

**Gaylord Economic Development Authority
Regular Meeting Agenda
Monday, September 11, 2017 (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 9/11/2017 agenda

III. CONSENT AGENDA:

1. Approve 8/14/2017 EDA minutes

2. EDA Fund Balances –

I. EDA General Money Market Fund	\$15,217.03
II. Sign & Awning Account Balance	\$ 4,107.66
III. EDA Down Payment Assistance Program Funds	<u>\$15,904.47</u>
Total:	\$35,229.16

IV. MONTHLY REPORTS/UPDATES:

1. Council liaisons
 - a. Homme
2. Staff Reports
3. Other Reports

V. UNFINISHED BUSINESS:

1. Commercial Rehabilitation Loan Program
2. Housing Study update

VI. NEW BUSINESS:

1. 2018 EDA Budget

VIII. ADJOURNMENT



**Gaylord Economic Development Authority
Regular Meeting Minutes
Monday, August 14, 2017**

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 5:33 P.M.

Members present: Chuck Klimmek (President), Doug Parrott (Vice President), Tom Homme (Secretary/Treasurer), Steve Olmstead.

Members absent: Jim Landaas.

Staff present: Lori Waltz (Interim City Administrator) Don Lannoye (City Attorney).

Staff absent: None.

Guests present: Lisa Uecker (Gaylord Hub).

II. APPROVE THE AGENDA and any additions or corrections:

1. A motion by Parrott, seconded by Olmstead to approve the 8/14/17 agenda. The motion carried.

III. CONSENT AGENDA:

1. Approve 7/17/2017 EDA minutes:

Parrot suggested for the record to acknowledge the reason there is no record of July 2017 Minutes, is because the meeting was cancelled due to no quorum. Klimmek agreed.

2 EDA Fund Balances:

I.	EDA General Money Market Fund	\$ 15,213.91
II.	Sign & Awning Account Balance	\$ 4,107.66
III.	EDA Down Payment Assistance Program Funds	\$ <u>15,837.18</u>
	Total	\$35,158.75

IV. MONTHLY REPORTS/UPDATES:

1. Council Liaisons Reports (Landaas/Homme):

- I. Councilmember Landaas:
 - a. Klimmek reported that Landaas has resigned from his council seat, Council is looking for applicants for a new Council Member.
- II. Councilmember Homme:
 - b. Homme – None.

2. Staff Reports:

I. Member Klimmek:

a. Klimmek asked Waltz if the \$6,000.00 approved by the City Council for the Sign & Awning Loan Program has been transferred. Waltz stated the money would be transferred.

3. Other Reports:

None

V. UNFINISHED BUSINESS:

1. Facade Improvement and Commercial Rehabilitation Loan Programs:

a. Klimmek suggested changing the name of the loan program to Commercial Rehabilitation Loan Program. Klimmek noted that you need to provide your social security number to apply which is a privacy issue, would it be acceptable to use their Federal Tax Id number. Lannoye agreed that the Tax Id number would be acceptable.

Parrott stated more definition is needed in the interior improvement area, reading from Hutchinson's website, money is not available to remodel apartments that are not generally accessible by the public, however safety improvements by or near the apartments are acceptable.

Klimmek pointed out that Owatonna only allows improvement to the exterior of the buildings, but he is more in favor of Hutchinson's due to the fact it allows a furnace replacement or electrical wiring update, also Hutchinson is in favor of downtown businesses where Owatonna has more definition on downtown businesses, the committee will have to define what a retail commercial business is.

Homme asked for definition on what the difference is between a Tier 1 and Tier 2 loan.

Klimmek stated that Tier 1 has no interest, no mortgage, no lien is required. Tier 2 is one half of prime. A business can apply for both Tier 1 and Tier 2. Tier 2 is more like a second mortgage.

Klimmek noted that this money is all loan money so when it comes back in, it can be re-used.

Klimmek requested Lannoye help him put together a second draft. Lannoye agreed.

2. Sibley County Housing Study update:

a. Klimmek reported that Sibley County backed out of the Housing Study. Winthrop, Arlington and Gaylord are working together to try to get a Housing Study. Klimmek noted that they are meeting every two weeks and they plan on asking other communities within the County to join the committee. Klimmek was able to get a copy of Glencoe's Housing study and he was able to speak to their EDA person, he felt it was a good study and it is available on Glencoe's website under EDA. There is a map on the website showing the area that the study encompasses. Klimmek also stated that the committee's purpose is geared toward work force housing as opposed to single family lots.

VI. NEW BUSINESS:

1. Minnesota Housing Partnership Rural Community Development Initiative:

a. Klimmek stated that the Minnesota Housing Partnership contacted the city wondering if we were interested. They received a grant from USDA for this program and it would start in early 2018, also they would provide a staff person to work with the team from the community. There will be four to six workshops that we will have to send a representative to.

2. Residential “Shovel Ready” Program:

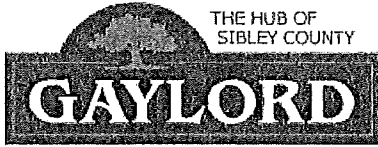
a. Klimmek reported that the shovel ready program is for single families. Basically, it is having a packet ready if a developer calls Klimmek or Waltz and asks what is available for developing in Gaylord. Currently there are four areas, the City has two and Messner’s also have two.

VIII. ADJOURNMENT:

Motion by Parrott, second by Olmstead, to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 6:12 P.M.

Respectfully submitted,

Chuck Klimmek, EDA President



CITY OF GAYLORD

Expenditure Guideline - By Department
AUGUST 2017

Account Descr	2017 YTD Budget	AUGUST 2017 Amt	2017 YTD Amt	Enc Current	2017 YTD Balance	%YTD Budget
DEPT 46500 Economic Develop mt (GENERAL)						
E 101-46500-101 Salaries - Full Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-125 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-46500-302 Committee/Board/J	\$1,800.00	\$0.00	\$840.00	\$0.00	\$960.00	46.67%
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	\$42,400.00	\$0.00	\$0.00	\$0.00	\$42,400.00	0.00%
E 101-46500-321 Telephone	\$0.00	\$0.00	\$105.84	\$0.00	-\$105.84	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	\$1,500.00	\$0.00	\$512.23	\$0.00	\$987.77	34.15%
E 101-46500-340 TIF Settlement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-352 Ads & Notices	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
E 101-46500-361 Liability Insurance	\$54.00	\$0.00	\$0.00	\$0.00	\$54.00	0.00%
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	\$500.00	\$0.00	-\$500.00	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	\$3,000.00	\$0.00	\$25.00	\$0.00	\$2,975.00	0.83%
E 101-46500-440 Other	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 101-46500-580 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	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	\$51,104.00	\$0.00	\$1,983.07	\$0.00	\$49,120.93	

Gaylord EDA

MMA account #4259 Balance as of 7-31-17		\$ 15,213.91
Deposits:	interest	
		\$ 3.12
		\$ - \$ 3.12
Expenses:		
		\$ - \$ -
	Total	\$ 15,217.03
Sign & Awning Account Balance as of 7-31-17		\$ 4,107.66
Deposits:	2014 excess EDA budget \$ from the city	\$ -
	transfer \$ for Sign & Awning Program	\$ - \$ -
Expenses:		
		\$ -
	Sign & Awning account balance	\$ - \$ 4,107.66
Balance in MMA account #4259 as of 8-31-17		\$ 19,324.69
MMA account #842646 as of 07-31-17		\$ 15,837.18
Deposits:	T. Knacke - Loan pymt #169	\$ 64.74
	interest	\$ 2.55
		\$ - \$ 67.29
Expenses:		
		\$ -
		\$ -
		\$ -
Balance in MMA account #842646 as of 08-31-17		\$ - \$ 15,904.47
Total EDA account balance as of 8-31-17		\$ 35,229.16

Commercial Rehabilitation Loan Program – “Tier 1”

- Program Purpose:** To promote the rejuvenation of existing commercial buildings within the City through renovation and remodeling.
- How It Works:** Applicant receives loan application from Gaylord Economic Development Authority. EDA reviews completed application and makes decision. Loans are awarded on a first come-first served basis, with awards being dependent on the availability of funds.
- Eligible Applicants:** Owners/Renters of commercial buildings within the City of Gaylord. For the purposes of this program, “commercial buildings” mean buildings that house retail business or business that provide a service to the public. It does not include warehouse, storage, or manufacturing facilities.
- Minimum Requirements:** All building renovation/remodeling is to comply with City/State codes & policies.
- Eligible Projects:** Eligible improvements include exterior improvement to buildings, as well as interior improvements such as general remodeling and improvements related to safety, accessibility, habitability, and energy consumption. Specific eligible improvements include the following:
- Eligible exterior improvements:**
Windows and doors
Painting, sandblasting or other façade improvements
Roofs
Foundations
Exterior Lighting
Handicap Accessibility (ramps)
Concrete work such as private steps and sidewalks
Private parking lots
Landscaping
- Eligible safety, accessibility, habitability, and energy efficiency improvements:**
Heating
Electrical
Plumbing
Insulation
Handicap accessibility
Asbestos abatement
- Eligible interior improvements include only general remodeling of areas that are accessible to the public, to include:**

Lighting improvements
Built-in cabinetry
Painting or other wall coverings
Flooring.

Ineligible interior improvements include refinancing prior rehab debt, working capital, inventory and improvements that are removable, such as the following:

Security systems
Equipment
Furniture

Loans are not available to remodel apartments above the business or areas not generally accessible by the public

- Maximum Available:** \$1,000 minimum, up to a maximum of \$5,000.
- Other Funds Required:** 50% of total project cost must be privately financed through owner equity and other lending sources.
- Interest Rate:** 0%
- Terms:** Level monthly payment schedule, not exceeding three (3) years. Minimum monthly payments of \$100.
- Collateral Requirements:** Personal guarantees.
- Fees:** \$25 processing.
- Applications Accepted:** On a year-round basis through the Economic Development Authority.
- Approving Authority:** Gaylord Economic Development Authority.
- Disbursement of Funds:** Upon receipt of bills or pre-arranged approved schedule. Loan funds must be disbursed in full within 180 days of loan approval.

Note: Loan program is subject to the availability of EDA loan funds.

Contact: Gaylord Economic Development Authority
332 Main Avenue, P.O. Box 987
Gaylord, MN 55334
507-237-2338

Gaylord Economic Development Authority

Commercial Rehabilitation Loan Program Application – “Tier 1”

1. PURPOSE

It is the purpose of this document to establish a low-documentation commercial rehabilitation loan program to promote the rejuvenation of existing commercial/retail buildings within the City through renovation and remodeling.

2. POLICY STATEMENT

The Gaylord Economic Development Authority (EDA) recognizes that improving the appearance of the exterior of a commercial/retail business is an essential part of creating a successful shopping experience. It is the intent of the loan program to provide affordable loans for the remodeling and/or rehabilitation of existing commercial/retail structures.

3. LOAN AMOUNT AND TERMS

The minimum loan amount will be \$500, and the maximum amount will be 50% of the total project cost or \$5,000, whichever is less. The loan interest rate will be at 0%. Financing terms will be based on a level monthly repayment schedule, not to exceed three (3) years. Minimum monthly payments of \$100. Loans will be based on a cost reimbursement procedure, with funds being remitted after project cost documentation is submitted to the EDA. The EDA reserves the right to approve or deny individual applications.

4. REGULATION FOR IMPROVEMENTS

All building renovation/remodeling are to comply with City/State codes and policies. Improvements may include but not limited to removal of false façade, exterior restoration, painting, windows, signage, tuck pointing, and other structural improvements which preserve and/or enhance the original architectural lines/style of the building. Any costs incurred prior to the approval of the application are not eligible. No project may commence until the required City permits are secured.

5. LOAN SECURITY AND GUARANTEES

The applicant must demonstrate the financial means to repay the loan and provide a personal guarantee.

6. PRODEDURAL GUIDELINES FOR APPLICATION AND APPROVAL

A. Application and Review

A completed application form, together with a processing fee of \$25, must be submitted to the Gaylord Economic Development Authority. The EDA will review the application and make a decision.

The following factors will be considered:

1. Ratio of private funds to the requested loan amount is 1:1 or greater
2. Sufficient cash flow to cover proposed debt service as demonstrated by financial information.
3. Business to be assisted must show a positive net worth.
4. All other information as required in the application and/or additional information as may be requested by the EDA.
5. Project Design – does it rejuvenate the existing commercial building.

B. Disbursement of Loan Funds:

Loans will be based on a cost reimbursement procedure, with loan funds being paid out to the applicant in accordance with a pre-arranged approved schedule upon receipt of cost documentation (invoices) for work completed. Loan funds must be disbursed in full within 180 days of loan approval.

APPLICATION
Low Documentation Loan Fund

I. BASIC INFORMATION

Name of Business _____ Loan Number _____

Address _____

City _____ Zip Code _____

Contact Person _____ Telephone _____

Tax ID # _____

Type of Business: _____ Sole Proprietorship _____ Corporation _____ Partnership

A. Brief description of the business the applicant is engaged in:

B. Are you or your business currently involved or have any history of being involved in litigation:

_____ Yes _____ No

II. NATURE OF THE LOAN REQUEST:

Amount of Commercial Rehabilitation Loan Requested: \$ _____

Brief description of project for which applicant is seeking funding:

III. PERSONAL FINANCIAL DETAIL

A. Detailed Personal Financial Statement

B. Most Recent Personal Tax Return

C. Bank Letter of Reference

The person financial information provided will be kept confidential except to the extent that it needs to be considered in making an award

The foregoing statement/application, submitted for the purpose of obtaining EDA funding, is true and correct in every detail and fairly shows my/our financial condition at the time indicated. I/we will give the EDA prompt written notice of any subsequent substantial change in such financial condition occurring before discharge of my/our obligations to the EDA. I/we understand that the EDA will retain this personal financial statement whether or not the EDA approves the credit in connection with which it is submitted. The EDA is authorized to check my/our credit history and/or any other information contained herein.

Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Commercial Rehabilitation Loan Program – “Tier 2”

- Program Purpose:** In conjunction with the Tier 1 Commercial Rehabilitation Loan Program applicants may be eligible for additional funds for exterior commercial building renovation and remodeling within the City of Gaylord.
- How It Works:** Applicant receives loan application from Gaylord Economic Development Authority. EDA reviews completed application and makes decision. Loans are awarded on a first come-first served basis, with awards being dependent on the availability of funds.
- Eligible Applicants:** Owners/Renters of commercial buildings within the City of Gaylord. For the purposes of this program, “commercial buildings” mean buildings that house retail business or business that provide a service to the public. It does not include warehouses, storage, or manufacturing facilities.
- Minimum Requirements:** All building renovation/remodeling is to comply with City/State codes & policies. Proposed improvements must enhance or restore the original architectural lines/style of building.
- Eligible Projects:** Eligible improvements include exterior improvement to buildings, as well as interior improvements such as general remodeling and improvements related to safety, accessibility, habitability, and energy consumption. Specific eligible improvements include the following:
- Eligible exterior improvements:**
Windows and doors
Painting, sandblasting or other façade improvements
Roofs
Foundations
Exterior Lighting
Handicap Accessibility (ramps)
Concrete work such as private steps and sidewalks
Private parking lots
Landscaping
- Eligible safety, accessibility, habitability, and energy efficiency improvements:**
Heating
Electrical
Plumbing
Insulation

Handicap accessibility
Asbestos abatement

Eligible interior improvements include only general remodeling of areas that are accessible to the public, to include:

Lighting improvements
Built-in cabinetry
Painting or other wall coverings
Flooring.

Ineligible interior improvements include refinancing prior rehab debt, working capital, inventory and improvements that are removable, such as the following:

Security systems
Equipment
Furniture

Loans are not available to remodel apartments above the business or areas not generally accessible by the public

- Maximum Available:** \$20,000 maximum (in addition to \$5,000 Tier 1 funds)
- Other Funds Required:** 50% of total project cost must be privately financed through owner equity and other lending sources.
- Interest Rate:** One half of prime interest rate the day the application is submitted.
- Terms:** Repayment period not to exceed 7 years. Minimum monthly payment of \$100.
- Collateral Requirements:** Personal guarantees, junior mortgage on building and/or assets.
- Fees:** \$150 processing
- Applications Accepted:** On a year-round basis.
- Approving Authority:** Gaylord Economic Development Authority. In addition to the financial aspects of the proposed loan, the EDA will review the proposed renovation / remodeling plans to determine if changes are in keeping with the original architectural lines/styles of the building. Approval of the loan is based on decisions made by the EDA. The

Gaylord Economic Development Authority reserves the right to approve or deny individual applications.

Disbursement of Funds: Upon receipt of bills or pre-arranged approved schedule. Loan funds must be disbursed in full within 180 days of loan approval.

NOTE: Loan program is subject to the availability of EDA loan funds.

Contact: Gaylord Economic Development Authority
332 Main Avenue, P.O. Box 987
Gaylord, MN 55334
507-237-2338

Gaylord Economic Development Authority

Commercial Rehabilitation Loan Program Application – “Tier 2”

1. PURPOSE

It is the purpose of this document to establish a low-documentation commercial rehabilitation loan program to promote the rejuvenation of existing commercial/retail buildings within the City through exterior renovation and remodeling.

2. POLICY STATEMENT

The Gaylord Economic Development Authority (EDA) recognizes that improving the appearance of the exterior of a commercial/retail business is an essential part of creating a successful shopping experience. It is the intent of the loan program to provide affordable loans for the remodeling and/or rehabilitation of existing commercial/retail structures.

3. LOAN AMOUNT AND TERMS

The maximum amount will be 50% of the total project cost or \$20,000, whichever is less. The loan interest rate will be at one half the prime interest rate the day the application is submitted. Financing terms will be based on a per month repayment schedule, not to exceed seven (7) years. The minimum monthly payment is \$100. Loans will be based on a cost reimbursement procedure, with funds being remitted after project cost documentation is submitted to the EDA.

4. REGULATION FOR IMPROVEMENTS

All building renovation/remodeling is to comply with City/State codes and policies. Improvements may include but not limited to removal of false façade, exterior restoration, painting, windows, signage, tuck pointing, and other structural improvements which enhance the original architectural lines/style of the building. Any costs incurred prior to the approval of the application are not eligible. No project may commence until the required City permits are secured.

5. LOAN SECURITY AND GUARANTEES

The applicant must demonstrate the financial means to repay the loan and provide a personal guarantee and junior mortgage on building and/or assets.

6. PRODEDURAL GUIDELINES FOR APPLICATION AND APPROVAL

A. Application and Review

A completed application form, together with a processing fee of \$150, must be submitted to the Gaylord Economic Development Authority. The EDA will review the application and make a decision. The fee is used to cover EDA expenses for processing the application.

B. Project Review

The EDA will review each application in terms of its consistency with the goals of the loan program.

The EDA will also evaluate the project application in terms of the following:

1. Project Design – Evaluation of project design will include review of the plans to determine if the proposed changes are in keeping with the original architectural lines/styles of the building.
2. Financial Feasibility – Availability of funds, private involvement, financial packaging and cost effectiveness.
 - a. Ratio of private funds to Low-Doc funds is 1:1 or greater.
 - b. Sufficient cash flow to cover proposed debt service as demonstrated by financial information.
 - c. Business to be assisted must show a positive net worth.
 - d. Sufficient collateral.
3. All other information as required in the application and/or additional information as may be requested by the EDA.
4. The EDA will decide to approve or disapprove the application.
5. The loan recipient shall agree to provide the EDA with information as needed to monitor project compliance relative to the loan guidelines.
6. Loans will be made on a “one time” basis for each building. Businesses occupying more than one building will be considered as one building, and a building containing more than one business will be considered as one building for loan purposes.

C. Disbursement of Loan Funds:

Loans will be based on a cost reimbursement procedure, with loan funds being paid out to the applicant in accordance with a pre-arranged approved schedule upon receipt

of cost documentation (invoices) for work completed. Loan funds must be disbursed in full within 180 days of loan approval.

APPLICATION
Low Documentation Loan Fund

I. BASIC INFORMATION

Name of Business _____ Loan Number _____

Address _____

City _____ Zip Code _____

Contact Person _____ Telephone _____

Tax ID # _____

Type of Business: _____ Sole Proprietorship _____ Corporation _____ Partnership

A. Brief description of the business the applicant is engaged in:

B. Are you or your business currently involved or have any history of being involved in litigation:

_____ Yes _____ No

II. NATURE OF THE LOAN REQUEST:

Amount of Commercial Rehabilitation Loan Requested: \$ _____

Provide a description of the project for which you are seeking funding; including cost estimates. Due to the purpose of this loan program, it is important that you provide the review committee with detailed plans for your project.

III. PERSONAL FINANCIAL DETAIL

- A. Detailed Personal Financial Statement
- B. Most Recent Personal Tax Return
- C. Bank Letter of Reference

The person financial information provided will be kept confidential except to the extent that it needs to be considered in making an award

The foregoing statement/application, submitted for the purpose of obtaining EDA funding, is true and correct in every detail and fairly shows my/our financial condition at the time indicated. I/we will give the EDA prompt written notice of any subsequent substantial change in such financial condition occurring before discharge of my/our obligations to the EDA. I/we understand that the EDA will retain this personal financial statement whether or not the EDA approves the credit in connection with which it is submitted. The EDA is authorized to check my/our credit history and/or any other information contained herein.

Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

HOUSING STUDY MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made effective and acknowledged on this _____ day of _____, 2017 by and between the Economic Developments Authorities (EDA) of the Cities of Arlington, Gaylord, Gibbon, and Winthrop, and the City of New Auburn. The intent of this memorandum is to fully document all relevant issues and agreements between the five entities regarding their cooperative purchase and use of a housing study that would benefit all communities.

The goal of the five entities is to work with the Sibley Housing Team to develop a request for proposals (RFP) for a consultant to conduct a housing study that benefits the above-mentioned communities. Once the RFPs are returned the cities will work with the Sibley Housing Team to hire the appropriate consultant and assist the consultant as needed during the housing study process. Once the study is complete, it will be made available to each City and each City will be allowed to use it as they see fit.

The Winthrop EDA will act as the fiscal agent in this matter. It will be responsible for collecting all contributions from the other entities and will be responsible for paying the consultant. It will also be the entity that will sign any legal documents pertaining to the endeavor.

The Gaylord EDA will act as the contact point between the five entities and the consultant for relaying information and handling day to day activities.

The costs of the consultant will be split as follows: The cost of the consultant will split into four equal shares. The EDAs from Arlington, Gaylord, and Winthrop, will each pay one of the equal shares. The remaining equal share will be split between the Gibbon EDA and the City of New Auburn. Each entity's share will be due within 30 days of demand by the fiscal agent.

Amendments/termination to/of this memorandum may only be made upon written consent of all parties.

Dated:

Dated:

Arlington EDA

Gaylord EDA

Dated:

Dated:

Gibbon EDA

City of New Auburn

Dated:

Winthrop EDA

DRAFT

2018 Proposed Budget

City of Gaylord General Fund Expenditures

FUND DEPARTMENT	101 GENERAL FUND 46500 Economic Development	2016 BUDGET ENTRY	2017 BUDGET ENTRY	2017 ACTUAL 06-30-17	2018 BUDGET ENTRY	SPECIFIC COMMENTS
101	Salaries - Full Time	\$ 25,000	\$ -	\$ -	\$ -	Eliminate "Employee" Position
103	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	
121	PERA	\$ 1,875	\$ -	\$ -	\$ -	
122	FICA	\$ 1,550	\$ -	\$ -	\$ -	
125	Medicare	\$ 363	\$ -	\$ -	\$ -	
131	Employer Paid Health Insurance	\$ -	\$ -	\$ -	\$ -	
200	Supplies	\$ -	\$ 100	\$ -	\$ 100	
302	EDA Membership Per Diem	\$ 1,800	\$ 1,800	\$ 420	\$ 1,800	5 members x \$30/meeting x 12 meetings = \$1800
303	Engineering Fees	\$ -	\$ -	\$ -	\$ -	
307	EDA Administration	\$ -	\$ -	\$ -	\$ -	
308	Professional Fees	\$ 15,000	\$ 42,400	\$ -	\$ 42,400	39,200 (16 hrs. / week for 49 weeks @ \$50/ hr.) Other Consultants- \$3,000
321	Telephone	\$ -	\$ -	\$ 106	\$ -	
322	Postage	\$ -	\$ -	\$ -	\$ -	
331	Meeting and Travel	\$ 500	\$ 1,500	\$ 512	\$ 500	Increased travel budget due to Medical School Development
352	Ads & Notices	\$ 500	\$ 250	\$ -	\$ 250	
361	Liability Insurance	\$ 30	\$ 54	\$ -	\$ 59	
405	Computer Maintenance	\$ -	\$ -	\$ -	\$ -	
433	Dues and Subscriptions	\$ -	\$ 500	\$ -	\$ -	
436	Promotions	\$ -	\$ 3,000	\$ 25	\$ 3,000	SBDC - \$500;
440	Other	\$ 700	\$ 2,000	\$ -	\$ 2,000	Minnesota Mainstreet - \$200 Greater MSP Partnership- \$500 Greater MSP Login- \$450 Misc- \$350
580	Capital Outlay	\$ 950	\$ -	\$ -	\$ -	
710	Transfers Out	\$ -	\$ -	\$ -	\$ -	
	Total Economic Development	\$ 48,268	\$ 51,104	\$ 1,563	\$ 50,109	5.85% \$ 2,836.00 Budget Increase (Decrease)