

**ECONOMIC DEVELOPMENT AUTHORITY OF GAYLORD, MN**  
**AGENDA**  
**REGULAR MEETING OF TUESDAY, DECEMBER 13, 2016**  
**5:30 P.M. @ CITY HALL**

1. Call to Order
2. Approve Agenda (consider additions, deletions, or corrections)
3. Consent Agenda:
  - a. Approve Minutes of the November 14, 2016 Regular Meeting\*
  - b. EDA Fund Balances

General Fund	\$ 15,189.49
"Sign and Awning" Loan Program	\$ 4,107.66
"Down Payment Assistance" Program	\$ 15,299.61
4. Reports
  - a. Board Members
  - b. Staff
  - c. Other
5. Unfinished Business
6. New Business
  - a. Request from Chuck Pettipiece of Pettipiece & Associates for Additional Funding for Reimbursement of Administrative Activities Associated with the Final Closeout of the Gaylord Housing and Commercial Rehabilitation Comprehensive SCDP Project (\$3,685)
  - b. Organizational and Operational Matters
    - i. Sibley County Community Development Program Manager Position
    - ii. Staffing - Executive Director Position (contractor vs. employee)
    - iii. Office Space
    - iv. EDA Committees (Housing, Business Development and Retention, etc.)
    - v. Other
7. Adjournment

\*Information to be provided at meeting.

## Gaylord EDA

<b>MMA account #4259 Balance as of 10-31-16</b>		<b>\$ 15,186.37</b>
Deposits:	interest	\$ 3.12
		\$ -
		\$ - \$ 3.12
Expenses:		
		\$ - \$ -
<b>Total</b>		<b>\$ 15,189.49</b>
<b>Sign &amp; Awning Account Balance as of 10-31-16</b>		<b>\$ 7,493.66</b>
Deposits:	2014 excess EDA budget \$ from the city	\$ -
	transfer \$ for Sign & Awning Program	\$ - \$ -
Expenses:	G&J Awning-Legion Awning Ck#125	\$ 1,386.00
	Brian's Quick Lube/sign Ck#126	\$ 2,000.00
		\$ -
<b>Sign &amp; Awning account balance</b>		<b>\$ 3,386.00</b>
<b>Sign &amp; Awning account balance</b>		<b>\$ 4,107.66</b>
<b>Balance in MMA account #4259 as of 11-30-16</b>		<b>\$ 19,297.15</b>
<b>MMA account #842646 as of 10-31-16</b>		<b>\$ 15,232.49</b>
Deposits:	T. Knacke - Loan pymt #160	\$ 64.74
	interest	\$ 2.38
		\$ -
		\$ 67.12
Expenses:		\$ -
		\$ -
		\$ -
<b>Balance in MMA account #842646 as of 11-30-16</b>		<b>\$ 15,299.61</b>
<b>Total EDA account balance as of 11-30-16</b>		<b>\$ 34,596.76</b>

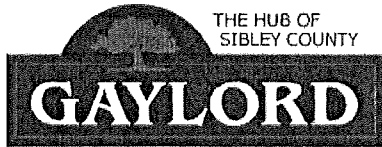


CITY OF GAYLORD

Expenditure Guideline - By Department

NOVEMBER 2016

Account Descr	2016 YTD Budget	NOVEMBER 2016 Amt	2016 YTD Amt	Enc Current	2016 YTD Balance	%YTD Budget
DEPT 46500 Economic Develop mt (GENERAL)						
E 101-46500-101 Salaries - Full Time	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
E 101-46500-102 Salaries - Over Tim	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-103 Salaries - Part Time	\$0.00	\$0.00	\$8,085.00	\$0.00	-\$8,085.00	0.00%
E 101-46500-121 PERA	\$1,875.00	\$0.00	\$606.38	\$0.00	\$1,268.62	32.34%
E 101-46500-122 FICA	\$1,550.00	\$0.00	\$501.27	\$0.00	\$1,048.73	32.34%
E 101-46500-125 Medicare	\$363.00	\$0.00	\$117.26	\$0.00	\$245.74	32.30%
E 101-46500-131 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-200 Supplies (GENERAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-302 Committee/Board/J	\$1,800.00	\$0.00	\$1,170.00	\$0.00	\$630.00	65.00%
E 101-46500-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-305 Bank Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-307 EDA Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-308 Professional Fees	\$15,000.00	\$0.00	\$6,294.46	\$0.00	\$8,705.54	41.96%
E 101-46500-321 Telephone	\$0.00	\$0.00	\$332.72	\$0.00	-\$332.72	0.00%
E 101-46500-322 Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-331 Meeting and Travel	\$500.00	\$0.00	\$3,885.55	\$0.00	-\$3,385.55	777.11%
E 101-46500-340 TIF Settlement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-352 Ads & Notices	\$500.00	\$0.00	\$238.00	\$0.00	\$262.00	47.60%
E 101-46500-361 Liability Insurance	\$30.00	\$0.00	\$54.00	\$0.00	-\$24.00	180.00%
E 101-46500-363 Bond Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-405 Computer Maintena	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-433 Dues and Subscripti	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-434 Business/Industrial	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-436 Promotions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-440 Other	\$700.00	\$0.00	\$7,500.00	\$0.00	-\$6,800.00	1071.43%
E 101-46500-580 Capital Outlay	\$950.00	\$0.00	\$0.00	\$0.00	\$950.00	0.00%
E 101-46500-710 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt	\$48,268.00	\$0.00	\$28,784.64	\$0.00	\$19,483.36	



CITY OF GAYLORD

Expenditure Guideline - By Department

NOVEMBER 2016

Account Descr	2016 YTD Budget	NOVEMBER 2016 Amt	2016 YTD Amt	Enc Current	2016 YTD Balance	%YTD Budget
FUND 500 TAX INCREMENT DIST. GEN (EDA)						
DEPT 46500 Economic Develop mt (GENERAL)						
E 500-46500-105 Director	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-110 Commissioners	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-200 Supplies (GENERAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-300 Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-305 Bank Charges	\$0.00	\$0.00	\$5.00	\$0.00	-\$5.00	0.00%
E 500-46500-307 EDA Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-308 Professional Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-331 Meeting and Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-352 Ads & Notices	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-364 Property Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-381 Electricity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-400 Repairs & Maintena	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-433 Dues and Subscripti	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-440 Other	\$0.00	\$3,386.00	\$20,551.67	\$0.00	-\$20,551.67	0.00%
E 500-46500-443 Forestation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-460 Loans Made	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-510 Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-520 Building Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-530 Other Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-580 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-710 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 500-46500-720 Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt	\$0.00	\$3,386.00	\$20,556.67	\$0.00	-\$20,556.67	



November 29, 2016

Mr. Rick Almich, Interim City Administrator  
PO Box 987  
315 4th Street No.  
Gaylord, MN 55334-0987

Hi Rick ,

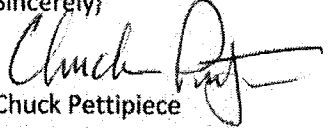
We are approaching the completion of the Gaylord Housing and Commercial Rehabilitation Comprehensive SCDP project and expect final closeout before the first of the year. Steve Moline's recent progress report reflected that we will complete 17 housing projects and 7 commercial projects and the difficulties we experienced in securing these participants. We successfully leveraged more than \$163,243 in non-grant funds which exceeded the original leverage goal by more than \$44,000. However, recent administrative restrictions result in the need for administrative funding from the City or EDA in the amount of \$3,685.

Recently the MN Department of Employment and Economic Development (DEED) has implemented a limitation on administration at 15% of the SCDP rehabilitation funds delivered. This limitation does not reflect the success we had in leveraging other funds nor does it reflect the number of applications processed and that dropped from the rehabilitation process. The recent SCDP directive on the administrative allowance of 15% provides for \$69,025.95 and we are projecting an additional \$3,685 to close-out the remaining projects. This reflects the provisions of both MVAC's and Petti-piece & Associates service agreements for the number of projects completed and established hourly rates. The original SCDP grant administrative allowance was \$77,966 of which we can now only request the \$69,025.95.

In order to satisfy both of the City's administrative agreements and the new SCDP administrative restrictions, we are requesting that the City or EDA provide \$3,685 in support of the Rehabilitation activities completed under the SCDP program. This participation also keeps the overall administration below the original grant estimates and is less than 11.6% of all funds delivered which also is in keeping with the original grant application. We believe the Rehabilitation effort was successful and injected more funds than originally anticipated and yet at a lower total administrative cost than projected.

I can provide additional fee documentation and a related invoice if necessary.

Sincerely;

  
Chuck Petti-piece  
Principal, Petti-piece & Associates

CC: Judd Schultz , MVAC

TEL: 507.625.6076 FAX: 507.625.4731 [www.c-petti-piece.com](http://www.c-petti-piece.com)

1960 PREMIER DR., #200 PO BOX 4173 MANKATO, MN 56002-4173  
NOW WITH OFFICES IN MANKATO AND EMILY MINNESOTA



**SIBLEY COUNTY**  
invites applications for the position of:

## **Community Development Program Manager**

**SALARY:** \$21.01 Hourly  
\$32,775.60 Annually

**OPENING DATE:** 11/29/16

**CLOSING DATE:** 12/14/16 04:00 PM

### **DESCRIPTION:**

Work with partners within the County to retain, expand and attract businesses to Sibley County. Improve the non-residential tax base within the County by assisting existing businesses, and marketing the County to attract business development. Develop creative, collaborative grant proposals for County services and projects. Coordinate content for the County's website and social media sites, responsible to keep pages up to date and accurate.

This position is 30 hours per week and is benefit eligible. Salary is based on 2017 range.

### **DUTIES/RESPONSIBILITIES:**

- Provide support and technical assistance to businesses, local units of government, community organization, and others as assigned. Assistance may include locating financial assistance sources, site location options, financial planning, training, business visits, website creation, grants, business planning, and referral of other specialized technical services and financial lenders.
- Work to retain and expand existing industry in the County through interaction with developers and existing businesses. Plan, coordinate and facilitate development opportunities between cities, businesses, and the County.
- Develop and implement creative, collaborative grant proposals for County services and projects by identifying potential funding sources, and researching and identifying new government and private funding prospects. Provide technical assistance with grant research, application completion and final review, etc. to County divisions, cities, and school districts working on collaborative projects with the County.
- Recommend policy and plans to County Administrator in areas of business related communications, online programs and presence, social media, and general county communications, as well as other areas as assigned.
- Assist with economic and strategic planning, goal setting, and implementation research and processes.
- Maintain a high level of local community involvement; provide coordination between organizations including cities, townships, chambers of commerce, economic development groups, and local lenders in the area of economic development, with the basic understanding that increasing the County's economy will occur only through cooperation of all organizations involved.
- Perform other job-related duties as assigned.

### **MINIMUM REQUIREMENTS:**

Bachelor's Degree in Business, Public Administration, Urban Studies, Marketing, Communications, or closely related field is required. Master's degree in related field is also acceptable.

Minimum of two years of work experience in a related field is required. Preference for economic development, business development and/or website and written communications related work

experience.

Requires a valid State of Minnesota Driver's License.

Ability to attend night meetings is required.

**ADDITIONAL INFORMATION:**

**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:**

- Principles, practices, and legal aspects of public administration as they relate to county government.
  - Local and state political processes.
  - Governmental accounting and reporting and the relationships of local, state, and federal funding.
  - Knowledge of County policies, county governance and economic development rules.
  - Knowledge of management principles, as well as supervisory methods and techniques.
  - Knowledge of data gathering, analysis, and evaluation methods and techniques.
  - Knowledge of local government finance, including budgeting and financial management.
  - Ability to plan, coordinate, and delegate work, and to supervise and evaluate the work of others.
  - Ability to communicate effectively, both orally and in writing.
  - Ability to establish and maintain effective working relationships with local units of government and community groups.
  - Ability to make decisions on recommendations in the absence of specific or concrete guidelines.
  - Ability to operate all job-related equipment.
  - Skill in successful grant writing.
  - Skill in maintaining records and preparing reports.
  - Skill in effective written and oral English communication.
  - Skill in use of computers and MS Office software.
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