



ECONOMIC DEVELOPMENT AUTHORITY

MUNICIPAL COUNCIL CHAMBERS
830 WHITEWATER AVE, ST. CHARLES, MN 55972
REGULAR MEETING
FRIDAY JANUARY 9TH, 2026
7:00AM

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of December 18th, 2025 Meeting Minutes**
- 4. Financial Review**
 - a. December Report**
- 5. New Business**
 - a. Annual Report**
 - b. Officer Election**
 - c. EDA Coordinator Update**
 - i. Hotel Pre-Development Agreement Presentation**
 - ii. Business Learning Series**
 - iii. Prospective Businesses**
 - iv. Business Assistance- December**
 - v. Winona County Comp Plan**
 - vi. EDA Work-plan 2026**
- 6. Old Business**
- 7. Public Forum**
- 8. Adjourn**

**MINUTES OF THE ST. CHARLES ECONOMIC DEVELOPMENT AUTHORITY REGULAR
MEETING**

FRIDAY, DECEMBER 18TH, 2025

7:00AM

BOARD MEMBERS PRESENT: Ryan Grobe, Terri Heim, Tim Hoff, Eric Omdahl, John Schaber

BOARD MEMBERS ABSENT: Bill Spitzer

OTHERS PRESENT: Andrew Langholz (City Administrator), Katrina Hurley (EDA Coordinator)

1. Call to Order

The meeting was called to order by Hoff at 7:09 AM.

2. Approval of Agenda

A motion was made by Hoff and seconded by Schaber to approve the agenda. The motion was unanimously approved.

3. Approval of Minutes: September 5, 2024

A motion was made by Omdahl and seconded by Grobe to approve the September 5, 2024 meeting minutes. The motion was unanimously approved.

4. Financial Review

Hurley presented updated financials, including current loan balances. The Revolving Loan Fund balance was \$72,066.45, and all loan accounts were current. A motion was made by Grobe and seconded by Omdahl to approve the financial review. The motion was unanimously approved.

5. New Business

A. Staffing Restructuring Update

Langholz reported that a front office employee relocated out of state. The City Council approved ending the CEDA contract as of December 31, 2025, and creating a full-time Community Development Coordinator position. Katrina Hurley has been hired and will begin on January 2. This item was informational only.

B. 2026 Budget

Discussion reaffirmed dedicating surplus funds to the Revolving Loan Fund until it reaches \$100,000. A motion was made by Heim and seconded by Schaber to approve the 2026 budget as presented. The motion was unanimously approved.

C. EDA Meeting Schedule: 2026

Members discussed Thursday versus Friday mornings. By consensus, the EDA will continue meeting on the first Friday of each month at 7:00 AM. This item was informational only.

6. EDA Membership

The bank's 90-day window to submit an applicant expired without a candidate. The only application received was from John Miller. Jon Miller is a valued community member and business owner who is very invested in the community. He applied for the position to further the economic development within St. Charles. A motion was made by Hoff to appoint John Miller to the EDA. The motion was unanimously approved.

7. Hotel Project Update

Hurley provided an update on outreach to more than 20 hotel franchises. Three finalists were evaluated (Hotel A, Hotel B, and Hotel C). Hotel B was recommended due to national brand recognition and a strong rewards program. A predevelopment agreement of 6–9 months was recommended. Hotel B will be invited to present at the January 13th City Council meeting, and EDA members are encouraged to attend. This item was informational only.

8. Business Retention & Expansion (BRE)

Hurley reported that thirty-three business visits have been completed, and additional visits are scheduled. Several businesses are exploring opportunities along the I 90 corridor. The Business Learning Series will begin in January at 7:00 AM at City Hall. Monthly topics are planned, and the tax session has been moved to February. This item was informational only.

9. Dentist Project

Hurley reported that the USDA is reviewing financing for a prospective dentist. The location is expected to close in January. The dentist intends to serve St. Charles and surrounding communities, including mobile services for Medicaid-eligible children. A motion was made by Omdahl and seconded by Grobe to authorize the EDA to submit a letter of recommendation to USDA. The motion was unanimously approved.

10. Annual Report Review

Hurley presented the draft 2025 Annual Report, including a Revolving Loan Fund summary, grant awards, BRE progress, chamber partnerships, and meeting attendance and frequency. Members will review the document and provide edits before the January meeting. This item was informational only.

11. Old Business

A. Winona County Comprehensive Plan

County staff requested EDA priorities for inclusion in the plan. Discussion included support for tax abatement for the hotel and dentist projects. Hurley will follow up with members for additional input.

B. Grant Updates

Press releases were submitted by Hurley to the St. Charles Press for the two grants received, which will publish EDA updates at no cost. This item was informational only.

12. Public Comment

No public comments were offered.

13. Adjournment

A motion was made by Schaber to adjourn. The motion was unanimously approved. The meeting adjourned at 7:39AM.

Next Meetings

The next meetings are scheduled for January 9 (Regular EDA Meeting) and January 13 (City Council Meeting – Hotel Presentation).

DRAFT

2025 EDA Financials

| Budget Breakdown | | 12/31/2025 | 2025 |
|------------------|--------------|------------------------|----------------|
| 1 | Revenues | Actual | Budgeted |
| 2 | 34-40001 | Property Tax | \$ (78,051.62) |
| 3 | 34-47001 | RLF - Interest Income | \$ (874.73) |
| 4 | 34-47110 | RLF - Principal Income | \$ (4,480.03) |
| 5 | Expenditures | \$ - | |
| 6 | 34-130-51525 | Commercial Loan | \$ 15,000.00 |
| 7 | 34-130-52020 | Audit Fees | \$ 1,600.00 |
| 8 | 34-130-52030 | Legal Fees | \$ - |
| 9 | 34-130-52090 | CEDA/Project Fund | \$ 62,331.70 |
| 10 | | TOTAL | \$ (4,474.68) |
| 11 | | | \$ (8,363.00) |

| | | | | |
|----|---|--------------|--------------|---------------|
| 13 | Project Fund - Examples: Hotel Study, Comprehensive Plan | | | |
| 14 | Budgeted Projects | | | |
| 15 | | Budgeted | Expensed | Remaining |
| 16 | Hotel Study | \$ 10,000.00 | \$ 15,000.00 | \$ (5,000.00) |
| 17 | Comp Plan | \$ 10,000.00 | \$ 10,000.00 | \$ - |
| 18 | | | | |

| Commercial Loans Fund | | | |
|------------------------------|--------------|-------------|-------------|
| Budgeted Commercial Loans | Budgeted | Expensed | Remaining |
| Budgeted Loan | \$ 10,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| | | | |
| | | | |
| | | | |

| | | | | |
|----|-----------------------|--------------------|---------------------|---------------------|
| 21 | Loan Review | | 12/31/2025 | 12/31/2025 |
| 22 | Loan Balances: | | | |
| 23 | | Cacila | \$ 10,435.07 | \$ 10,435.07 |
| 24 | | Versatile Woodwork | \$ 13,192.34 | \$ 13,192.34 |
| 25 | | Giftary | \$ 27,652.71 | \$ 27,173.81 |
| 26 | | Total | \$ 51,280.11 | \$ 50,801.22 |

| | | |
|------------------------------|--|---------------------|
| Revolving Loan Fund | | 12/31/2025 |
| Beginning Balance | | \$ 14,268.09 |
| Interest | | \$ 1,844.18 |
| Principal | | \$ 6,822.88 |
| Available to Loan out | | \$ 22,935.15 |
| Loans Outstanding | | \$ 50,801.22 |
| Total Fund Balance | | \$ 73,736.37 |