



Gaylord Economic Development Authority
Regular Meeting Agenda
Monday, June 11, 2018 (5:30 P.M.)
Please call 237-2338 if you are unable to attend.

I. CALL TO ORDER (5:30 P.M.)

II. AGENDA APPROVAL with any additions or corrections:

1. Approve 6/11/2018 agenda

III. CONSENT AGENDA:

1. Approve minutes for 05/14/18 GEDA Meeting

2. EDA Fund Balances –

| | |
|---|------------------|
| I. EDA General Money Market Fund | \$ 15,244.00 |
| II. Sign & Awning Account Balance | \$ 4,107.66 |
| III. EDA Down Payment Assistance Program Funds | \$ 16,631.76 |
| IV. **Commercial Rehabilitation Loan Program Funds | <u>\$ XXXXXX</u> |
| Total: | \$ 35,983.42 |

(**the 2017 Audit was just presented to Council, I need to key in adjusting entries and then will calculate the Commercial Rehab Funds that need to be transferred)

IV. MONTHLY REPORTS/UPDATES:

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

V. UNFINISHED BUSINESS:

1. Sibley Housing Committee Update:
 - a. Housing Forums
 - b. Minnesota Housing Partnership Institute
2. Conversion of park area to residential lots
3. Report on Ben Winchester presentation (Homme, Young)
4. Residential Shovel Ready Lot Program
5. EDA Coordinator position (Young)

VI. NEW BUSINESS:

- 1.
- 2.

VIII. ADJOURNMENT



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**Gaylord Economic Development Authority
Regular Meeting Minutes
Monday, May 14, 2018 5:30 P.M.**

I. CALL TO ORDER (5:30 P.M.)

II. Pursuant to due call and notice thereof, Chuck Klimmek (President) 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: Don Lannoye (City Attorney), Lory Young (City Administrator), Ty Reimers (City Services Manager), Colleen Snyder (Administrative Assistant).

Staff absent: None.

Guests present: Lisa Uecker (Gaylord Hub).

III. AGENDA APPROVAL with any additions or corrections:

1. Approve 05/10/2018 agenda- Approval was given through consensus.

IV. CONSENT AGENDA:

1. Approve minutes for 04/09/18 GEDA Meeting
Klimmek asked Young if she could check on the balance of the Commercial Rehabilitation Loan Program Fund. Young replied yes.

Motion by Homme, seconded by Parrott to approve the April 9th, 2018 Consent Agenda.
Motion carried.

2. EDA Fund Balances –

| | | |
|------|--|--------------|
| I. | EDA General Money Market Fund | \$ 15,240.88 |
| II. | Sign & Awning Account Balance | \$ 4,107.66 |
| III. | EDA Down Payment Assistance Program Funds | \$ 16,629.08 |
| IV. | Commercial Rehabilitation Loan Program Funds | \$ XXXXXX |
| | Total: | \$ 35,977.62 |

V. MONTHLY REPORTS/UPDATES:

1. Council liaisons
 - a. Homme stated Committee Meeting pay will continue and asked Young if payments have been sent out. Young replied city staff is waiting for W-9's & I-9's to be turned in.
 - b. Klein-None.
2. Staff Reports-None.
3. Other Reports-None.

VI. UNFINISHED BUSINESS:

1. Housing Update:

a. Housing Study

Klimmek requested copies of the Housing Study be sent to the Mayor and City Council Members. Klimmek wants the Mayor and the Council Members to see the Housing Study before it is published in the Gaylord Hub. Klimmek stated the first thing to do is publish an article on the findings of the Housing Study and he will communicate with the Gaylord Hub. The second thing is conducting three housing workshops, similar to the workshop held last year. Klimmek reminded EDA he meet last year with SEH to develop a shovel ready packet for the Meadow Wood Area, at that time it was decided to wait until the Housing Study was complete. Klimmek purposed moving forward with the packet but EDA will need to decide two things, what type of housing and if any incentives should be given to the homeowner.

b. Minnesota Housing Partnership Institute

Klimmek reported the next Minnesota Housing Partnership Institute two day workshop has been re-scheduled for June 5th & 6th, 2018 in Willmar. The workshop will be presenting developmental tools and funding programs available through the state of Minnesota. Klimmek went on to say developers will be present at the workshop scheduled for September 2018. Young stated it would be good to have the incentives put together to take along to the workshop.

2. Conversion of park area to residential lots

Klimmek stated it's up to EDA how to divide up East Ridge Terrace. Klein stated EDA needs to determine cost of the lots first, there is a homeowner who may purchase 25 feet of land adjoining his property and before he can be approached a price needs to be determined. Klimmek would like to see the person who purchases a lot build on that lot a house for themselves. After some discussion Klimmek requested Young do research on the price of lots which have sold over the past 12 to 18 months and the current price of lots if there are any and report the findings at the next EDA meeting in June.

3. EDA Coordinator position

Klimmek asked EDA if they had any thoughts on this position. Klimmek would like to see this included in the 2019 Budget. Klein would like to see a job description put together before it goes before Council for budget approval. Young stated she could put together a draft for review at the next meeting.

VII. NEW BUSINESS:

1. Playground Equipment for East Ridge Terrace

Reimers reported he contacted Midwest PlayScapes who told him the playground equipment located at the old school was still in good shape and could be moved for a cost of \$8,900.00 with a timeline of 1 month to 6 weeks. Parrott stated Gaylord Homes will be donating money to this project.

Motion by Parrott, seconded by Homme to approve the removal of playground equipment at the old school for re-location at East Ridge Terrace by Midwest Playscapes and any ground improvements deemed necessary for the re-location process. Motion carried.

2. Ben Winchester presentation

Klimmek invited EDA to attend this event sponsored by Winthrop EDA on May 23rd, 2018.

VIII. ADJOURNMENT

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

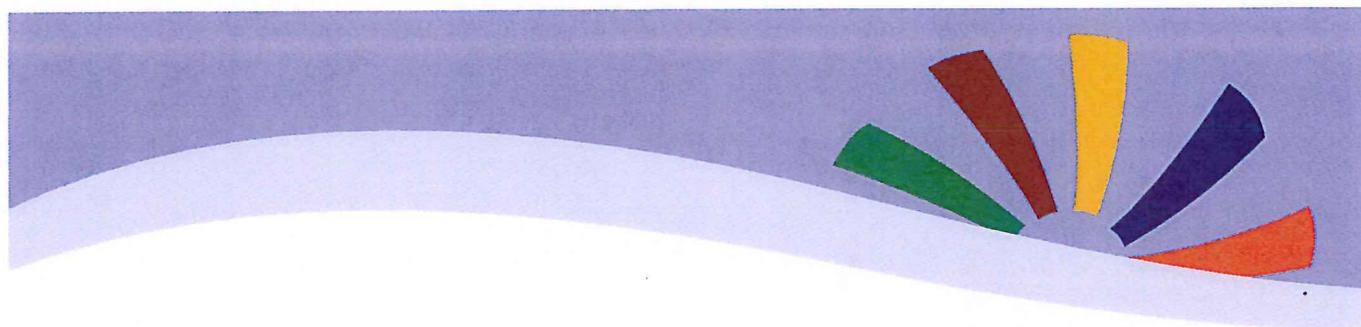
Respectfully submitted,

Chuck Klimmek, EDA President

Gaylord EDA

111, 2.

| | | | | |
|--|--|----|------|---------------------|
| MMA account #4259 Balance as of 04-30-18 | | | | \$ 15,240.88 |
| Deposits: | interest | \$ | 3.12 | |
| | | \$ | - | |
| | | \$ | - | \$ 3.12 |
| Expenses: | | | | |
| | | \$ | - | \$ - |
| | Total | | | \$ 15,244.00 |
| 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 5-31-18 | | | \$ 4,107.66 |
| Balance in MMA account #4259 as of 05-31-18 | | | | \$ 19,351.66 |
| MMA account #842646 as of 4-30-18 | | | | \$ 16,629.08 |
| Deposits: | interest | \$ | 2.68 | |
| | | \$ | - | |
| | | | | \$ 2.68 |
| Expenses: | | \$ | - | |
| | | \$ | - | |
| | | \$ | - | |
| | | | | \$ - |
| Balance in MMA account #842646 as of 5-31-18 | | | | \$ 16,631.76 |
| Total EDA account balance as of 05-31-18 | | | | \$ 35,983.42 |



Sibley Housing Forum

Sibley Housing Team is hosting a public forum to discuss housing issues in Sibley County. **Shannon Sweeney** from **David Drown Associates** will be here to discuss housing incentives available to local governments to support new housing. There will be two presentations with the same information. Please attend the one most convenient for you.

June 14th 6 pm, Wakefield Park

410 Main Ave. E

June 27th 6 pm, Winthrop City Hall

305 N. Main St.

This meeting is open to the public.

All are encouraged to attend.

For more information contact:

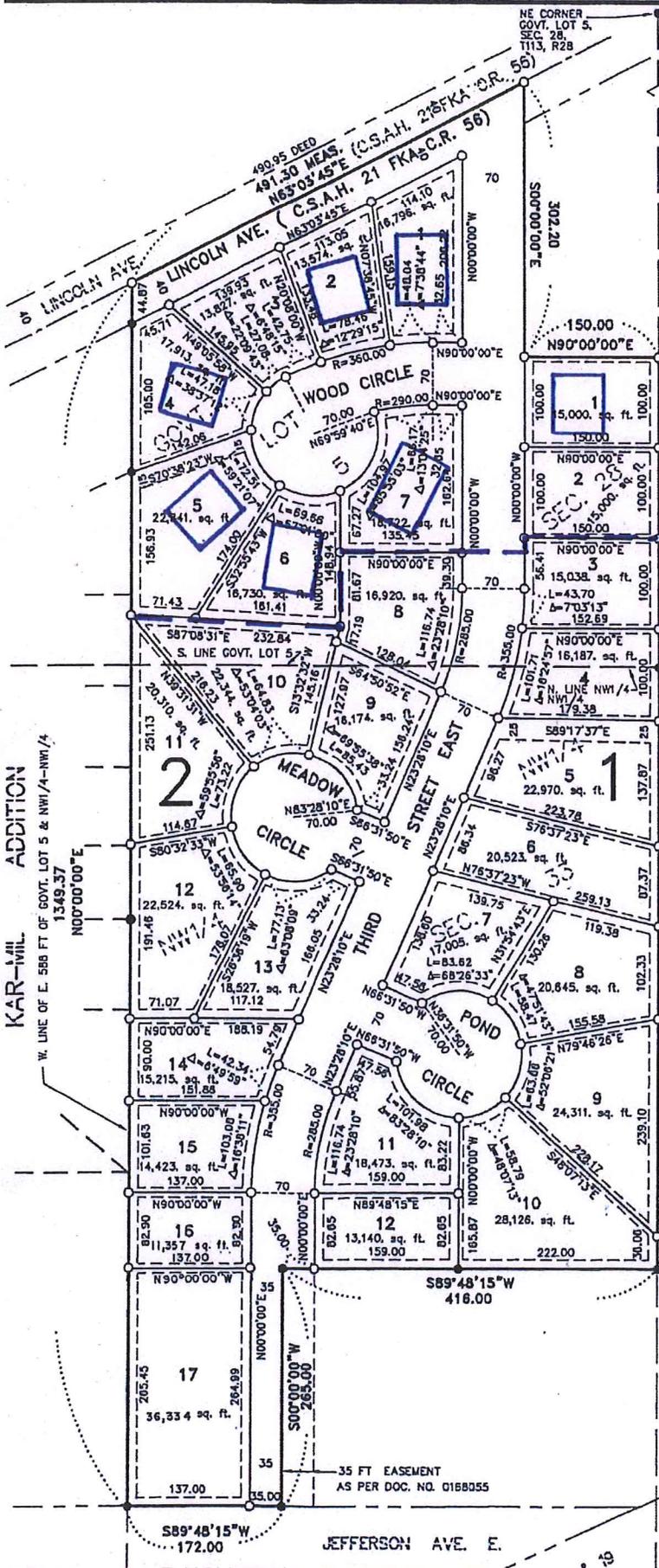
Sue Keithahn at

612-210-4643 or

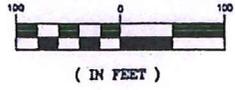
sue@progrowthbank.com

V.4

MEADOW WOOD A



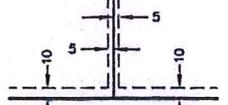
GRAPHIC SCALE



- DENOTES IRON PIPE FOUND
- DENOTES IRON PIPE SET BY R.L.S. NO. 154

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE EAST LINE OF KAR-MIL ADDITION TO HAVE AN ASSUME BEARING OF N00°00'00"E.

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES UNLESS OTHERWISE NOTED AND 10 FEET IN WIDTH AND ADJOINING STREET LINES AND REAR LOT LINES UNLESS OTHERWISE NOTED ON THE PLAT.



SIBLEY COUNTY ENGINEER

As per Minnesota Statutes 1998, section 505.03, subdivision 2, MEADOW WOOD ADDITION has been approved this 6th

Nathan Richman
Sibley County Engineer

SIBLEY COUNTY AUDITOR

No delinquent taxes due and transfer entered this 20th day of June, 2003.

Lincoln
Sibley County Auditor

SIBLEY COUNTY SURVEYOR

This plat was examined and recommended for approval this 16th day of August, 2003.

Seamus Greene
Sibley County Surveyor

SIBLEY COUNTY TREASURER

I hereby certify that the taxes payable for the year 2003 for plat of MEADOW WOOD ADDITION have been paid this 20th day of May, 2003.

Mary Fisher
Sibley County Treasurer

SIBLEY COUNTY RECORDER

I hereby certify that this instrument was filed in my office for 27th day of August, 2003, at A.M., and that it was duly recorded as Document Number 1



Building a Better World
for All of Us®

June 6, 2018

RE: City of Gaylord, Minnesota
Shovel Ready Program Documents
SEH No. P-GAYLO 144313 10.00

Chuck Klimmek
President
Gaylord Economic Development Authority
PO Box 987
Gaylord, MN 55334

Dear Chuck:

This letter outlines our proposed services for the Shovel Ready Program Documents on the proposed Meadow Wood Development.

On November 7, 2017, the Gaylord Economic Development Authority (EDA) requested a Shovel Ready Program Document be prepared for the proposed Meadow Wood Development to aid in the attraction of future developers.

The proposed document shall include the following items:

- Property owner contact information
- Site information
- Zoning
- Utility information
- Graphics and photos of the Meadow Wood Development
- Preliminary Concept Plan

The proposal includes meeting with EDA and City staff to review the preliminary conceptual layout and revisions to the document prior to final approval.

Fee for:

| | | |
|---|----------------|------------------------------|
| Task 1: Shovel Ready Program Document Preparation | \$5,800 | |
| Task 2: Preliminary Concept Plan | \$2,300 | |
| Total Proposed Fee | \$8,100 | Hourly, Not to Exceed |

The above fee is based on the assumed project area as referenced above and as shown on the attached task hour budget.

If these proposed services are acceptable to you, please sign two copies of the attached SLA, keep one copy for your file, and return one copy to our office. We look forward to working with you on this project.

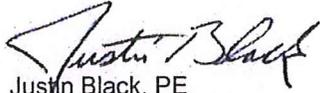
Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308
SEH is 100% employee-owned | sehinc.com | 320.587.7341 | 800.838.8666 | 888.908.8166 fax

Chuck Klimmek
June 6, 2018
Page 2

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Justin Black, PE
Client Service Manager



Brent Kavitz, PE
Project Manager

jb
Enclosures

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