



**CHEDA Board Meeting Minutes**  
**Tuesday, September 22, 2020, 7:00 a.m.**

**Present:** Kurt Heldstab, Craig Morgan, Leon Kremeier, Steve Erickson, Paul Eickhof, Tom Vedbratten, and Betty Arvidson

**Liaisons to the Board:** Angelica Weasner

**CHEDA Staff:** Craig Hoiseth, Tiffany Jones, Theresa Tahrán, and Beth DeBoer

**Others present:** Mike Christopherson, Rob Silvers, Don Cavalier, Christine Anderson, Michelle Christopherson, Bobby Baird and Ryan Wall

**Absent:** Dale Stainbrook

- 1) President Heldstab called the meeting to order at 6:58 a.m.
- 2) PUBLIC FORUM – None
- 3) **Approve Agenda**  
*Motion: Member Vedbraaten moved to approve the Agenda as presented, second by Kremeier. Motion carried unanimously.*
- 4) **Approve the Minutes-** July 21, 2020 Board Meeting  
*Motion: Member Erickson moved to approve the July 21, 2020 Minutes as presented, second by Arvidson. Motion carried unanimously.*
- 5) **Consent Agenda**  
*Motion: Member Kremeier moved to approve the Consent Agenda, second by Vedbraaten. Motion carried unanimously.*

Councilman Baird asked if the Chamber has been paid for the Chamber Buck Promotion Program from this spring. Hoiseth stated that the two invoices have been submitted and both paid in the amount totaling just under \$13,000. The board has authorized to pay up to \$15,000.

## 6) Old Business -

### a) Colburn Property Bonding Request Update

Hoiseth asked Weasner if she had any new updates on the application process of the BDPI application. Weasner stated the City will not be doing the loop, instead match with the lower of the driveway of the site plan. Road will go from Ingersoll to the south. Hoiseth stated AIC is moving forward strong with a letter of intent to purchase the ten acres. Originally, they were proposing a loop, now it sounds like they will be ok doing just one road south. Erickson asked is there was a significant dollar amount difference. Hoiseth stated yes there would likely be a lower difference in price for a loop versus a straight road in. Vedbraaten asked when this would take place. Weasner stated when Rich gives the information, then it will be brought to Council.

### b) POHP Update

Hoiseth reported we are currently in Phase 7 & 8, which leaves two phases left to finish up by February. When COVID started we did have to shut down for a bit but we are back up and running. We have expended our \$342,000 matching funds. MN Housing has expanded \$1.25M thus so far. There is a \$150,000 contingency which we have not dipped into very much, so we should be able to stay within budget overall, pending unforeseen issues.

### c) Construction Trades Class Options

Hoiseth stated at the last meeting we had discussed possibly purchasing a house to rehab. Travis Oliver says he only has 7 students which he usually has about 14. We will focus on finishing up the house at Hoven Lane this year, so we will not be purchasing a house to rehab. Heldstab asked where we are at with the house on Hoven Lane. Hoiseth stated Oliver's crew shingled this summer and everything else was buttoned up last spring. The students will work on the interior of the house this school year.

## 7) Main Agenda

### a) B3 – Irishman's Shanty

Hoiseth stated owner Paul Gregg will be doing roughly \$12,000 improvements to the Irishman's Shanty. Originally he wanted to do a larger project but will instead do in separate stages and likely be back next year for another grant. Currently we have expended \$33,500 and with this B3 grant we will have roughly \$11,500 left.

*Motion: Member Vedbraaten moved to approve the B3 grant in the amount of \$5,000 for the Irishman's Shanty, second by Morgan. Motion carried unanimously.*

**b) Resolution 1-9-2020 MJT Properties LLC**

This resolution is a correction to the legal description removing the thirty-five foot strip of land between B & E Meats and Total Lawncare. The strip of land will continue to be owned by CHEDA and Total Lawncare will maintain mowing and snow removal from B & E Meats.

*Motion: Member Morgan moved to Resolution 1-9-2020 MJT Properties, second by Arvidson.*

*Motion carried unanimously.*

**c) USDA RBDG: Total Lawncare**

Hoiseth stated at the June 16, 2020 meeting we had approved a revolving loan for MJT Properties. Since then CHEDA has been awarded the USDA RBDG Grant funds. Originally, we going to help build the facility but an environmental review would have been necessary. We then chose to secure equipment and to a USDA RBDG Loan in the amount of \$80,000 and then we would have first position on collateral. This enables the primary lender to free up funds to finance the building, which is intended to be constructed yet this year. Heldstab inquired if the land has been paid for. Hoiseth stated the land has been paid. Vedbraaten asked if the amounts of collateral have been verified. Hoiseth stated we have researched that information. Vedbraaten asked if financials have been reviewed, Hoiseth stated they have been. Hoiseth also noted that this loan helps with interest rate on equipment.

*Motion: Member Vedbraaten moved to USDA RBDG Loan in the amount of \$80,000 for Total Lawncare and secured by vehicles and equipment, seconded by Arvidson.*

*Motion: Member Arvidson moved to rescind motion of previously approved \$60,000 revolving loan approved June 16, 2020 for MJT Properties, seconded by Erickson.*

**d) Preliminary Budget**

Heldstab stated the Board should review the preliminary budget and if there are any questions to please reach out to Hoiseth or himself. We will approve the budget in December.

**8) Other –**

Hoiseth mentioned Ryan Wall from American Crystal is here and asked him to give brief update. Wall stated they started pre-haul for beets a day late due to rain and full harvest should begin at midnight October 1<sup>st</sup>. Hoiseth asked about the employee difficulties. Wall stated they are struggling and are short 20-30

employees. They have been contracting with EGF and GF so that helps some. With COVID there was a struggle for about 6 months and dealing with isolation and quarantine issues. Wall also mentioned you may notice a lighted flag by the new extraction area. Hoiseth stated typically for October we recognize our Manufacturers but due to COVID we will not be having Manufacturing Week. As normal Hoiseth will still reach out to the manufacturers and if any Board members would like to come along on the visits please let him know.

**There being no further business to come before the board, President Heldstab adjourned the meeting at 7:23 a.m.**

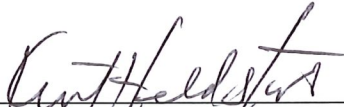

**9) Closed Session (MN Statue 13D.05 Subd. 3(a))**

Attendance: Heldstab, Morgan, Eickhof, Vedbraaten, Kremeier, Arvidson, Erickson and Hoiseth

Discussion of employee performance/objectives 2020 review and followup.

**Heldstab opened the meeting and there being no further business to come before the board, President Heldstab adjourned the meeting at 8:00 a.m.**

*These minutes were officially approved on October 20, 2020*

Attest:  and .  
Board President Executive Director