



**Gaylord Economic Development Authority  
Regular Meeting Agenda  
Monday, October 9, 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 10/9/2017 agenda

**III. CONSENT AGENDA:**

1. Approve 9/11/2017 EDA minutes

2. EDA Fund Balances –

I. EDA General Money Market Fund	\$15,219.63
II. Sign & Awning Account Balance	\$ 4,107.66
III. EDA Down Payment Assistance Program Funds	<u>\$15,972.33</u>
Total:	\$35,299.62

**IV. MONTHLY REPORTS/UPDATES:**

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

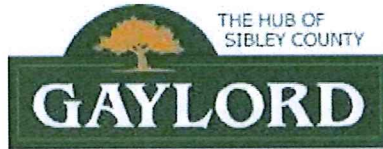
**V. UNFINISHED BUSINESS:**

1. Update on Commercial Rehabilitation Loan Program
2. Update on Housing Study

**VI. NEW BUSINESS:**

- 1.
- 2.

**VIII. ADJOURNMENT**



**Gaylord Economic Development Authority  
Regular Meeting Minutes  
Monday, September 11, 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 5:30 P.M.

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

**Members absent:** None.

**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. Klimmek requested per Olmstead a second item be added to New Business, the discussion of the condition of the first lot EDA sold for a dollar. The condition of the property is in question. A motion made by Parrot, seconded by Olmstead to approve the 9/11/17 Agenda as amended. The motion carried.

**III. CONSENT AGENDA:**

1. **Approve 8/14/2017 EDA minutes:**  
Klimmek requested three items be changed on the 8/14/17 Minutes. Waltz indicated these changes would be made.

**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 Reports:**
  - a. Homme – Missed the previous City Council Meeting. Due to Jim Landaas resigning, Mayor Boeder is going to fill committee positions at the next City Council Meeting which is scheduled for 9/20/17.

**2. Staff Reports:**

I. Member Klimmek: None.

**3. Other Reports:**

None

**V. UNFINISHED BUSINESS:**

**1. Commercial Rehabilitation Loan Programs:**

a. Klimmek reported he and Lannoye have been working on the Commercial Rehabilitation Loan Program Application for Tier 1 and Tier 2. He noticed the application page is still being called the Loan Documentation. Lannoye assured the correction would be made. Klimmek stated he and Lannoye defined the interior and safety related improvements also commercial retail. Klimmek noted warehouses and manufacturing facilities are not eligible. Parrott requested a change be made in Tier 2 from low doc to requested funds. Lannoye stated the correction would be taken care of. Klimmek is going to request to be put on the Council Agenda for the 9/20/17 Council Meeting to present these Programs. Parrott asked if Hutchinson and St Peter have these programs. Klimmek responded that Hutchinson and Owatonna have these programs. Klimmek also stated Council was briefed regarding these programs and requested to see the financial paperwork showing where funding is coming from, which he is going to present at the 9/20/17 meeting. A motion was made by Parrot, seconded by Olmstead to approve the Commercial Rehabilitation Program Application for Tier 1 and Tier 2. The motion carried.

**2. Sibley Housing Committee Study update:**

a. Klimmek reported the committee continues to meet and has changed their name to Sibley Housing Committee taking County out of the title since the County is not involved. Currently the communities involved are Arlington, Gaylord, Gibbon and Winthrop, New Auburn has not yet indicated if they are interested. Henderson and Green Isle have indicated they are not interested. Lannoye drafted a Memorandum of Understanding, Klimmek stated this is just a draft because the Committee is still receiving feedback. Klimmek also noted the Committee decided that Arlington, Gaylord and Winthrop would pay equal amounts and the other Cities interested would pay half. The final amounts will be determined at a later date. The Committee is drafting a Request for Proposal which could cost between \$3,000.00 to \$5,000.00. Klimmek wanted to assure everyone that this Committee will not obligate any money without approval from EDA and the City Council.

**VI. NEW BUSINESS:**

**1. 2018 EDA Budget**

a. Klimmek reported he and Waltz have been working on the 2018 EDA Budget and he proposed to keep the budget similar to last year. Klimmek requested the Professional Fees remain the same since EDA may want to put together some projects or hire a consultant. Meeting and Travel was reduced due to proposed money for travel for the medical school from last year. After some discussion, a motion was made by Homme, seconded by Parrot to approve the Proposed 2018 EDA Budget. The motion carried.

Klimmek reported Waltz just transferred \$6,000.00 to cover the invoice Ron Kirsch turned in for the new awning. Parrott noted how the new awnings really dress up the downtown area and hoped more new awnings would be put up. Olmstead stated he would talk to the owner of the building that houses his business to see if there is any interest in new awnings. Klimmek noted the Awning Program is sponsored through EDA, also some signs around town have been EDA projects.

**2. Discussion of Lot Condition:**

a. Klimmek reported the house is slowly coming along but the yard has concerns. This property is the first lot EDA sold for a dollar. There is a new property owner next door who has expressed concerns over the value of his property declining due to the weeds and debris next door. Klimmek wasn't sure if this is an EDA issue. Lannoye stated this is a nuisance issue that the City would have to deal with and the Police Department is currently involved. Lannoye went on to say if the property owner does not take care of this issue the City can step in, do the clean-up and bill the property owner. Klimmek asked if there are time limits on the building permit issued to the property owner. Waltz replied as long as the property owner can show progress is being made the building permit is still valid. Klimmek reported that no completion date was put into place upon sale of the lot. Waltz stated she could call the building inspector to see if any inspections have taken place. Lannoye stated this situation would not happen again because the program has been revised, with benchmarks being put in place.

**VIII. ADJOURNMENT:**

Motion by Olmstead, second by Parrot, to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 6:04 P.M.

Respectfully submitted,

---

Chuck Klimmek, EDA President

**Gaylord EDA**

**MMA account #4259 Balance as of 8-31-17** **\$ 15,217.03**

Deposits:	interest	\$	2.60	
		\$	-	
		\$	-	\$ 2.60

Expenses:		\$	-	\$ -
-----------	--	----	---	------

**Total** **\$ 15,219.63**

**Sign & Awning Account Balance as of 8-31-17** **\$ 4,107.66**

Deposits:	2014 excess EDA budget \$ from the city	\$	-	
	transfer \$ for Sign & Awning Program 09-07-17	\$	6,000.00	\$ 6,000.00

Expenses:	G&J Awning/Kirsch Bldg Ck#127	\$	6,000.00	
-----------	-------------------------------	----	----------	--

		\$	6,000.00	
<b>Sign &amp; Awning account balance</b>				<b>\$ 4,107.66</b>

**Balance in MMA account #4259 as of 9-30-17** **\$ 19,327.29**

**MMA account #842646 as of 08-31-17** **\$ 15,904.47**

Deposits:	T. Knacke - Loan pymt #170	\$	64.74	
	interest	\$	3.12	
		\$	-	\$ 67.86

Expenses:		\$	-	
		\$	-	
		\$	-	
		\$	-	

**Balance in MMA account #842646 as of 09-30-17** **\$ 15,972.33**

**Total EDA account balance as of 9-30-17** **\$ 35,299.62**