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**Winona County Economic Development Authority**  
**Thursday April 22, 2021 - 4:30pm**  
**Ring Central Meeting**

**Members Attending:** Chris Meyer, Greg Olson, Jim Vrchota, James Doerr, Ryan Grobe, Mike Kennedy, Duane Klein, Greg Borcharding, Lucy McMartin, Scott Sherman

**Also attending:** Kay Qualley, Planning & Environmental Services Director; Paul Ellison, Winona County Attorney’s office; Lew Overhaug, Planning

**Regular Meeting**

**1. Call to Order**

Chair J. Vrchota called the meeting to order at 4:30 p.m.

**2. Approval of Agenda**

On motion by D. Klein and seconded by C. Meyer, the EDA voted to approve the agenda.  
Vote: Yes – All.

**3. Introductions**

All attendees introduced themselves.

**4. Approval of Minutes – January 28, 2021**

On motion by M. Kennedy and seconded by J. Doerr, the EDA voted to approve the minutes.  
Vote: Yes – All.

**5. Financial Reports, Kay Qualley**

**A. January - March 2021**

Kay Qualley went over the financial reports with the EDA and the balance of the Revolving Loan Fund, as of April 2021 with the payoff of the Douglas Machining loan.

On motion by R. Grobe and seconded by D. Klein, the EDA voted to approve the financial reports. Vote: Yes – All.

**6. Loan Updates, Kay Qualley**

**A. Brief loan program overview: current interest rates banks vs. EDA, structure of loans, what is permitted with these funds**

J. Vrchota explained current bank interest rates and how gap lending is beneficial for business owners and can be used as a credit package by banks. D. Klein concurred with J. Vrchota’s explanation adding that EDA loans are needed and often used as gap financing. K. Qualley explained the eligibility and use of EDA Revolving Loan Fund.

**B. Current Loan Status**

K. Qualley explained current loans during financial report discussion, including outstanding loan information.

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**7. New Business**

**A. Receive Presentation from Mark Schultz, DEED**

Mark Schultz, Regional Labor Market Analyst with the Minnesota Department of Employment and Economic Development (DEED), gave a presentation about labor force statistics and the impact of COVID-19 on Winona County and SE MN.

**B. Budget for 2022 commencing, CEDA quote solicitation**

K. Qualley provided Community and Economic Development Associates (CEDA) staffing rates for 2021, as requested by the EDA committee for the purpose of augmenting EDA staff for Planning & Environmental Services one to two days a month through Professional Services budgeting.

The EDA decided to allot discussion time for strategic planning and funding sources as an agenda item for the next EDA meeting. Representatives of the County Board and Administrator to be invited to participate, per discussion by the EDA Committee.

**C. OpenGov and EDA, on-line application in process**

K. Qualley explained OpenGov with the goal that for potential loan applicants, in addition to the online permitting for the rest of the department, online applications could be made. The new software could also be used for UCC tracking. The County is hoping to go live by the end of 2021.

**8. Old Business**

**A. Winona Chamber of Commerce small business support fund disposition and results**

K. Qualley gave funding amounts from the COVID-19 Cares Act that was sent to the Winona Chamber by County Administration for small business relief. No outcome information was available from the Chamber of Commerce to this point.

**B. Envirolastech Update, Paul Ellison**

Asst. County Attorney explained that the passing of Jeffrey Mintz, one of the owners of Envirolastech, changed any future hope of wage garnishment for the defaulted loan. P. Ellison outlined options for recovery from his estate. J. Vrchota and D. Klein supported the idea to file a Notice of Demand in the last county in which Mr. Mintz resided. K. Qualley shared that the April 27, 2021, Winona County Board agenda will have a "Request to Write off Bad Debt for Economic Development Authority Loan to Jeffrey Mintz," as requested by the EDA committee.

On motion by J. Vrchota and seconded by James Doerr, the EDA voted to instruct the Winona County Attorney's Office to file a Notice of Demand with the last county in which Mr. Mintz resided. Vote: Yes – All.

**9. Member Reports/Comments**

**A. Chris Meyer** – Winona County will receive approximately 9.6 million in American Recovery Plan money from Minnesota Inter-County Association. Once the County Board receives the final details and guidelines for the funds, discussions will occur about what the funds will

97 be used for. It is anticipated that the timeline to use the funds will be significantly longer  
98 than the Cares Act.

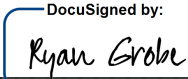
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100 **B. Kay Qualley** – Invited everyone to help with a volunteer tree planting on Arbor Day, the last  
101 Friday of April, at Apple Blossom Park at noon.  
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103 **10. Adjournment**

104 On motion by M. Kennedy and seconded by D. Klein, the EDA voted to adjourn. Vote: Yes – All.  
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106 Next scheduled meeting was July 22, 2021 at 4:30pm but was postponed until Thursday August  
107 5, 2021, at 4:00pm at Metz’s Hart-Land Creamery.  
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110 Respectfully Submitted by:  
111 Anne Schwertel  
112 PL&ES Administrative Specialist  
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116 Signed by  \_\_\_\_\_  
117 EDA President/Vice President

October 29, 2021 | 7:20 AM PDT  
\_\_\_\_\_  
Date

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