

Winona County Economic Development Authority

Thursday January 26, 2023 - 4:30 p.m.

Location: County Office Building, Boardroom

Members Attending: Commissioners Greg Olson and Dwayne Voegeli, Duane Klein, Jim Vrchota, Mike Kennedy, James Doerr, Jason Strangstalien, Daniel Wilson, and Ex-Officio member Scott Sherman

Members Absent: Amber Hamernik and Ex-Officio Linda Soderstrom

Also attending: Kay Qualley, Planning & Environmental Services Director, Lew Overhaug, Planning & Environmental Services Planner; Assistant County Attorney Paul Ellison, and Dusty Liston, CEDA Economic Development Specialist for Winona County

Regular Meeting

1. Call to Order

President Duane Klein called the meeting to order at 4:30 p.m.

2. Introductions and Welcome New Members

The EDA Board members went around the board room stating their name and position. The EDA introduced the new members. Those members include James Vrchota, Daniel Wilson, Jason Strangstalien, and County Board representative Dwayne Voegeli. Staff introduced themselves, as well. Anne Schwertel, staff, does not attend, but creates the packets, notices, and keeps things on track for the EDA meetings.

3. EDA Overview of program, current state

Ms. Qualley provided a presentation as an overview of the EDA's mission and services. The Revolving Loan Fund (RLF), the new ability to apply for loans online through our OpenGov/Citizen Services portal was mentioned. Outreach to banks, types of businesses identified through the Department of Employment and Economic Development statistics and their provided location quotient updates were explained. Additionally, communication with area service organizations and the EDAs of cities within the County takes place about the WC-EDA capacity.

4. Election of Officers

A. President

Nominations were conducted for 2023 officers. Recording Secretary Qualley asked for nominations for President. Duane Klein was nominated, and the EDA board members voted unanimously in favor Duane Klein. Ms. Qualley gave the gavel to Mr.

45 Klein.

46

47 **B. Vice President**

48 EDA Board President Klein opened the floor for Vice President nominations. The sole
49 nominee, Mike Kennedy, was unanimously voted into the position by the EDA.

50

51 **5. Approval of Agenda**

52 On motion by Greg Olson and seconded by James Vrchota, the EDA voted to approve the
53 agenda. Vote: Yes – All.

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55 **6. Approval of Minutes – October 27, 2022**

56 On motion by Greg Olson and seconded by James Vrchota, the EDA voted to approve the
57 minutes. Vote: Yes – All.

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59 **7. Financial Reports, Kay Qualley**

60 **A. October – December 2022**

61 Kay Qualley reviewed the financial reports with the EDA and the balance of the
62 Revolving Loan Fund, as of December 2022.

63

64 On motion by Mike Kennedy and seconded by Jim Vrchota, the EDA voted to approve
65 the October-December 2022 financial reports. Vote: Yes – All.

66

67 **8. Loan Updates**

68 **A. Current Loan Status**

69 D. Liston discussed the financial statements which indicated that one loan was over
70 30 days in payment arrears. Members of the EDA were told that the as payment was
71 expected at this time. One loan holder paid off his loan. There is a potential applicant
72 from St. Charles and one new application pending in OpenGov. D. Liston spoke to
73 them, and they are submitting more concrete paperwork before the loan committee
74 might be noticed to meet. Staff will review the application when the requested
75 information has been provided for cash flow, financial surety, etc. Metz's Hart-Land
76 Creamery notified the County that they are selling their herd and closing their
77 operation. Mr. Metz indicated that they do plan on paying off their loan. The County
78 Attorney, Paul Ellison, stated that he is currently reviewing their documents.

79

80 **9. New Business**

81 **A. 2023 Winona County Housing Study; evaluation overview of consultant proposals
82 and pricing**

83 Kay introduced the 2023 Housing Study Goal, which is to guide public and private
84 investments over the next 5-10 years and to help inform the County 2024
85 Comprehensive Plan. Kay used a PowerPoint to display the 2023 Housing Study
86 Funding Sources and timelines as well. Lew Overhaug described and displayed the
87 housing study staff assessment for the 5 professional services proposals that were
88 sent in. Those firms included HKGI & LOCI, Bolton & Menk, Stantec, MSA & KLJ, as

89 well as Thomas P. Miller. HKGI & LOCI received the most points on the scoring grid
90 (which was posted), along with the responses to the Request for Proposals, on the
91 EDA website. Staff planner, Lew Overhaug highlighting proposal summaries and
92 highlights. HKGI & LOCI received the highest point evaluations and had the lowest
93 bid: one which was on budget. The EDA board made a motion to hire HKGI. All were
94 in favor save 1 Nay vote from Commissioner Olson. The motion passed for a
95 recommendation to the County Board to hire HKGI & LOCI for the 2023 Housing
96 Study. The contract with HKGI & LOCI will be prepared with the firm's bid items and
97 will be on the next available (*March 14th*) County Board meeting as a Request for
98 Board Action.

99
100 **B. 2023 CEDA contract review and approval for Economic Development Specialist**

101 Kay stated that the CEDA Contract *dollar amount* for one day a week staff support
102 had been approved by the Board in the 2023 EDA budget in December 2022. The
103 contract can therefore move forward through the EDA. The motion was made by
104 James Vrchota to approve the CEDA Contract document, seconded by Duane
105 Voegeli. The vote was unanimous. Administration has requested that the approved
106 contract also be approved by the County Board which will come before the body at
107 the next board meeting (*February 14th, 2023*).

108
109 **C. Local Food Map**

110 D. Liston displayed the new draft local food map to the EDA Board members on the
111 big screen. Ms. Liston explained the contents of the food map to the EDA Board
112 members, the goal being to get locals, tourists, visitors to Farmers Markets, apple
113 and other fruit growers, greenhouses, etc. D. Liston will start advertising the food
114 map to all the cities in Winona County and the businesses on the map. D. Liston will
115 also place this map on the Economic Development portion of the County's website
116 and would like to thank the GIS arm of our excellent IT Department for their work
117 on the project.

118
119 **D. Loan Committee Membership (2022: Mike Kennedy and Duane Klein)**

120 James Vrchota volunteered to serve on the loan committee for 2023. Jason
121 Strangstalien also volunteered to serve on the loan committee for 2023.
122 Additionally, the EDA board members voted in Amber Hamernik to be on the loan
123 committee for 2023. The EDA board members voted in President Duane Klein and
124 Vice President Mike Kennedy to the loan committee for 2023 as well. All EDA
125 members were in all in favor of the five nominees. Amber Hamernik will be
126 contacted by staff to see if she agrees to serve as she was unavailable to attend the
127 meeting.

128
129 **10. Old Business**

130 Scott Sherman emailed the old housing study document for the City of Winona to Anne
131 Schwertel.

132

133 **11. Member Reports**

134 None

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136 **12. Director/Economic Development and Staff Reports**

137 Had been given throughout the meeting.

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139 **13. Adjournment**

140 On motion by Jim Vrchota and seconded by Mike Kennedy, the EDA voted to adjourn at
141 6:08 p.m. Vote: Yes – All.

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145 Respectfully Submitted by:

146 Dusty Liston, Economic Development Specialist

147 Kay Qualley, Planning & Environmental Services Director

148 Acting Director, Winona County EDA

149

150

151

152 Signed by:



EDA President/Vice President

5-24-23

Date

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