

**Sleepy Eye EDA Board Meeting Minutes  
(Annual Planning Meeting 2024)  
January 17, 2024 – 3:00PM – Dawg Haus**

**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 3:01PM. M/S/C – Casey, Gary
- B. Election of Officers for 2024:** M/S/C – Mark, Gary
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|-------------------------|-----------------|
| 1. Chairman:            | Kathy Haala     |
| 2. Vice-Chair:          | Mike Carr       |
| 3. Secretary/Treasurer: | Gary Windschitl |
- C. Approval of December 2023, EDA Board Meeting Minutes:** M/S/C – Mike, Toby
- D. Financial Reports Approved as Printed:** M/S/C –Mike, Casey
- E. Approval of Bills:**
1. None
- F. City Manager, Bob Elston Explains 2024 EDA Budget:** Bob presented the EDA Budget Report with all of the line items for the Budget Years 2022, 2023, and 2024 explaining each section of line items. He clarified how the EDA finances are used in the programs that the EDA awards financial assistance to applicants. The Board members felt that this clarification helped them to understand the annual budgeted money for the EDA to use. There was also discussion on considering no financial support from the EDA to the Chamber beginning in 2025 due to no services being provided any longer, and that the history behind the financial support was to enable the chamber to function due to lack of funds. The Board felt that at this time the Chamber has revenue generated and the financial support from the EDA is not necessary. More discussion on this topic will be done beginning in July of 2024 when budget considerations for 2025 begin.
- G. EDA Coordinator Report:** Included in the meeting packet.
- H. Old Business:**
1. **Little Sprouts Learning Center Update From LSLC Board Chair:** “We were able to get a 2024 lease signed with TVOC with acceptable terms for both parties. For a modest increase in rent, we were able to get an indoor play area as well as a larger classroom. We are starting the process of getting our license updated. Our hope is to increase the number of infants we are licensed to enroll. Enrollment has maintained at 90% of our current capacity. At this time, we continue to only have

spots for the preschool room, but no space for infants or toddlers. First Children's Finance has a new Rural ChildCare Innovation Program with a webinar next week. I intend to attend. There continues to be news of various funds and grants being made available for childcare, and we continue to explore those opportunities".

2. **Downtown Business District Rehab/Empty Buildings:** This topic was one of the planning topics discussed.
3. **Snow Second Addition/Sleepy Hollow Property:** This topic was one of the planning topics discussed. Joint efforts with the EDA and HRA to explore the possibilities of a spec home/duplex/other.

#### **I. New Business:**

1. **EDA Sign & Awning Program:** The finance committee recommended to the full EDA Board to discontinue the Sign and Awning Program as an individual program and have it be included in the Business Assistance Program Applications. M/S/C –Mark, Casey
2. **The Business Assistance Program:** The Business Assistance Program will remain the same in 2024. The finance committee will use a points system as a guide to evaluate applications in an objective and fair manner.
3. **Business Succession/Transition Survey:** The Board received a first reading of a business succession/transition survey that Kurk presented. The Board will consider how this survey might be used in the future.
4. **Annual Planning Meeting:** There was discussion on changing the planning meeting from January to November in order to have any changes or revisions to EDA programs and any other EDA related topics ready prior to the new year. The Board agreed to making this change.
5. **Patti Armstrong, My Hometown:** Kurk shared some introductory information on this and will be keeping the Board advised as to how things progress with the CVB, Chamber, City and EDA for this program.
6. **2024 Goals:** After discussing the aforementioned topics in Old Business and New Business, the EDA Board Set the following goals for 2024:
  - a. Concentrate on the rehab and development of three of the downtown buildings partnering with private interest to accomplish the plans. 108 W. Main, old Cleaners Building, and old Minnegasco Building.
  - b. Continue to pursue a childcare center resolution with the possibility of considering the community center as the location.
  - c. Consider community housing partnering with the HRA.
  - d. Develop a long-range plan for generating revenue for the EDA.

**J. Adjourn:** Chairman, Kathy Haala, adjourned the meeting at 4:45PM.

The next EDA Board Meeting is scheduled for Tuesday, February 27, 2024, at Noon.

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EDA Chairman, Kathy Haala

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EDA Secretary/Treasurer, Gary Windschitl