

**Gaylord Economic Development Authority  
Annual Meeting Agenda  
Wednesday, January 10, 2018 (5:30 P.M.)  
*Please call 237-2338 if you are unable to attend.***

- I. CALL TO ORDER (5:30 P.M.)**
- II. ELECTION OF OFFICERS:**
  - 1. President
  - 2. Vice President
  - 3. Secretary
- III. APPROVE THE AGENDA and any additions or corrections:**
  - 1. Approve 1/10/2018 agenda
- IV. CONSENT AGENDA:**
  - 1. Approve 12/11/2017 EDA minutes
  - 2. EDA Fund Balances –
    - I. EDA General Money Market Fund \$ 15,228.60
    - II. Sign & Awning Account Balance \$ 4,107.66
    - III. EDA Down Payment Assistance Program Funds \$ 16,618.53
    - IV. Commercial Rehabilitation Loan Program Funds \$ \_\_\_\_\_
    - Total: \$ 35,954.79
- V. MONTHLY REPORTS/UPDATES:**
  - 1. Council liaisons
    - a. Homme
    - b. Klein
  - 2. Staff Reports
  - 3. Other Reports
- VI. UNFINISHED BUSINESS:**
  - 1. Update on Housing Study (Klimmek)
  - 2. Update on Minnesota Housing Partnership Institute (Klimmek)
  - 3. Conversion of park area to residential lots
- VII. NEW BUSINESS:**
  - 1. Inquiry from housing developer
  - 2.
- VIII. ADJOURNMENT**



**Gaylord Economic Development Authority  
Regular Meeting Minutes  
Monday, December 11, 2017**

**I. CALL TO ORDER**

**II.** 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 and Josh Klein.

**Members absent:** None.

**Staff present:** Lori Waltz (Interim City Administrator), Don Lannoye (City Attorney), Colleen Snyder, (Administrative Assistant).

**Staff absent:** None.

**Guests present:** Lisa Uecker (Gaylord Hub).

**III. APPROVE THE AGENDA and any additions or corrections:**

Approve 12/11/2017 agenda. Approval was given through consensus.

**IV. CONSENT AGENDA:**

Motion by Olmstead, second by Homme to approve the consent agenda. Motion carried.

1. Approve 11/13/2017 EDA minutes

2. EDA Fund Balances –

I. EDA General Money Market Fund \$ 15,225.68

II. Sign & Awning Account Balance \$ 4,107.66

III. EDA Down Payment Assistance Program Funds \$ 16,616.02

Total: \$ 35,949.36

**V. MONTHLY REPORTS/UPDATES:**

1. **Council liaisons**

a. Homme: None.

b. Klein: None.

2. **Staff Reports:** None.

3. **Other Reports:** None.

**VI. UNFINISHED BUSINESS:**

1. **Update on Commercial Rehabilitation Loan Program implementation**

a. Klimmek reported there were concerns at 11-13-17 EDA meeting whether the money from the SCDP grant could be used for this new program. After the meeting

Waltz and Lannoye drafted an email to Steve Moline. He confirmed this was the proper use of these funds. Klimmek noted that Waltz is working on moving the funds from the three different sources into a separate line item in the monthly financial report.

## **2. Update on the Housing Study**

a. Klimmek reported that Arlington decided not to participate in the study. With the reduction in scope of the study, AdMark is dropped the price to \$15,000.00. The Committee also contacted UDSA, the grant provider, to confirm the grant was still available and funds could the check be sent to Winthrop instead of Arlington. Klimmek stated the cost to the three remaining cities, will now be \$4,000.00 each for Gaylord and Winthrop and \$2,000.00 for Gibbon. Klimmek asked Lannoye if the Memorandum of Understanding needed to be redone. Lannoye responded that changes were not necessary.

## **3. Residential Shovel Ready Program update**

a. Klimmek reported he met with Justin Black and Brent Kavitz from SEH to discuss developing shovel ready packets for potential residential development sites. At that meeting Klimmek requested SEH provide a proposal to develop a shovel ready packet for the Meadow Woods property. That proposal was included in the meeting packet and was \$5,800 Hourly, Not to Exceed. Klimmek recommended waiting until results from the house study becomes available, in the event some re-platting of lots in that development is recommended.

# **VII. NEW BUSINESS:**

## **1. Conversion of park area to residential lots**

a. Klimmek reported Chad Muchow suggested, since there are a shortage of lots available for single family home construction, to consider converting a portion of the park on Second Street SE adjacent to from the industrial shovel ready lot to single family home lots. Klimmek stated the Park Board gave their approval, but suggested turning the lots into one-hundred-foot wide lots as opposed to seventy-five-foot lots as they are now. The playground equipment would remain intact. Klimmek spoke to Avery Grochow who quoted \$1,500.00 to \$2,000.00 for replotting the land, but suggested simply re-describing the three parcels and not replotting for a cost of \$200-\$300. Klimmek suggested then having new pins placed in the lots. Parrott stated if these lots were made into hundred-foot-lots there would still be water and sanitary sewer service available to each lot. Sanitary sewer service is on the back of the lots. Homme asked if a neighborhood meeting would be necessary. Lannoye responded not necessary but it would be beneficial to inform and involve the community. Klimmek recommended going to Council for their approval. Waltz asked if this would be a meeting or a public hearing to which Lannoye responded a neighborhood meeting is all that would need to take place. Parrott suggested waiting on the iron pin placement until we know for sure what kind of interest there will be in developing these lots. Olmstead stated that multi-family housing needs to be addressed and would that be a better use of this land as opposed the single-family housing. Klimmek reported the property is currently surrounded with single family homes. Lannoye stated the current home owners may have an opinion on what type of building should take place. Klimmek recommended that these lots not be sold for \$1, but at a higher price to insure a commitment from the buyer. Olmstead asked what the average lot price is in Gaylord. Klimmek replied low to middle twenties. Lannoye asked if the sale of these lots would be contingent upon the buyer constructing property. Klimmek replied yes and the question will need to be addressed whether the purchaser will have to live in the property or will the buyer be allowed build a speculative home. Klein asked if it would be a good idea to re-zone the land now to stop someone from putting up a four-plex. Lannoye responded since the land is city owned the question can be asked when there is buyer interest what the buyer intends to do with the property. Klimmek agreed with Lannoye and suggested moving forward by going to Council regarding the neighborhood meeting. Homme asked Waltz to make this an

agenda item. Lannoye stated all members of the community would be welcome to attend this meeting not just the neighborhood directly involved.

2. Klimmek reminded the committee their next meeting will be on Wednesday, January 10<sup>th</sup> at 5:30.

**VIII. ADJOURNMENT**

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

Respectfully submitted,

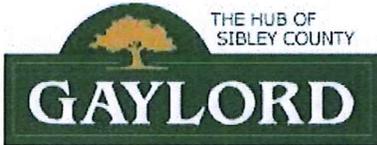
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Chuck Klimmek, EDA President

Gaylord EDA

IV.2.

<b>MMA account #4259 Balance as of 11-30-17</b>				<b>\$ 15,225.68</b>
Deposits:	interest	\$	2.92	
		\$	-	
		\$	-	\$ 2.92
Expenses:				
		\$	-	\$ -
	<b>Total</b>			<b>\$ 15,228.60</b>
<b>Sign &amp; Awning Account Balance as of 1-30-17</b>				<b>\$ 4,107.66</b>
Deposits:	2014 excess EDA budget \$ from the city	\$	-	
		\$	-	\$ -
Expenses:		\$	-	
				\$ -
	<b>Sign &amp; Awning account balance</b>			<b>\$ 4,107.66</b>
<b>Balance in MMA account #4259 as of 12-29-17</b>				<b>\$ 19,336.26</b>
<b>MMA account #842646 as of 11-30-17</b>				<b>\$ 16,616.02</b>
Deposits:				
	interest	\$	2.51	
		\$	-	
				\$ 2.51
Expenses:		\$	-	
		\$	-	
		\$	-	
				\$ -
<b>Balance in MMA account #842646 as of 12-29-17</b>				<b>\$ 16,618.53</b>
<b>Total EDA account balance as of 12-29-17</b>				<b>\$ 35,954.79</b>



CITY OF GAYLORD

**Expenditure Guideline - By Department**  
DECEMBER 2017

Account Descr	2017 YTD Budget	DECEMBER 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	\$390.00	\$1,470.00	\$0.00	\$330.00	81.67%
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	\$4,000.00	\$4,000.00	\$0.00	\$38,400.00	9.43%
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	\$39.00	\$0.00	\$15.00	72.22%
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	\$4,390.00	\$6,652.07	\$0.00	\$44,451.93	

December 18, 2017

Lori Waltz  
City of Gaylord  
PO Box 987  
Gaylord, MN 55443

Dear Lori,

Congratulations! Minnesota Housing Partnership will kick-off a new 18 month long Housing Institute and City of Gaylord is invited to participate. In many rural communities, there's a significant gap between the supply of affordable housing and the number of people who need it. The Housing Institute, created by the Minnesota Housing Partnership, closes that gap through customized curriculum, guided collaboration and capacity building for diverse community stakeholders.

Established in 2010, the Housing Institute brings together regional housing leaders and stakeholders to share their experiences, learn best practices, and develop creative solutions to bring quality affordable housing to their communities. While there is no registration fee to participate, it is expected that team members will commit their time to attend the five workshops and monthly team meetings in order to advance a regional housing project. (Lodging, and food costs will be provided.)

Over the past six years, the Institute has shown that engaging different stakeholders in truly effective and meaningful partnerships is the key ingredient to completing short-term projects and sustaining long-term relationships that lead to vibrant rural communities and regions. For more information please see the enclosed brochure.

This round of the Housing Institute will begin with a workshop February 13 and 14, 2018. Your organization has been paired with at least one other regional organization and has been assigned to Team # 2. Your MHP Liaison, Sarah Belleful, will be contacting you in the near future to assist you with introductions to other regional team members, bring in additional stakeholders as team members, and in submitting the team application. (The team application helps MHP establish the curriculum and engage speakers that are relevant to the region's housing needs.)

We are looking forward to working with you and your team to further housing options in your region. If you have any immediate questions please contact your Staff Liaison, Sarah, at 651-925-5558. Otherwise, know that Sarah will be contacting you in the next week or two to get things started!

Sincerely,



Barbara Dolan,  
Community Development Manager

Cc. Sarah Belleful

F.Y.I. below

Lori Doering  
 City of Gaylord  
 Secretary/Billing/Payroll Clerk  
 Email: [ldoering@exploregaylord.org](mailto:ldoering@exploregaylord.org)  
 Phone: 507-237-2338  
 Fax: 507-237-5121  
 Website: [www.exploregaylord.org](http://www.exploregaylord.org)

**From:** [no-reply@parastorage.com](mailto:no-reply@parastorage.com) [<mailto:no-reply@parastorage.com>]  
**Sent:** Sunday, December 31, 2017 6:03 PM  
**To:** [ldoering@exploregaylord.org](mailto:ldoering@exploregaylord.org)  
**Subject:** New message via your website, from [Shirleyv.hlc@gmail.com](mailto:Shirleyv.hlc@gmail.com)

- **You have a new message:**
- Via: <https://www.exploregaylord.org/>
- **Message Details:**
  - 
  - Name shirley varney
  - Email [Shirleyv.hlc@gmail.com](mailto:Shirleyv.hlc@gmail.com)
  - Phone
  - Subject Residential Lots Owned by the City
  - Message I work for a builder, Halley Land Corp, which wants to build affordable homes in your town. Does the City own any residential lots that are for sale? Do the lots have city water and sewer? Can I get a plat and price list for the lots sent to me?
- **Sent on:** 31 December, 2017
- Thank you!

----- Forwarded Message -----

**Subject:** Residential Lots Owned by the City  
**Date:** Wed, 3 Jan 2018 12:03:51 -0600  
**From:** Chuck Klimmek <[chuck@kmadesign.com](mailto:chuck@kmadesign.com)>  
**To:** [Shirleyv.hlc@gmail.com](mailto:Shirleyv.hlc@gmail.com)

Ms Varney,

My name is Chuck Klimmek. I am responding to your inquiry through our city website about city owned residential lots in Gaylord. I am the president of the Gaylord Economic Development Authority.

We do have some properties that may be of interest to you. Before I provide additional information regarding those properties, I would like to learn more about Halley Land Corp. and what attracted you to Gaylord. What type of housing would you consider building in Gaylord (SFH, Twin homes, multi- family rental, etc.), and what is your experience in those areas?

Thank you for your inquiry. I look forward to hearing back from you.

Chuck Klimmek, President  
 Gaylord Economic Development Authority

**From:** Shirley Varney [<mailto:shirleyv.hlc@gmail.com>]

**Sent:** Wednesday, January 03, 2018 5:31 PM

**To:** Michael Halley

**Subject:** Fwd: Residential Lots Owned by the City

Hello Mr. Klimmek,

In the Twin Cities, we build primarily custom homes both single family and townhouses in the \$500,000+ range. However, in Gaylord, our interest is only in single family , detached residential lots that we would strive to build “affordable” homes on.

Obviously the cost of the lots is very important.

The size of your town (2000+) as well as Michael Foods is attractive.

Please send a plat of the lots and the pricing.

Thank you!

Michael Halley  
Halley Land Corp.  
952-999-3422 (cell)