several things happening currently in these efforts and there will possibly be some new information on them coming in the next week or two, so it was tabled to the August meeting. They specifically discussed the former China 14 building and its continued deterioration, so the Fire Chief is going to be contacted to see what kind of action could be taken due to the building being a potential hazard.

**G. New Business:**

1. The Board approved the application for the EDA Sign & Awning Program from “The Mane Bandit Salon”, Tawnee Huiras. They awarded \$737.00 to be used for the signage on the 237 W. Main St. building owned by Matt Mages.

**M/S/C –Mark, Joann**

There was discussion by Board members that the existing Sign and Awning Program be examined at the January 2024 EDA Planning Meeting.

2. The Board received a written update on Little Sprouts Learning Center from the LSLC Board Chairman, Cody Groen. No action was taken as there was no request for assistance in the update.

**H. Adjourn:** Chairman, Kathy Haala, adjourned the meeting at 12:41PM.

The August EDA Board Meeting is scheduled for Tuesday, August 22, 2023, at Noon.

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EDA Chairman, Kathy Haala

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EDA Secretary/Treasurer, Gary Windschitl

**Sleepy Eye EDA Board July Meeting Minutes**  
**August 22, 2023 @ Noon**

**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.

**Members Present:**, Mike Carr, Kathy Haala, Joann Schmidt, Mark Kober, Gary Windschitl

**Advisory Members Present:** Kurk Kramer, Wayne Pelzel, Bob Elston, Christina Andres

**Absent Members:** Toby Arneson, Casey Coulson

**A. Call to Order:** The meeting was called to order by Chairman, Kathy Haala, at 12:06PM.

**B. Approval of Agenda:** **M/S/C – Mark, Mike**

**C. Approval of July 2023, EDA Board Meeting Minutes:** **M/S/C – Mike, Joann**

**D. Financial Reports Approved as Printed:** **M/S/C –Joann, Mark**

**E. EDA Coordinator & Chamber Director Reports:** Both reports were included in the meeting packet.

**F. Old Business:**

1. The Board was presented with an update report from Little Sprouts Learning Center which included its current enrollment numbers, with estimated future projections and plans.
2. There was nothing new to report on the HRA and EDA regarding addressing the housing needs in Sleepy Eye.
3. There was discussion on the former Sleepy Eye Electric Property. The EDA Board was willing to let the PUC work a deal with the owners and develop it as the PUC Commissioners decided.
4. The Board spent time again discussing the empty, vacant, and inactive buildings on Main Street. The EDA Board is currently looking at two buildings and has asked Kurk to meet with the owner and see if a “walk-through” could be scheduled with both buildings and then bring it back for discussion on a possible purchase for rehab and resale.
5. There was a review of the Commercial Rehab Lease Agreement that was established earlier this year. An addition regarding “a damage deposit” was added to the original agreement and was approved as written. This will be the document presented to the interested business owner considering renting a room in the Community Center beginning in October.



**G. New Business:**

1. The Board approved the application for the EDA Sign & Awning Program from “Adapt & Thrive Chiropractic”, Alexis Green. The business is located on the east end of the Schutz Family Foods building. The EDA will offer financial assistance in the purchase of the signage in the amount of \$735.26.

**M/S/C –Mike, Mark**

2. The EDA Finance Committee met to review the first of the 2024 EDA Business Assistance Applications and they recommended to the full EDA Board to approve this application. This loan award will not become active or distributed until after the first of the year, 2024. The Board approved this application.

**M/S/C –Joann, Mike**

3. The preliminary 2024 EDA Budget Numbers was tabled to the September 2023 EDA Board Meeting

**H. Adjourn:** Chairman, Kathy Haala, adjourned the meeting at 12:55PM.

The September EDA Board Meeting is scheduled for Tuesday, September 26, 2023, at Noon.

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EDA Chairman, Kathy Haala

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EDA Secretary/Treasurer, Gary Windschitl

**Sleepy Eye EDA Board July Meeting Minutes  
September 26, 2023 @ Noon**

**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.

**Members Present:**, Mike Carr, Kathy Haala, Joann Schmidt, Gary Windschitl

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

**Absent Members:** Toby Arneson, Casey Coulson, Mark Kober, Christina Andres

**A. Call to Order:** The meeting was called to order by Chairman, Kathy Haala, at 12:05PM.

**B. Approval of Agenda:** **M/S/C – Joann, Mike**

**C. Approval of August 2023, EDA Board Meeting Minutes:**

1. Approved with addition of “for Schroepfer Properties” in New Business #2

**M/S/C – Mike, Joann**

**D. Financial Reports Approved as Printed:** **M/S/C –Mike, Joann**

**E. EDA Coordinator & Chamber Director Reports:** Both reports were included in the meeting packet.

**F. Old Business:**

1. The Board was presented with an update report from Little Sprouts Learning Center. LSLC is no longer in the position of submitting an offer to purchase the former Community Church Building as a higher offer was accepted for the property. So the EDA Board tabled this to the October meeting to consider some alternatives to a building for the childcare center.
2. The Board is currently considering two buildings (old Minnegasco and Cleaners Buildings) and had a “walk-through” of both buildings the day prior to this meeting. Discussion on a possible purchase of the buildings was held. A motion was made to purchase one of the buildings(Cleaners), however, after further discussion, the Board felt a few other details and information needed to be obtained, so the motion died for lack of a second. It was tabled to the October meeting and then will be reconsidered with the details in question being presented by Kurk.

**G. New Business:**

1. The Board approved the application for the EDA Sign & Awning Program from “Classic Trends Salon”, Jen Hinderman. The business is located at 101 Main Street East. The EDA will offer financial assistance for the awning lighting and rehab work in the amount of \$509.21.

**M/S/C –Gary, Mike**

2. The preliminary 2024 EDA Budget Numbers were presented to the EDA Board by Bob Elston.
3. Kurk presented the estimate for the arena expansion plans to the EDA Board for preliminary consideration as the Arena Board works through contract negotiations for ice time and has not committed to the project at this time, but wanted the EDA Board to be aware of the possible financial assistance request that may be coming from the Arena Board in the future.
4. The EDA Board addressed some questions from Rachel Albrecht (Insight Counseling) on the lease agreement for the office space in the Community Center.

**H. Adjourn:** Chairman, Kathy Haala, adjourned the meeting at 12:57PM.

The October EDA Board Meeting is scheduled for Tuesday, October 24, 2023, at Noon.

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EDA Chairman, Kathy Haala

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EDA Secretary/Treasurer, Gary Windschitl

**Sleepy Eye EDA Board Meeting Minutes**  
**October 24, 2023 @ Noon**

**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.

**Present:** Mike Carr, Kathy Haala, Joann Schmidt, Gary Windschitl, Toby Arneson, Casey Coulson, Mark Kober, Wayne Pelzel, Bob Elston, Christina Andres, Kurk Kramer

**Absent:** None

**A. Call to Order & Approval of Agenda:** The meeting was called to order by Chairman, Kathy Haala, at 12:03PM.

**B. Approval of September 2023, EDA Board Meeting Minutes:**

M/S/C – Joann, Gary

**C. Financial Reports Approved as Printed:**

M/S/C –Mike, Mark

1. Kurk explained the current status of the Sign & Awning Applications from “The Mane Bandit Salon” and “Adapt and Thrive Chiropractic” with Sid’s Signs.

**D. EDA Coordinator & Chamber Director Reports:** Both included in the meeting packet.

**E. Old Business:**

1. The Board discussed the ongoing situation with Little Sprouts Learning Center and a future location for the Center. Kurk will contact Cody Groen and discuss what the LSLC Board is currently exploring for building alternatives. Some discussion was held regarding a new location with a modular type building. There were questions regarding the length of time left with Tri-Valley and the contract agreement they have with the school district. A suggestion was made to contact Tri-Valley to see if they would have any interest in selling their current building and then LSLC could have the whole building to meet their needs regarding space. Wayne volunteered to contact Tri-Valley to have that discussion, Mark and Kurk also offered to be part of the conversation. This group will report back to the EDA Board in November. Kurk will also talk with Larry Krenz to find out who purchased the former Community Church Building so a discussion could take place with the new owner and LSLC on the possible use of that building.
2. Kurk reported that Rachel Albrecht, “Insight Counseling LLC”, had signed the lease agreement, paid the damage deposit, and received the keys for the office space in the Community Center. She is planning on beginning November 1.
3. The EDA Board has been considering the possible purchase of two buildings (old Minnegasco and Cleaners Buildings) over the past couple of months. After the “walk through” of the two buildings earlier in the month, and due to the size and condition of the Minnegasco Building, the Board felt this was not a building they would consider at this time. There was extensive discussion regarding the consideration of purchasing the “Cleaners Building”. Costs for purchasing the property, cost of renovations and rehab work, the consideration of the adjoining

70' x 25' lot (Parcel ID 00200002504045) cost, not having a specific plan for use of the building, having a building inspector look at the building to determine condition, and numerous other concerns were exchanged. The only action to be taken at this time is to have it inspected to try and determine rehab costs. Kurk will be showing the building on 10/30/2023 to a possible business prospect.

**F. New Business:**

1. The Board again addressed the concerns 108 Main Street West Property owned by Hannah Real Estate Partners and the lack of activity for the rehab work as described in the Closing Covenant Timeline in the Purchase Agreement. The specifics are as follows:
  - a. On or before April 15, 2024, Buyer shall complete the following rehabilitation work at the Property: Restore and renovate the building in keeping with its historic architecture; asbestos will be abated in accordance with state standards; all plumbing and electric will be replaced; the roof will be tested and repaired as required; exterior façade of the building will be restored with full attention to the existing fine details of the building face; and historic elements of the interior will be restored and enhanced.
  - b. On or before November 15, 2024, Buyer shall have at least one business in operation at the Property.
  - c. If condition above is not achieved, the Buyer shall pay to the Seller a penalty of \$50.00 per day for each day after the deadline until condition is achieved. The parties agree the penalty amount herein is reasonable.

The Board has directed Kurk to discuss these concerns with the City Attorney and have her send a letter to the owners reminding them of the timeline requirements and financial penalties if the timeline is not met.
2. Discussion was held on the EDA parking lot property on the south side of Wooldrik Park, and whether the EDA should consider leasing those lots as was done some years ago. The Board has determined to keep it as public parking for business employees and community members.
3. Christina Andres introduced information on the Placer.ai Program and will bring more information to the EDA Board at upcoming meetings. She is considering implementing this program in 2024 with financial support coming from the Chamber Board, CVB Board, and EDA Board. Initial cost estimate for the program is \$17,000.00.

**G. Adjourn:** Chairman, Kathy Haala, adjourned the meeting at 12:57PM.

The next EDA Board Meeting is scheduled for Tuesday, November 28, 2023, at Noon.

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EDA Chairman, Kathy Haala

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EDA Secretary/Treasurer, Gary Windschitl

**Sleepy Eye EDA Board Meeting Minutes  
November 28, 2023 @ Noon – Dawg Haus Meeting Room**

**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.

**Present:** Kathy Haala, Joann Schmidt, Gary Windschitl, Casey Coulson, Mark Kober, Wayne Pelzel, Bob Elston, Christina Andres, Kurk Kramer

**Absent:** Mike Carr, Toby Arneson

**A. Call to Order & Approval of Agenda:** The meeting was called to order by Chairman, Kathy Haala, at 11:59PM.

**B. Phil Seifkes Presents Inspection Report on Cleaners Building**

**C. Approval of October 2023, EDA Board Meeting Minutes:**

M/S/C – Joann, Mark

**D. Financial Reports Approved as Printed:**

M/S/C –Casey, Mark

**E. Approval of Bills:**

1. Cornerstone Home Inspection Services - \$1000.00

M/S/C –Casey, Joann

**F. EDA Coordinator & Chamber Director Reports:** Both included in the meeting packet.

**G. Old Business:**

1. The Board was given the information regarding the conversation that took place with Tri-Valley and the possibility of working out a cooperative agreement between the Tri-Valley group and LSLC in the current location. Kurk shared the details of the conversation with Tri-Valley CEO, Jason Carlson, and Cody Groen of LSLC. Enrollment numbers at LSLC currently are in good shape.
2. After the inspection report and summary of the Cleaners Building was presented to the EDA Board, the Board agreed to take no action on the purchase of the property due to the anticipated costs involved in the rehabbing of the building, and not pursue the purchase of the property to the south of the building. (The 70' x 25' lot - Parcel ID 00200002504045)
3. 108 West Main Property – Last month the Board directed Kurk to discuss the concerns with the City Attorney regarding the lack of activity on this property and have her send a letter to the owners reminding them of the timeline requirements and financial penalties if the timeline is not met. The letter was sent, and it included the offer to buy back the property which brought an immediate response from Hannah Real Estate Properties stating they would sell the property. The EDA Board made a motion to buy the property back for the original selling price of \$50,000.00 and to include covering the closing costs. The closing is to take place before the end of December 2023. M/S/C – Joann, Casey

**H. New Business:**

1. No new business

**I. Adjourn:** Chairman, Kathy Haala, adjourned the meeting at 12:29PM.

The next EDA Board Meeting is scheduled for Tuesday, December 19, 2023, at Noon.

The Annual EDA Board Planning Meeting will be held on Wednesday, January 24, at the PIX beginning at 4:00PM.

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EDA Chairman, Kathy Haala

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EDA Secretary/Treasurer, Gary Windschitl

**Sleepy Eye EDA Board Meeting Minutes  
December 19, 2023 @ Noon – Council Chambers**

**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.

**Present:** Kathy Haala, Joann Schmidt, Gary Windschitl, Casey Coulson, Mark Kober, Mike Carr, Toby Arneson, Wayne Pelzel, Bob Elston, Christina Andres, Kurk Kramer

**Absent:** None

- A. Call to Order & Approval of Agenda:** The meeting was called to order by Chairman, Kathy Haala, at 11:58AM. **M/S/C – Joann, Gary**
- B. Approval of November 2023, EDA Board Meeting Minutes:** **M/S/C – Mark, Joann**
- C. Financial Reports Approved as Printed:** **M/S/C –Mike, Toby**
- D. Approval of Bills:**
1. SMIF Annual Contribution - \$1000.00 **M/S/C –Joann, Mark**
- E. EDA Coordinator & Chamber Director Reports:** Both included in the meeting packet.
- F. Old Business:**
1. 108 West Main Property – Kurk signed the documents on the closing of the property on December 12, so the EDA once again owns the building. The Board directed Kurk to contact Phil Seifkes and ask him to do a building inspection and submit a report before any further action is taken on the property.
  2. The ice cream shop and boutique considerations have been put on hold until after the holidays.
- G. New Business:**
1. Kurk presented numerous topics that were discussed over the course of the 2023 EDA Board Meetings that were suggested to be topics of consideration at the 2024 Planning Meeting. The intent was to give the Board some lead time to consider them before the January meeting.
  2. Mayor Pelzel presented the preliminary thoughts on the possibility of a community recreational facility, the formation of a committee to consider this topic, and the idea stemming from a local businessman offering to donate



\$100,000.00 for pickle ball courts which would be part of the facility. No action was taken, just information shared.

3. Kurk presented the Application for Property Exempt Status from the Brown County Assessor's Office for the 108 West Main Building. The Board agreed he should complete and submit the form to the Assessor's Office.

**H. Adjourn:** Vice-Chairman, Mike Carr, adjourned the meeting at 12:48PM.

The next EDA Board Meeting is scheduled for Wednesday, January 17, 2024, at 4PM.

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EDA Chairman, Kathy Haala

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EDA Secretary/Treasurer, Gary Windschitl