



**Gaylord Economic Development Authority  
Regular Meeting Agenda  
Monday, September 14, 2015 (5:30 P.M.)**

*Please call 237-2338 or 237-2066 if you are unable to attend.*

- I. **Call meeting to order (5:30 P.M.)**
  
- II. **Agendas & Minutes:**
  1. Consider 9/14/2015 agenda
  2. Consider 8/10/2015 minutes
  
- III. **Bills and Communications:**
  - A. EDA Fund Balances –
    1. EDA General Money Market Fund \$15,051.86
    2. Sign & Awning Account Balance \$8,659.33
    3. EDA Down Payment Assistance Program Funds \$14,293.37
  - B. Periodic Financial Reports
    1. Budget Analysis (quarterly, second month)
    2. Down Payment Assistance Program (bi-monthly, odd numbered)
    3. Revolving Loan Fund and Small Cities Development Program
  
- IV. **Monthly Reports/Updates:**
  1. Report from Chamber Liaison (Klimmek)
  2. Business Visits (Newsom)
  3. SCDP Grant (McCann/Newsom)
  4. Housing Task Force (Keithahn/Olmstead)
  5. Downtown Design Guidelines Task Force (Klimmek)
  6. Sign and Awning Program
  7. Construction Mitigation Micro-Loan Program
  
- V. **Report from City Council Liaisons:** (Landaas, Muchow)
  
- VI. **Unfinished Business:**
  1. Troy Utz \$1 Lot (Klimmek)
  
- VII. **New Business:**
  
- VIII. **Adjournment**

Gaylord Economic Development Authority  
Regular Meeting Minutes  
August 10, 2015  
5:30 P.M.

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**I. CALL TO ORDER**

Pursuant to due call and notice thereof, President Chuck Klimmek called the Gaylord Economic Development Authority meeting to order in Gaylord City Hall at 5:30 P.M.

**Members present:** Chuck Klimmek (President), Doug Parrott (Vice President) Jim Landaas (Secretary/Treasurer)

**Members absent:** Chad Muchow, Steve Olmstead

**Staff present:** Don Lannoye (City Attorney), Amy Newsom (EDA Coordinator)

**Staff absent:** None

**Guests present:** Kevin McCann – City Administrator, Avery Grochow –Sibley Surveyors, Jim and Margaret Swanson, Joe Deis – *Gaylord Hub*

**II. AGENDAS &/ MINUTES**

1. The 8/10/2015 agenda. Approved by consensus.
2. The 7/20/2015 minutes. Motion to approve by Landaas, second by Parrott. Motion carried.

**III. BILLS & COMMUNICATIONS**

**A. EDA Fund Balances –**

1. EDA General Money Market Fund: \$
2. Sign & Awning Account Balance: \$
3. EDA Down Payment Assistance Program Funds: \$

**B. Periodic Financial Reports**

1. Budget Analysis [quarterly, second month] –
2. Down Payment Assistance Program [bi-monthly, odd numbered] –
3. Revolving Loan Fund and Small Cities Development Program

**IV. MONTHLY REPORTS/UPDATES**

**1. Chamber Liaison:**

- a. Klimmek reported that the Chamber is requesting money to pay Newsom’s hours.

**2. Sibley County Economic Development Committee:**

- a. McCann reported that SEDCO is still looking for committee members for the executive board and the committee as a whole. Landaas is interested in representing the City/EDA if the new board meets at night.

**3. Business Visitations:**

- a. Wednesday, July 22, Gaylord EDA Members Jim Landaas, Steve Olmstead and EDA Coordinator Amy Newsom met with Drs. Tim and Wendy Goldsmith, owners of 4<sup>th</sup> Street Pizza and Pub. Drs. Tim and Wendy hope to have a soft opening on September

15<sup>th</sup>. 4<sup>th</sup> Street Pizza and Pub is located at 212 4<sup>th</sup> Street in the former Jimmy's Pizza building. The phone number will remain the same as when it was Jimmy's 237-2999. The menu will include microbrews, appetizers, calzones, pasta and pizza. Stop in this fall for beer and pizza!

**4. SCDP Grant:**

- a. No update from Moline. Newsom received one complaint from a residential applicant and one complaint from a commercial applicant that contractors and inspectors are not getting out to the job sites.

**5. Housing Task Force:**

- a. Newsom reported that the housing task force is working on a questionnaire to determine the housing needs of the city of Gaylord.

**6. Downtown Design Guidelines Task Force:**

- a. Klimmek is waiting to move forward with this task force until the HPC ordinance is passed. The first meeting will probably be in the fall.

**7. Sign and Awning Program:**

- a. Klimmek reported that three applications have been approved.

**8. Construction Mitigation Micro-Loan Program:**

- a. Klimmek reported that three loans have been approved.

**V. REPORT FROM CITY COUNCIL LIAISONS (Landaas/Muchow)**

**1. Council Liaison Jim Landaas:**

- a. Landaas reported that he will be attending an RS Fiber meeting on Thursday and they still hope to have Gaylord wired this year.

**2. Council Liaison Chad Muchow:**

- a. None.

**VI. UNFINISHED BUSINESS:**

**1. 2016 Budget:**

- a. The EDA Board will be submitting a budget of \$56,885 to the City Council. This number includes an increase for part-time salaries and professional consultant fees.

**2. MnDOT lot north of Unidoor:**

- a. Newsom was contacted by Dave Haala, he is working with Farm Service Agency and was interested in the MnDOT property to build a new building for FSA.
- b. McCann reported that MnDOT is still working on a registered land survey (RLS), but that it may take another 4 months.

**3. Troy Utz \$1 lot:**

- a. Lannoye sent Utz a letter to find out his plans and has not received a response. Utz has until November 20<sup>th</sup>, 2015 to build.

**4. Frauendienst Industrial Park Property Agreement:**

- a. Parrott reported that building materials are out there, but a building is not up yet.

**5. Residential land development packages:**

- a. Klimmek presented a summary of cost estimates for the former Meadow Woods development. The cost for design work and construction will be \$37,000 per lot.

**6. Manufactured Home Park:**

- a. McCann stated that the Department of Health looked at the mobile home park as a whole, most units were fine, just a few piles of junk and the park is encouraged to be up to today's standards.
- b. McCann spoke with Commissioner Bobbie Harder to try to set up a meeting with Harder and Tom Doughan, Sibley County representatives on the Multi-County HRA, the owners of the MHP, to discuss future plans for the park.

**VII. NEW BUSINESS:**

**1. Messner Land / Frontage Road:**

- a. Avery Grochow informed the EDA of the City's request to do a topographic map and a ghost plat of the Messner land near the school.
- b. Grochow will also meet with MnDOT to discuss a frontage road along Hwy 5/19.

**2. Community and Economic Development Associate:**

- a. Consensus of the group to budget for an EDA consultant to assist in identifying what planning needs to be done for follow-on economic development resulting from the establishment of the medical school.

**3. EDA Coordinator Performance Review:**

- a. Klimmek, McCann and Landaas will consist of the review committee.

**VIII. ADJOURNMENT:** At 7:25 pm

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Amy Newsom, EDA Coordinator

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Chuck Klimmek, EDA President

Gaylord EDA

III. A. 1.-3.

<b>MMA account #4259 Balance as of 06-30-15</b>			<b>\$ 15,047.19</b>
Deposits:	interest	\$ 2.43	
	interest	\$ 2.24	
			\$ 4.67
Expenses:		\$ -	
		\$ -	\$ -
	<b>Total</b>		<b>\$ 15,051.86</b>
<b>Sign &amp; Awning Account Balance as of 06-30-15</b>			<b>\$ 10,166.92</b>
Deposits:	2014 excess EDA budget \$ fromo the city	\$ -	
		\$ -	\$ -
Expenses:	McGuire Family Chiro - ck#109	\$ 918.59	
	Goetsch Insurance - ck#110	\$ 589.00	
			\$ 1,507.59
	<b>Sign &amp; Awning account balance</b>		<b>\$ 8,659.33</b>
<b>Balance in MMA account #4259 as of 08-31-15</b>			<b>\$ 13,544.27</b>
<b>MMA account #842646 as of 06-30-15</b>			<b>\$ 14,159.32</b>
Deposits:	T. Knacke - Loan pymt #144	\$ 64.74	
	T. Knacke - Loan pymt #145	\$ 64.74	
	interest	\$ 2.28	
	interest	\$ 2.29	\$ 134.05
Expenses:		\$ -	
		\$ -	
		\$ -	
			\$ -
<b>Balance in MMA account #842646 as of 08-31-15</b>			<b>\$ 14,293.37</b>
<b>Total EDA account balance as of 08-31-15</b>			<b>\$ 27,837.64</b>