

Sherburn Economic Development Authority Meeting Minutes November 5, 2025 - Sherburn City Hall

CALL TO ORDER President Seth Lintelman called the meeting to order at 5:00 p.m. Board members present include Nicole Behrens, Sarah Kramer, Rick Behne, Thomas Carruthers, and Ean Sinn. Also present: Andrea Ballard, City Clerk/Treasurer/EDA Director.

OPEN PUBLIC COMMENT none.

APPROVAL OF AGENDA Motion by Behrens to approve. Second by Carruthers. 6-0. Carried.

APPROVAL OF MINUTES Motion by Behrens to approve the October 8, 2025 Regular Meeting Minutes as written and presented. Second by Lintelman. 6-0. Carried.

REGULAR AGENDA

1. Townhome Sale Proceeds – Director Ballard informed the board that after the loan payoff amount to Bank Midwest in the amount of \$109,999.91 for Loan #29008 the proceeds of the sale amounted to \$282,864.09. All keys, security deposits, and any other pertinent information has been provided to the new owner, Bart Properties, LLC.
2. CEDA Contract Information – Information was provided to Board Members by Director Ballard regarding contract information and rates that were obtained by CEDA. It was noted these are rates from 2025 and it is possible there may be an increase in 2026. The Board asked what CEDA would do for us and would like a scope of work to be obtained by Director Ballard. Board member Carruthers stated that he would be interested, only if there was a possibility of a return of investment. Ballard indicated that CEDA would be able to come on “staff” for a single project or for an “EDA Staff”. Ballard will further look into CEDA and obtain a scope of work.
3. 210 N. Osborne Street Update – Director Ballard stated that at the last City Council meeting (October 20th) the Council voted to not sell the 210 N. Osborne Street home due to the need of a well. Board members questioned why this was stated it would be allowed during the work session that was held. Ballard informed EDA members of attorney communication regarding the legal process of lease terms and repairs. Specifically, if the EDA does not wish to complete any capital repairs, the EDA should not lease the property. President Lintelman stated that it doesn't make sense to just let the property sit and stated it is important for it to be rented out. Further discussion included the tenants that would potentially be interested in a month to month lease and continued questioning on the potential for surveying the land and having it parceled out. Motion by Lintelman to rent the home for a 6 month lease at \$1200/month, with a \$1200 security deposit, no pets allowed and require a MN Energy Silver Repair Plan. Second by Carruthers. Discussion included ensuring that there is language in the lease to state the basement takes on small amounts of water. 6-0. Carried.
4. Delinquent Tax Properties – Property list for Auction sale on December 8th was provided to EDA Board Members as it was something that has been on unfinished business for some time. Discussion was had between the board members regarding if the EDA would like to do anything with these parcels and it was decided to direct the board to come back

to the next meeting with further thoughts. The Board directed Ballard to look into the possible use of land if the City were to obtain it after the first sale.

UNFINISHED BUSINESS

- 26 N. Main St. Property Sale – Purchased 3.22.2024 – Start Business by 3.22.2026.
- Elementary School Project
- TLR Committee → Board
- 210 N. Osborne Street House
- Delinquent Tax Properties
- 118 N. Main St. Property Sale – Purchased 3.13.2025 – Start Business by 3.13.2027

NEW BUSINESS

- Review Priority Plan
- Review Bylaws & “District”: Motion by Lintelman to direct Ballard to reach out to the City Attorney regarding establishing a district and further investigation regarding bylaws. Second by Sinn. 6-0. Carried.

ADJOURN Motion by Kramer to adjourn at 7:45 p.m. Second by Behrens. 6-0. Carried.

Andrea Ballard, EDA Director