

**Gaylord Economic Development Authority  
Regular Meeting Agenda  
Monday, August 8, 2016 (5:30 P.M.)  
*Please call 237-2338 if you are unable to attend.***

- I. CALL TO ORDER (5:30 P.M.)**
- II. APPROVE THE AGENDA and any additions or corrections:**
  1. Approve 8/8/2016 agenda
- III. CONSENT AGENDA:**
  1. Approve 7/11/2016 EDA minutes
  2. EDA Fund Balances –
    - I. EDA General Money Market Fund \$15,030.87
    - II. Sign & Awning Account Balance \$ (698.34)
    - III. EDA Down Payment Assistance Program Funds \$14,896.80
- IV. MONTHLY REPORTS/UPDATES:**
  1. City Council liaisons reports (Landaas/Muchow):
    - I. Landaas
    - II. Muchow
  2. Chamber Liaison Report
  3. Staff Report
- V. UNFINISHED BUSINESS:**
  1. Review and Consider the Proposed 2017 budget
- VI. NEW BUSINESS:**
  1. Review and Discuss Offer from MNDOT to Sell a Parcel of Property Located Adjacent to Railroad Avenue (1.98 acres)
  2. Report Closing of 4<sup>th</sup> Street Pizza & Pub (President Klimmek)
- VIII. ADJOURNMENT**

City of Gaylord  
General Fund Expenditures

FUND	DEPARTMENT	101 GENERAL FUND 46500 Economic Development	2015 ACTUAL	2016 BUDGET ENTRY	2016 ACTUAL 06/30/16	2017 BUDGET ENTRY	SPECIFIC COMMENTS
101		Salaries - Full Time	\$ -	\$ 10,000	\$ -	\$ -	Eliminate "Employee" Position
103		Salaries - Part Time	\$ 18,939.78		\$ 8,085.00	\$ -	"
121		PERA	\$ 2,105.19		\$ 603.38	\$ -	"
122		FICA	\$ 1,174.27		\$ 501.27	\$ -	"
125		Medicare	\$ 274.63		\$ 117.26	\$ -	"
131		Employer Paid Health Insurance	\$ -		\$ -	\$ -	"
200		Supplies	\$ 37.50		\$ -	\$ 100.00	
302		EDA Membership Per Diem	\$ 1,740.00	1,800	\$ 390.00	\$ 1,800.00	5 members x \$30/meeting x 12 meetings = \$1800
303		Engineering Fees	\$ 2,800.00	0	\$ -	\$ -	
307		EDA Administration	\$ -	4,900	\$ -	\$ -	
308		Professional Fees	\$ -	0	\$ 5,540.50	\$ 42,400.00	39,200 (16 hrs./week for 49 weeks @ \$50/hr.) Other Consultants- \$3,000
321		Telephone	\$ -	0	\$ 170.79	\$ -	
322		Postage	\$ -	0	\$ -	\$ -	
331		Meeting and Travel	\$ 569.71	500	\$ 74.52	\$ 1,000.00	Increased travel budget due to Medical School Development
352		Ads & Notices	\$ -	500	\$ -	\$ 250.00	
361		Liability Insurance	\$ 35.00	26	\$ -	\$ -	
405		Computer Maintenance	\$ 118.75		\$ -	\$ -	SADC - \$500- Greater MSP Login- \$450 Misc- \$350 Hometown MN - \$200 Greater MN Partnership- \$500
440		Other	\$ -	900	\$ 7,500.00	\$ 2,000.00	
580		Capital Outlay	\$ 2,305.00	2,805	\$ -	\$ -	
710		Transfers Out	\$ 11,036.86		\$ -	\$ -	
		Total Economic Development	\$ 41,157.69	\$ 21,431	\$ 22,985.72	\$ 47,550.00	\$ 26,119 Budget Increase (Decrease)



**Minnesota Department of Transportation**

395 John Ireland Boulevard  
Saint Paul, MN 55155

July 7, 2016

**Certified Mail Return Receipt Requested**

Kevin McCann, City Administrator  
City of Gaylord  
Gaylord City Hall  
428 Main Avenue, PO Box 987  
Gaylord, MN 55334

In reply refer to: C.S. 7205 (19=14) 427 Parcel 221, 221B  
Sibley County  
Conveyance No. 2014-0009

Dear Mr. McCann,

We are pleased to inform you that conditional approval has been obtained for the conveyance of the above-referenced real property as described in Exhibit "A" and shown in Exhibit "B" (the "Property").

The State of Minnesota, Department of Transportation ("Seller") offers to convey the Property to City of Gaylord ("Buyer") for a consideration of \$78,275.00 in accordance with the following terms and conditions:

1. All current real estate taxes, existing or pending assessments, delinquent taxes, fees and penalties will be paid by Buyer.
2. Seller makes no representations about the status of the title to the Property and is not obligated to correct any title defects.
3. This conveyance is subject to the following, which will be included in the deed issued to Buyer (the Grantee described below is one and the same as the Buyer described in this offer letter):
  - a. Access control described in Exhibit "A" and shown in Exhibit "B".
  - b. The Property is subject to the rights of existing utilities, if any, as provided in Minnesota Statutes §161.45 subd. 3.
  - c. The Grantee, by acceptance of this quitclaim deed, hereby covenants and agrees that no billboard, placard or advertising device of any nature will ever be placed on the premises hereby conveyed, except: (1) signs, displays and devices advertising the sale or lease of the premises and (2)

An Equal Opportunity Employer



signs, displays and devices advertising activities conducted on the premises.

d. The following environmental covenant:

"As used in the paragraphs below,

"Claims" means any and all liabilities, suits, claims, cross claims, counterclaims, causes of action, demands, penalties, debts, obligations, promises, acts, fines, judgments, damages, consequential damages, losses, costs, and expenses of every kind (including without limitation any attorney's fees, consultant's fees, costs, remedial action costs, cleanup costs and expenses which may be related to any claims;

"Environmental Law" means all federal, state and local laws, statutes, ordinances, regulations, standards, rules, policies, common law rule and other binding and non-binding governmental requirements in effect on the date of this deed or adopted or modified after the date of this deed, and any judicial or administrative interpretation thereof having the force and effect of law, including, without limitation, any applicable judicial or administrative order, consent decree, judgment, order or requirement conferring rights or imposing duties at common law (including without limitation the common law respecting nuisance and tortious liability) relating in any way to the environment, natural resources, plants and animals, and human health and safety, including without limitation, the Comprehensive Environmental Response Compensation and Liability Act, 42 U.S.C. § 9601, et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. § 6901, et seq.; Minn. Stat. § 115B.01, et seq.; The Clean Water Act, 33 U.S.C. § 1251, et seq.; the Clean Air Act, 42 U.S.C. § 7401, et seq.; the Toxic Substances Control Act, 15 U.S.C. § 2601, et seq.; the Federal Insecticide, Fungicide, and Rodenticide Act, 7 U.S.C. § 136, et. seq.; the Atomic Energy Act, 42 U.S.C. § 2011, et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. § 5101, et seq.; the Endangered Species Act, 16 U.S.C. § 1531 et seq.; and any similar or comparable state or local law; and

"Hazardous substance" means any pollutant, contaminant, hazardous substance or waste, solid waste, petroleum product, distillate, or fraction, radioactive material, chemical known to cause cancer or reproductive toxicity, polychlorinated biphenyl or any other chemical,

element, compound, chemical mixture, substance or material listed or identified in or regulated by any Environmental Law.

Grantee, for itself and its successors and assigns, agrees that by accepting this deed Grantee has had the opportunity to inspect the property and is not relying on any representations or warranties, express or implied, of any kind whatsoever from the Grantor as to any matters concerning the property, including, but not limited to, the physical condition of the property and any defects thereof, zoning status, tax consequences of this transaction, utilities, operating history or projections, valuation, governmental approvals, the presence of any Hazardous Substances in, on, under, or in proximity to the property; the condition or existence of any above ground or underground structures or improvements, including tanks, transformers, and asbestos or lead containing structures or materials in, on or under the property, the condition of title to the property and the leases, easements, permits, orders, licenses, or other agreements, affecting the property. Grantee acknowledges that Hazardous Substances may be on, at, under, or emanating from and in proximity to the property, which may or may not be in violation of Environmental Laws, and that Grantee's investigation may not have discovered or disclosed all such Hazardous Substances or violations or the extent thereof. AS SUCH, GRANTEE ACCEPTS AND IS AWARE THAT GRANTEE IS ACQUIRING THE PROPERTY ON AN "AS-IS WITH ALL FAULTS" BASIS WITH ANY AND ALL PATENT AND LATENT DEFECTS, INCLUDING THOSE RELATING TO, ASSOCIATED WITH, OR ARISING FROM THE ENVIRONMENTAL CONDITION OF THE PROPERTY, AND THAT GRANTEE IS NOT RELYING ON ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, OF ANY KIND WHATSOEVER FROM THE GRANTOR AS TO ANY MATTERS CONCERNING THE PROPERTY.

Grantee, in full acknowledgement and awareness of such risks shall defend (with counsel acceptable to the Grantor, consistent with Minn. Stat. § 8.06), indemnify, hold harmless and hereby waives, releases and discharges forever the Grantor (and its officers, directors, employees, agents and contractors, successors and assigns) from any and all present, past, or future Claims, and any and all damages, losses, injury, liability or costs, including fines, penalties and judgments, and attorneys' fees and court costs (collectively, "Damages") whether known or unknown, arising from or in any way

related to the condition of the property, any patent or latent defects or alleged or actual presence, use, storage, generation, manufacture, transport, release, leak, spill, disposal or other handling of any Hazardous Substances in, on or under the property. Grantee's release and indemnity to the Grantor includes any and all such Claims and Damages whether based in contract, tort, strict liability or Grantor's past, present, sole, concurrent, or contributory negligence as operator, owner, lessor, or landlord. Losses shall include without limitation (a) the cost of any investigation, removal, remedial or other response that is required by any Environmental Law, that is required by judicial order or by order of or agreement with any governmental authority, or that is necessary or otherwise is reasonable under the circumstances, (b) losses for injury or death of any person, (c) losses arising under any Environmental Law enacted in the future, and (d) and losses for property damage including diminution in value thereof. This indemnity specifically includes the obligation of Grantee to remove, close, remediate, reimburse or take other actions requested or required by any governmental agency concerning any Hazardous Substances on the property.

Grantee agrees not to sue or to assert any Claim against the Grantor arising out of the release of a Hazardous Substance or a pollutant or contaminant occurring on or in the property pursuant to any right of contribution or indemnification provided by any state or federal statutory or common law including, but not limited to Environmental Laws and any other federal, state, local governmental statute, regulation or ordinance, the subject of which is the protection of human health, safety, natural resources, or the environment now in existence or hereafter enacted.

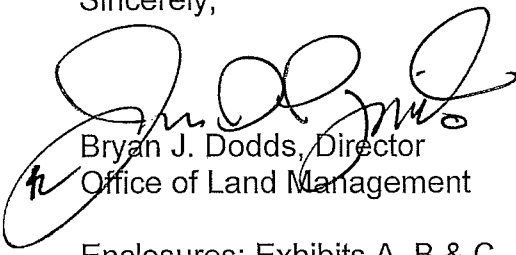
If Grantee causes or allows the property to become contaminated in any manner by a Hazardous Substance or a pollutant or contaminant, Grantee will defend (with counsel acceptable to the Grantor, consistent with Minn. Stat. § 8.06), indemnify and hold harmless the Grantor. If Grantee causes or permits the release or threatened release of any Hazardous Substance or pollutant or contaminant on or in the property, Grantee shall promptly, at no expense to the Grantor, take any and all actions necessary to return the property to a condition that is in accordance with all applicable federal, state, and local laws and regulations.

The Grantee, by acceptance of this quitclaim deed, hereby covenants and agrees that these covenants shall run with the land and be binding upon the Grantee, its successors and assigns.”

4. The Property and all improvements, if any, are being conveyed as-is and where-is.
5. Payment must be made in the form of a cashier's check, certified check or money order made payable to "Commissioner of Transportation – Trunk Highway Fund" in the amount of \$78,275.00.
6. This offer is subject to and specifically conditioned upon receipt of the above-mentioned consideration on or before September 5, 2016. If such consideration is not received on or before that date, this offer is null and void and of no further force and effect; and Seller is released from any further obligation to Buyer and may negotiate with other parties for sale or other disposition of the Property.
7. Upon receipt of payment for the conveyance, Seller will issue to Buyer a quitclaim deed in substantially the form attached hereto as Exhibit "C", using the legal description in Exhibit "A". Buyer agrees that upon issuance of the quitclaim deed, the Seller may record the deed in the Office of the County Recorder or Registrar of Titles as appropriate. Seller will provide Buyer with the recorded deed within 15 days of the return of the deed from the County.
8. ***The Seller may revoke this offer and cancel this conveyance in its discretion at any time before payment is received. The Seller shall notify Buyer in writing of such revocation and cancellation. Upon cancellation, this offer is null and void and shall be of no further force and effect; and the Seller is released from any further obligation to Buyer.***

Please submit payment and any questions you may have regarding this transaction to: Jennie Bailey, Minnesota Department of Transportation, 395 John Ireland Blvd., St. Paul, MN 55155-1800. Jennie may be reached at: 651-366-3474.

Sincerely,



Bryan J. Dodds, Director  
Office of Land Management

Enclosures: Exhibits A, B & C

c: Joe Pignato, Assistant Director

# EXHIBIT A



February 10, 2016  
2014-0009-7205

## DESCRIPTION FOR CONVEYANCE

Parcels 221, 221B C.S. 7205 (19=14-27)

All of Tract 1 described below:

Tract 1. Tract A, Registered Land Survey No. 24, Files of the Registrar of Titles, Sibley County, Minnesota, the title thereto being registered;

containing 86973 square feet, more or less;

Subject to the following restriction:

No access shall be permitted to Trunk Highway No. 19 from the lands herein conveyed.



EXHIBIT C

DRAFT

QUITCLAIM DEED

STATE DEED TAX DUE HEREON: \$

C.S. 7205 (19=14) 427  
Parcel 221, 221B  
County of Sibley  
Conveyance No. 2014-0009

The State of Minnesota having heretofore acquired in fee the real estate hereinafter described for trunk highway purposes, and the Commissioner of Transportation of said State having determined that the same is no longer needed;

Now, therefore, upon said determination and pursuant to Minnesota Statutes Section 161.44, Subdivision 1, the State of Minnesota, by Charles A. Zelle, its Commissioner of Transportation, Grantor, for and in consideration of the sum of seventy-eight thousand two hundred seventy-five and no/100 Dollars (\$78,275.00) paid to the State for deposit in the trunk highway fund, does hereby release, quitclaim and convey to City of Gaylord, a municipal corporation under the laws of the state of Minnesota, Grantee, for public purposes, all its interest in and to the real estate in Sibley County, Minnesota, described as follows:

All of Tract 1 described below:

Tract 1. Tract A, Registered Land Survey No. 24, Files of the Registrar of Titles, Sibley County, Minnesota, the title thereto being registered;

containing 86973 square feet, more or less;

Subject to the following restriction:

No access shall be permitted to Trunk Highway No. 19 from the lands herein conveyed.

**THE ABOVE DESCRIBED REAL PROPERTY IS SUBJECT TO THE RIGHTS OF EXISTING UTILITIES, IF ANY, AS PROVIDED IN MINNESOTA STATUTES §161.45 SUBDIVISION 3.**

**THE ABOVE DESCRIBED TRACT OF LAND AND THE TITLE THERETO SHALL REVERT AND VEST IN THE STATE OF MINNESOTA WHENEVER SAID TRACT OF LAND CEASES TO BE USED FOR THE STATED PUBLIC PURPOSES.**

The Seller certifies that the Seller does not know of any wells on the described real property.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

STATE OF MINNESOTA

**DRAFT**

By \_\_\_\_\_  
(Commissioner of Transportation)  
(Director of the Office of Land Management)  
(Assistant Director of the Office of  
Land Management)  
Seal of the Commissioner

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF RAMSEY )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, a  
Notary Public within and for said County, personally appeared \_\_\_\_\_, to  
me personally known to be the person who executed the foregoing instrument and who did  
say that he is the (Commissioner of Transportation) (Director of the Office of Land  
Management and duly authorized agent of the Commissioner of Transportation) (Assistant  
Director of the Office of Land Management and duly authorized agent of the Commissioner of  
Transportation) of the State of Minnesota and acknowledged that he executed the foregoing  
instrument and caused the seal of the Commissioner of Transportation to be affixed thereto,  
by authority of Minnesota Statutes, Section 161.44, and as the free act and deed of said  
State.

\_\_\_\_\_

This instrument was drafted by the  
State of Minnesota, Department of  
Transportation, Legal and Property  
Management Unit,  
St. Paul, MN 55155-1800

Gaylord Economic Development Authority  
Regular Meeting Minutes  
November 9, 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), Steve Olmstead

**Members absent:** Chad Muchow

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

**Staff absent:** None

**Guests present:** Kevin McCann – City Administrator, Lisa Uecker – *Gaylord Hub*, Preston Fox, Sue Keithahn

**II. APPROVE THE AGENDA and any additions or corrections**

1. The 11/9/2015 agenda. Motion to approve by Landaas, second by Olmstead. Motion carried.

**III. CONSENT AGENDA**

1. Bills and Communications: Motion by Parrott, second by Landaas to approved the consent agenda. Motion carried.

- a. Approve 10/12/2015 EDA Minutes

- b. EDA Fund Balances –

I. EDA General Money Market Fund	\$4,889.18
II. Sign & Awning Account Balance	\$8,659.33
III. EDA Down Payment Assistance Program Funds	\$14,427.32
IV. RLF	\$130,453.47

- c. Periodic Financial Reports

- I. Budget Analysis (quarterly, second month)
- II. Down Payment Assistance Program (bi-monthly, odd numbered)
- III. Revolving Loan Fund and Small Cities Development Program

- d. Business Visit

**IV. MONTHLY REPORTS/UPDATES**

1. **Housing Task Force:**

- a. Task force Chair Sue Keithahn reported that the group plans to meet with local landlords to work on rental housing. Keithahn requested support from the EDA to move forward with work on rental housing and possibly apply for a DEED rental rehabilitation loan in 2017. Landaas stated yes, if there is a need, but would like to see Council support.

**2. City Council liaisons reports:**

- I. Councilmember Landaas:
  - a. Landaas and Newsom reported that Winthrop EDA Director Mark Erickson has invited the Gaylord EDA to the Winthrop Innovation Center to meet with the Winthrop EDA. The Gaylord EDA Board requested a Monday night meeting. Newsom will contact Erickson to set it up.
- II. Councilmember Muchow:
  - a. None.

**3. Chamber Liaison Report:**

- a. Chamber Liaison Klimmek reported that the Chamber will be hosting "Chamber After Hours" on Monday, November 23 from 5:30-6:30 pm at EJ's.

**V. UNFINISHED BUSINESS**

1. 4-Square Holdings, LLC – Letter of Intent
  - a. Preston Fox of 4-Square Holdings, LLC and the EDA Board reviewed the letter of intent on Meadow Wood addition. Fox stated that the usual procedure would be a letter of intent, followed by a purchase agreement, a developer's agreement, final plat and closing. Fox stated that he would be comfortable with a separate letter of intent for Mud Lake, but would really like both pieces of property to keep the economies of scale. Motion by Parrott to approve the Letter of Intent as worked out between 4-Square Holdings, LLC and the Gaylord City Attorney, and then to move the Letter of Intent on to City Council. Second by Olmstead. Motion carried.

**VI. NEW BUSINESS**

1. **Goetsch Construction Mitigation Micro-Loan request:**
  - a. Goetsch failed to supply information showing compelling financial hardship due to construction. Motion by Olmstead to deny the application, second by Landaas. Motion carried.
2. **Sign and Awning Application – 4<sup>th</sup> Street Pizza & Pub:**
  - a. Motion by Parrott, second by Landaas to approve 4<sup>th</sup> Street Pizza & Pub's request for \$2,000. Motion carried.
3. **Business Incubator at RS Fiber:**
  - a. During a recent business visit to RS Fiber EDA Coordinator Amy Newsom, EDA President Chuck Klimmek and City Administrator Kevin McCann discussed the possibility of using the second boardroom in the RS Fiber building as a business incubator space. It was the consensus of the group to move forward and research business incubators. Newsom and Toby Brummer will visit business incubators in Red Wing and Plainview on November 13.
4. **Defining Downtown:**
  - a. Tabled.
5. **Parking Study:**
  - a. Klimmek presented the parking study he completed over the period of one year. The study shows that there is adequate parking in Gaylord.

**VIII. ADJOURNMENT: At 6:40 pm**

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Amy Newsom, EDA Coordinator

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Chuck Klimmek, EDA President



*4th Street Pizza & Pub*

# **Gaylord EDA**

## **Sign & Awning Loan Application**

Property Owner Name: Tim and Wendy Goldsmith  
Property Owners Address: 112 1/2 Main St. E. New Prague MN 56071  
Address to be improved: 210 4<sup>th</sup> Street N. Gaylord MN 55334

Phone: 507-237-2999 Date: 09-28-2015

Short Project Description: Lighting for New Sign

Total Improvement Cost: 2000.00 Loan Request: 2000.00  
*The amount of the loan must be at least \$500 and cannot exceed \$2,000.*

Contractor Name	Bid Amount
1. <u>S &amp; H Electric LLC</u>	<u>2000.00</u>
2. <u>Ryan Electrical of St. Peter</u>	<u>2761.18</u>

Have you received a loan from the Sign and Awning Loan Program in the past 12 months? No

**Your application is not complete if you do not include:**

1. **Minimum two bids**  
*(If you are doing the work yourself, attach a copy of the material costs on letterhead from the material supplier)*
2. **Sketch/Image of Project**
3. **Building Permit**  
*(You may apply without permit, EDA needs it before you receive funds—City of Gaylord 507-237-2338)*

**I AGREE with and UNDERSTAND the following:**

I have read and am within the guidelines for the Sign & Awning Loan Program. I understand that if any information is incorrect or incomplete, my chances of receiving funding will be delayed and/or hindered.

SIGNATURE: Wendy Goldsmith DATE: 9/28/15  
SIGNATURE of Property Owner: Wendy Goldsmith DATE: 9/28/15

Applications will be reviewed in the order they are received.

# Gaylord EDA Sign & Awning Loan Program

THE HUB OF  
SIBLEY COUNTY

**GAYLORD**

# **Gaylord EDA**

**Sign & Awning Loan Application**

# Gaylord EDA Sign and Awning Loan Program: Application

Property Owner Name: \_\_\_\_\_

Property Owners Address: \_\_\_\_\_

Address to be improved: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Short Project Description:

Total Improvement Cost: \_\_\_\_\_ Loan Request: \_\_\_\_\_

*The amount of the loan must be at least \$500 and cannot exceed \$2,000.*

Contractor Name	Bid Amount
-----------------	------------

1. _____	
----------	--

2. _____	
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Have you received a loan from the Sign and Awning Loan Program in the past? \_\_\_\_\_

## **Your application is not complete if you do not include:**

**1. Minimum two bids**

*(If you are doing the work yourself, attach a copy of the material costs on letterhead form the material supplier)*

**2. Sketch/Image of Project**

**3. Building Permit**

*(You may apply without permit, EDA needs it before you receive funds—City of Gaylord 507-237-2338)*

## **I AGREE with and UNDERSTAND the following:**

I have read and am within the guidelines for the Sign & Awning Loan Program. I understand that if any information is incorrect or incomplete, my chances of receiving funding will be delayed and/or hindered.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SINGATURE of Property Owner \_\_\_\_\_ DATE: \_\_\_\_\_

Applications will be reviewed in the order they are received.



# Gaylord EDA Sign & Awning Loan Program

Updated: July 21, 2015

## Overview:

This program is intended to offer funds to property owners in the Downtown area for the purpose of adding, improving or replacing signage & awnings. Signage & awnings should be designed to enhance and compliment the character of buildings in Downtown Gaylord.

## Loan Rates/Terms:

Loans from \$500 to \$2,000 are available. Loans will be in the form of a 0%, 3-year deferred loan. A deferred loan means that you have no monthly payment. If you maintain your business in that building, and continue to own the building for the next three years, the loan will be forgiven. If you sell your building or it is no longer used as your principle place of business before the three-years is up, you simply pay back what you owe without interest. No more than one loan will be allowed per business during an eight-year time period. No property owner investment is required for this program.

## Eligible Properties:

Eligible properties must be located within Gaylord's Downtown area. The boundaries of which are: both sides of Main Avenue from Second Street on the east to Sixth Street on the west, on both sides of Fourth Street from High Avenue on the north to the railroad tracks on the south, and both sides of Sibley Avenue from Third Street on the east to Sixth Street on the west.

## Eligible Improvements:

Eligible improvement include: new signs & awnings or the replacement and improvement of existing signs & awnings. All signs & awnings must be in compliance with the City's Zoning Ordinance.

## Ineligible Improvements:

Ineligible improvements are signs & awnings that are not in compliance with the City's Zoning Ordinance.

## Work by loan recipient:

The loan recipient can perform the work, although funds can only be used to compensate for materials. Materials must be purchased, installed and inspected prior to disbursement of the loan proceeds. In either case, a two-party check will be issued payable to both the loan recipient and the materials provider. All permits must be obtained by the loan recipient and work inspected by the City of Gaylord and / or other appropriate personnel when required by City Ordinance.

## Application Processing:

The EDA Board of Directors will review all applications for final approval. This can take up to one month depending on when you turn in your application. For the fastest service, turn in applications by the first week in a given month.

## Contractor / Permits:

A minimum of two bids per project must be obtained from contractors, the lower of which will be reimbursed, unless the work is done by the applicant. All required permits must be obtained, are the responsibility of the loan recipient and must be obtained prior to work commencing on the project.

**Total Project Cost:**

The EDA will contribute up to \$2,000 towards the cost of replacing, repairing or purchasing new signs and awnings. If the total costs exceed \$2,000 the loan recipient must pay the difference.

**Work Completion:**

Weather permitting; all projects must be completed within 180 days of the date the grant is awarded.

**Disbursement Process:**

After an inspection by the city and / or the EDA to verify completion of the work, a two-party check will be issued payable to both the loan recipient and the contractor or materials supplier. Before funds can be released, the following must be received by the EDA:

- 1) Final, original invoice from contractor (or material list from supplier).
- 2) Completion certificates signed by the loan recipient and the contractor, if there is one.
- 3) Copies of all required city permits (also indicating final inspection by the city when necessary).
- 4) Final inspection by the EDA.

**Please allow a minimum of 31 days from the time invoices are submitted for reimbursement checks to be issued. The Gaylord EDA approves all expenditures on the 2<sup>nd</sup> Monday of each month and invoices must be received the Friday prior to the EDA meeting for their consideration. Please advise your contractors of this schedule.**

**Applications can be dropped off at City Hall or mailed to:**

Gaylord Economic Development Authority  
332 Main Ave.  
PO Box 987  
Gaylord, MN 55334

**List of Sign Contractors located in the surrounding area:****Signs Plus**

2400 South Broadway Street  
New Ulm, MN 56073  
Phone: (507) 276-8331

**New Ulm Signs & Graphix**

1901 N Washington Street  
New Ulm, MN 56073  
Phone: (507) 359-5247

**Sign Solutions**

1230 N Broad Street  
Mankato, MN 56001  
Phone: (507) 388-6596

**Sid's Signs on Broadway**

700 North Broadway Street  
New Ulm, MN 56073  
Phone: (507) 359-9536

**Peter's Signs**

2724 9<sup>th</sup> Street Ease  
Glencoe, MN 55336  
Phone: (320) 864-2998

**Please call the Gaylord Economic Development Authority  
at (507) 237-2338 if you have any questions or need additional information.**