THE HUB OF SIBLEY COUNTY

GAYLORD

Gaylord Economic Development Authority
Regular Meeting Agenda
Monday, February 12, 2018 (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 02/12/2018 agenda

III. CONSENT AGENDA:

1. Approve 01/18/2018 EDA minutes
2. EDA Fund Balances –

I.	EDA General Money Market Fund	$ 15,231.92
II.	Sign & Awning Account Balance	$ 4,107.66
III.	EDA Down Payment Assistance Program Funds	$ 16,621.38
IV.	Commercial Rehabilitation Loan Program Funds	$
	Total:	$ 35,960.96

IV. MONTHLY REPORTS/UPDATES:

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

V. UNFINISHED BUSINESS:

1. Update on Housing Study – e-mail dated 02/05/18 from Sue Keithahn
2. Conversion of green space to residential lots (Parrott)

VI. NEW BUSINESS:

1. None

VII. ADJOURNMENT

6:30 PM NEIGHBORHOOD MEETING – East Ridge Terrace Lots

Gaylord Economic Development Authority
Annual Meeting Minutes
Wednesday, January 10, 2018
Due to No Quorum this was Cancelled and Rescheduled to
Thursday, January 18th, 2018

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), and Josh Klein.

Members absent: Steve Olmstead.

Staff present: Lory Young (City Administrator), Don Lannoye (City Attorney), Colleen Snyder, (Administrative Assistant).

Staff absent: None.

Guests present: Dale Steinborn , Jeremy Serbus and Lisa Uecker (Gaylord Hub).

III. **ELECTION OF OFFICERS:**

1. President-Klimmek wanted the committee to know before the election of officers that he would be gone the next two months. Parrot nominated Chuck Klimmek for President. Motion by Homme, seconded by Parrot to appoint Klimmek as President. Motion carried.

2. Vice President-Homme nominated Doug Parrott as Vice President. Motion made by Klein, seconded by Homme to appoint Parrott as Vice President. Motion carried.

3. Secretary-Homme nominated himself as Secretary. Motion made by Klein, seconded by Homme to appoint Homme as Secretary. Motion carried.

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

Klimmek stated the reason there isn't a balance in the Commercial Rehabilitation Loan Program Fund is because the money hasn't been collected yet, but it will be in the future.

1. Approve 1/18/2018 agenda. Approval was given through consensus.

V. **CONSENT AGENDA:**

1. Approve 12/11/2017 EDA minutes
   Motion by Klein, seconded by Parrott to approve the consent agenda. Motion carried.

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

VI. MONTHLY REPORTS/UPDATES:

1. Council liaisons
   a. Homme-Homme reported Planning & Zoning had a meeting and they are anxious for EDA to have the Public Hearing on the proposed lots on Second Street South East.
   b. Klein-None.
2. Staff Reports-None.
   Klimmek introduced Lory Young, the new City Administrator to the EDA Committee.
3. Other Reports-None

VII. UNFINISHED BUSINESS:

1. Update on Housing Study-Klimmek reported AdMark is still working on the housing study. In December they requested additional information and Klimmek felt sometime during the Second Quarter the study maybe completed.
   Parrott asked who AdMark contacts when they have questions. Klimmek responded the Sibley Housing Committee is comprised of himself and Sue Keithahn. Sue is the contact person. Also on the Committee are the City Administrators from Winthrop and Gibbon. Winthrop is the fiscal agent with Jenny Hazelton from Winthrop acting as the financial point contact.
   Homme asked if AdMark had a completion date. Klimmek replied sometime in June.
   Homme asked if Arlington backing out changed the timeline of completion. Klimmek replied it only affected the cost.

2. Update on Minnesota Housing Partnership Institute-Klimmek stated he and Lory Young will be attending the meeting scheduled for January 22nd, 2018 in New Ulm and since he will be gone for two months would another committee member be interested in attending also. Klimmek explained there are two teams, Gaylord is partnered with New Ulm. This is an eighteen month program. A staff member will be assigned to Gaylord and during the eighteen months there will be five workshops. Klein stated he would check his schedule and get back to Klimmek.

3. Conversion of park area to residential lots-Klimmek reported Council asked EDA to move forward with this project.
   Homme stated there needs to be a public meeting regarding the conversion of these lots.
   Klein reported Council wanted a public meeting and asked how much time was needed to put together a posting.
   Lannoye replied three days.
   Parrott suggested a letter go to the area residents inviting them to the public meeting.
   Klimmek asked Parrott if he would run the public meeting. Parrott asked Young if City staff could put together a letter for the residents and take care of the usual postings.
   Klimmek suggested having the public meeting after the next EDA meeting on February 12th, 2018 at 6:30. Everyone was in agreement.
   Dale Steinborn expressed his concerns, he acknowledged that the playground equipment is staying, but the neighborhood children use the empty proposed lots for softball and football games.

Jeremy Serbus also acknowledged the playground staying but loss of empty area will result in the neighborhood children crossing a busy highway to the next available park.
Klimmek asked both residents to attend the neighborhood meeting.

VIII. NEW BUSINESS:

1. Inquiry from housing developer-Klimmek reported on December 31st, 2017 the city received an email from a developer looking for land. Klimmek wanted input from the committee on how to respond to the email. After some discussion it was agreed Klimmek would respond to the email explaining that Gaylord is waiting for a housing study to be completed and more information would be available at that time.

IX. ADJOURNMENT

Motion by Parrot, second by Klein, to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 5:59 P.M.

Respectfully submitted,

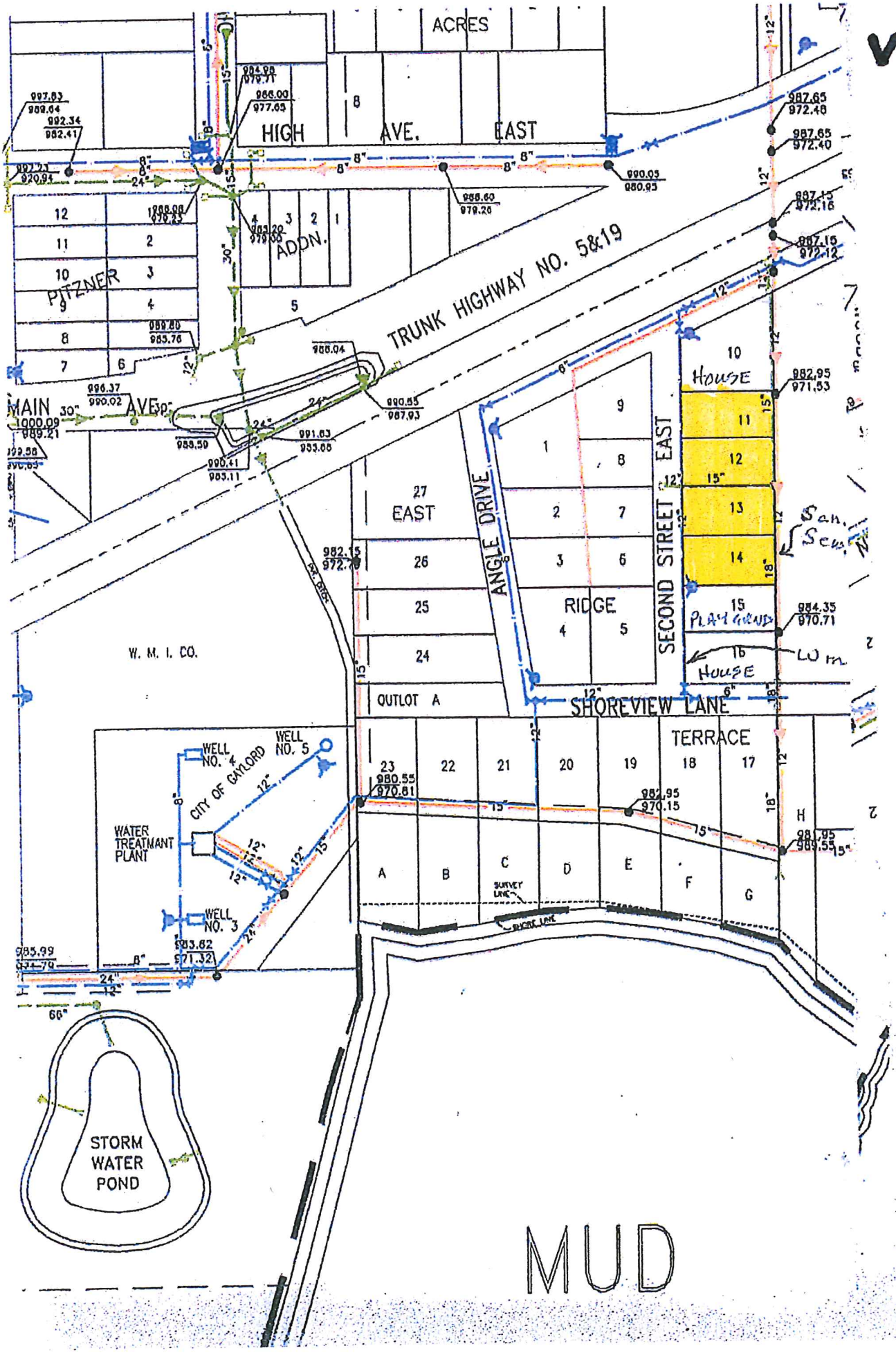
_____

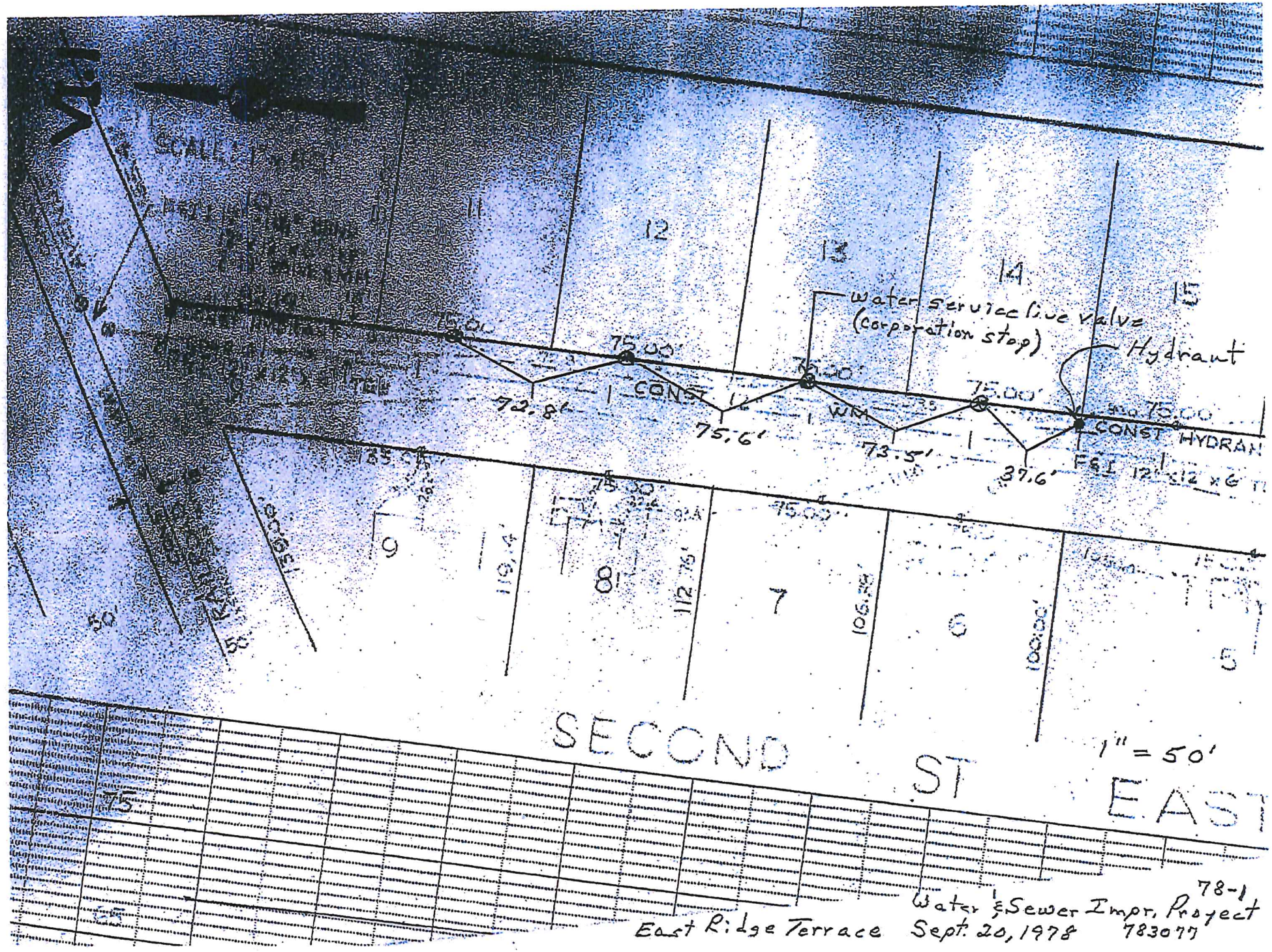
Chuck Klimmek, EDA President

Gaylord EDA

MMA account #4259 Balance as of 12-31-17				**$ 15,228.60**
Deposits:	interest	$ 3.32		
		$ -		
		$ -	$ 3.32	
Expenses:				
		$ -	$ -	
	Total			**$ 15,231.92**
Sign & Awning Account Balance as of 1-30-17				**$ 4,107.66**
Deposits:	2014 excess EDA budget $ from the city	$ -		
		$ -	$ -	
Expenses:		$ -		
			$ -	
	Sign & Awning account balance as of 1-31-18		**$ 4,107.66**	
Balance in MMA account #4259 as of 1-31-18				**$ 19,339.58**
MMA account #842646 as of 12-31-17				**$ 16,618.53**
Deposits:	interest	$ 2.85		
		$ -		
			$ 2.85	
Expenses:		$ -		
		$ -		
		$ -		
			$ -	
Balance in MMA account #842646 as of 1-31-18				**$ 16,621.38**
Total EDA account balance as of 12-29-17				**$ 35,960.96**

VI.1


ACRES
HIGH AVE. EAST
PITZNER ADDN.
TRUNK HIGHWAY NO. 5&19
MAIN AVE.
W. M. I. CO.
27 EAST
ANGLE DRIVE
RIDGE
SECOND STREET EAST
House
PLAY GROUND
House
San. Sew.
OUTLOT A
SHOREVIEW LANE
TERRACE
WELL NO. 4
WELL NO. 5
CITY OF GAYLORD
WATER TREATMANT PLANT
WELL NO. 3
STORM WATER POND
MUD



East Ridge Terrace Sept. 20, 1978

Water & Sewer Impr. Project 78-1
783077

Doug Parrott

From: Sue Keithahn <sekeithahn@progrowth.com>
Sent: Monday, February 5, 2018 10:14 AM
To: Chuck Klimmek; Doug Parrott (dparrott@mchsi.com)
Cc: Lory Young
Subject: RE: Housing Update for EDA Meeting

Chuck and Doug,

Several members of the Sibley Housing Team (Sue Keithahn, Jenny Hazelton (Winthrop), Dana Lietzau (Gibbon), Lory Young) attended an orientation session on January 29th with Sarah Bellefuil of the Minnesota Housing Partnership. Gaylord reps and the Sibley Housing Team members learned we will be part of a Housing Institute that is designed to provide hands on assistance to developing local housing. Our team will be required to attend monthly sessions (most likely in New Ulm) along with a series of retreat type sessions in Willmar where we will join a larger group. The *proposed* dates for the larger sessions are:

February 13-14, 2018
May 22-23, 2018
September 11-12, 2018
January 22-23, 2019
May 21-22 2019

Our group is required to have four attendees at each meeting. Lodging and meals will be provided for us. Jenny, Dana, Lory, and I will be attending the February session. I understand that Chuck plans to attend future sessions as well. It would probably be a good idea to identify one or two other local people to join the team. While we are encouraged to have the same people each session, Sara understands that isn't always possible.

I think our current structure with the Sibley Housing Team (as a group of several communities) is set to serve this process well and I recommend that we continue that structure, with additional members joining the team. The additional members do not need to come from Gaylord but that would be ideal.

Please let me know if you want any other information for the EDA. Lory Young may be able to supplement as well. I've copied Lory on this response as well.

Sue

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