



**CHEDA Board Meeting Minutes**  
**Tuesday, April 20, 2021, 7:00 a.m.**

**Present:** Kurt Heldstab, Craig Bunes, Steve Erickson, Tom Vedbraaten, Leon Kremeier and Betty Arvidson

**Liaison to the Board: NONE**

**CHEDA Staff:** Craig Hoiseth, Tiffany Jones, and Bill Tate

**Others present:** Mike Christopherson, Rob Silvers, Don Cavalier, Joe Kresl, Kay Hegge, Amy Finch, Ryan Lindtwed, Jim Lambert, and Gladys Bakken

**Absent:** Paul Eickhof

- 1) President Heldstab called the meeting to order at 7:00 a.m.
- 2) PUBLIC FORUM – No one present to address the Board. Heldstab closed the public forum.
- 3) **Approve Agenda**  
*Motion: Member Vedbraaten moved to approve the Agenda as presented, second by Kremeier. Motion carried unanimously.*
- 4) **Approve Minutes** – March 16th, 2021 Board Meeting  
*Motion: Member Erickson moved to approve the minutes, second by Arvidson. Motion carried unanimously.*
- 5) **Consent Agenda**  
*Motion: Member Heldstab moved to approve the Consent Agenda, second by Bunes. Motion carried unanimously.*
- 6) **Old Business** –
  - a) **Colborn Property** – Hoiseth reported that Representative Kiel and her team continue to work on getting the design added to the language in the bill. This will require alignment with the Senate Capital Investment Committee as well.

- b) **POHP** – Hoiseth reported that we are very near the end of the project. The final walk through was conducted and there are only a few items left to complete in addition to the new carpet in a couple of hallways.
- c) **POHP Bond Application** – Hoiseth reported that we are wrapping up the application. One reason for the meeting at Oak Court was to show the Board the condition of the roof.
- d) **Childcare – Crookston’s Little Pirates** – Hoiseth reported that he has received a letter from the Little Pirates Board asking for money to help pay for expenditures associated with acquiring the building to house the center. Hoiseth stated that he asked them for additional information before our next meeting.
- e) **Epitome Energy** – Member Bunes asked about Epitome Energy. Hoiseth reported that he still has weekly conversations with Dennis Egan. His main focus has been focused on the equity drive. He has met with numerous potential investors, and has had some local successes. Dennis communicated that things are going smoothly with the air permitting.

## 7) Main Agenda

### a) B3 Committee Recommendations -

Hoiseth reported that last week a committee which in addition to himself included Councilmen Melbye and Klatt, along with Administrator Finch (Finance Director Ryan Lindtwed also attended) met and discussed one B3 application.

#### i. Jerde Insurance –

Heldstab introduced the committee recommended B3 grant for Jerde Insurance. Vedbraaten asked the City Administrator for clarification on why the amount requested by Jerde Insurance was more than what was being recommended today. Finch reported that the committee wanted to pay 100% of signage and 50% of the marketing and advertising. Vedbraaten asked about a possible second round for Jerde. Hoiseth replied that Jerde Insurance was able to ask for \$5,000 because he was a CHS and UMC Graduate however the committee recommended only \$4,000. Hoiseth stated that he thought it would be fair that he would be able to ask for \$4,000 on the 2<sup>nd</sup> time since he wasn’t awarded the full amount this time.

*Motion: Member Vedbraaten moved to approve the B3 grant in the amount of \$4,000 as recommended, seconded by Bunes. Motion carried unanimously.*

**b) Prairie Skyline –**

Heldstab introduced Kay Hegge to the Board. Kay thanked the Board for helping with the project. Kay offered two apologies. The first was that she misunderstood the loan agreement between CHEDA and Prairie Skyline. She thought it was a line of credit for \$75,000. The second apology was that she was wrong on the extension date of the grant. She reported last month that the extension date was May 2021 however the actual date is May 2022. Hoiseth explained to the Board that the project is nearing the end. They have one last item to complete which is installing the tile on the roof. The tile has been purchased by Kay for \$7,000 and the general contractor is waiting for bids for installation which is estimated to be around \$10,000. The final grant payment from the State will be for \$41,300. The current balance on the loan is around \$20,000 that accrues interest monthly.

*Motion: Member Arvidson moved to approve an increase to the balance of the loan up to \$41,000 with the continued accrued interest contingent on bids for installation being accepted for tile installation within the grant funding. Executive Director to verify before borrowing additional funds. Seconded by Vedbraaten. Motion carried with five ayes and one nay from Member Erickson.*

**c) Construction Trades Class 2021/2022 –**

Hoiseth asked the Board what their thoughts were regarding next year's construction trades school house. Hoiseth voiced concern about the cost of building materials at this time, and if prices returned to some normalcy, we might have a \$300,000 house that would only bear a selling price of \$250,000 next year. Buness stated that he agreed with Hoiseth on not building a house this year. Arvidson concurred. Erickson asked about the possibility of rehabbing a home to allow the CT Class an opportunity to partner with CHEDA. Hoiseth stated that he will be visiting with the school district regarding a plan for next year.

**d) AIC Project Update/Status –**

Hoiseth introduced the Project Manager of the Ag Innovation Campus, Jim Lambert. Jim gave the Board an update regarding the Ag Innovation Campus. The initial plans for the entire building had to be scaled back some due to the cost of materials to build. Because of COVID, the cost has increased by 40%. Jim informed the Board about the earthwork for the project being \$800,000 and wondered what CHEDA and the City might be able to do to assist with the earthwork costs, possibly utilizing some anticipated ARP dollars allocated to Crookston.

**8) Other Business - NONE**

**9) Adjourn**

There being no further business to come before the board, President Heldstab adjourned the meeting at 8:20 a.m.

- 10)** Anybody interested was invited to tour the Oak Court Apartment Building to visualize some of the plumbing work recently completed, inspect a room ready for new occupancy, inspect the roof for the future POHP grant application, and visit with Riverview Healthcare and learn about the customized living assistance to Oak Court residents in partnership with CHEDA.

These minutes were officially approved on May 18, 2021

Attest: Kurt Heldstab and [Signature]  
Board President Executive Director