THE HUB OF SIBLEY COUNTY

GAYLORD

Gaylord Economic Development Authority
Annual Meeting Agenda
Wednesday, January 9, 2019 (4:30 P.M.)
Please call 237-2338 if you are unable to attend.

I. CALL TO ORDER (4:30 P.M.)

II. ELECTION OF OFFICERS:

1. President
2. Vice President
3. Secretary

III. APPROVE THE AGENDA and any additions or corrections:

1. Approve 1/9/2019 agenda

IV. CONSENT AGENDA:

1. Approve 12/10/2018 EDA minutes
2. EDA Fund Balances –

I.	EDA General Money Market Fund	$ 15,265.56
II.	Sign & Awning Account Balance	$ 4,107.66
III.	EDA Down Payment Assistance Program Funds	$ 16,650.30
IV.	Commercial Rehabilitation Loan Program Funds	$ 85,091.00
	Total:	$121,114.52

V. MONTHLY REPORTS/UPDATES:

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

VI. UNFINISHED BUSINESS:

1. Follow-up on commercial rehabilitation loan (Klimmek)
2. Update Meadow Wood subdivision planning (Klimmek)
3. Update on Messner property purchase and apartment development (Young)

VII. NEW BUSINESS:

1. 2019 EDA Budget
2. Next meeting: February 11 at 5:00 pm

VIII. ADJOURNMENT

Gaylord Economic Development Authority
Regular Meeting Minutes
Monday, December 10, 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), Josh Klein and Steve Olmstead.

Members absent: None.

Staff present: Aaron Walton (City Attorney), Lory Young (City Administrator) and Colleen Snyder (Administrative Assistant).

Staff absent: None.

Guests present: Mayor Don Boeder, Alice Strobel; Branch Manager First National Bank,Dale Kroells, Scott Amorin, and Lisa Uecker; Gaylord Hub.

III. AGENDA APPROVAL with any additions or corrections:

1. Approve 12/10/2018 agenda Approval was given through consensus.

IV. CONSENT AGENDA:

1. Approve minutes for 10/8/18 GEDA Meeting-Klimmek requested a change to the 10/8/2018 Minutes under item number three resulting in one paragraph becoming two paragraphs. Motion by Olmstead, seconded by Klein to approve the October 8th, 2018 Minutes. Motion carried.

2. EDA Fund Balances :

I.	EDA General Money Market Fund	$ 15,262.43
II.	Sign & Awning Account Balance	$ 4,107.66
III.	EDA Down Payment Assistance Program Funds	$ 16,647.61
IV.	Commercial Rehabilitation Loan Program Funds	$ 85,091.00
	Total:	$ 121,108.70

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. Housing:
   a. Update on Messner property purchase and apartment development (Young)
      Young reported the closing of the Messner property will take place the first week

of January 2019. Young also reported in the next few weeks there will be a meeting with Cory & Mitch from Alliance Building Corporation.

b. Update on Mud Lake development (Young)
Young stated EDA received a tentative drawing of the Mud Lake development. The developer is currently looking at the wetland delineation. Young went on to say she will be meeting soon with Ron Otto. Klimmek noted Gaylord is covering everything the recent Housing Study said we should with the exception of single-family lots. EDA and Young discussed the need for single family lots and possible locations for single family lots.

c. Update on Eastside Terrace residential lots update
   i. Sale of lots to Habitat for Humanity
   Young reported Aaron Walton finished reviewing the agreement paperwork and it has now been sent to Habitat for Humanity. Young was pleased to announce Habitat has received seven applications so far for housing.

d. Meadow Wood
   i. Brochure
   ii. Next step(s)
   Klimmek wanted EDA to take a look at the brochure and since this maybe the last time to make any changes Klimmek was looking for suggestions or ideas. Parrott asked if the sidewalks on the southerly system hooked to the trail around the pond were private sidewalks. Klimmek replied it appeared to be private sidewalks. Parrott suggested the at some point in time the homeowner may want to sign their sidewalks. Klimmek suggested attaching a cover letter and sending these to potential developers. Klimmek went on to say the most important thing is obtaining consultant help so this is headed in the right direction. Klimmek recommended Tammy Omdal from Northland Securities. Parrott stated he would be in favor of consultant help. Klimmek suggested Justin Black be included in the meeting with Tammy Omdal.

2. EDA Coordinator position update (Young)
Young reported the applications have been slow to come in and she was hoping after the first of the year there would be a bigger response. EDA and Young discussed the possibility of re-wording the job description.

VII. NEW BUSINESS:

1. Commercial Rehabilitation Loan Application
Alice Strobel spoke on behalf of the building owners at 115 4th Street. The Commercial Rehabilitation Loan would be used on the facade for windows, doors, uncovering some transom windows and siding. Strobel went on to say the goal is restore the building back to the way it was. Strobel meet with the Heritage Preservation Committee and they are in favor of this project. First National Bank will be matching the funds as required in the loan application and the funds from First National Bank will be used to repair the roof. Strobel stated a structural inspection was conducted and showed the building to be sound and safe for renovation, an asbestos inspection was also done and there are no concerns which need to be addressed prior to renovation. Strobel also noted the oil seepage in the basement from the building next door has been taken care of. EDA discussed the oil seepage in the basement, the apartment in back of the building and use of the commercial space in front of the building.

Motion by Klein, seconded by Parrott to approve Commercial Rehabilitation Loan Application Tier 1 in the amount of $5,000.00 for 115 4th Street. Motion passed four to one. Klimmek and Olmstead voted in favor. Homme opposed.

Motion by Klein, seconded by Parrott to approve Commercial Rehabilitation Loan Application Tier 2 in the amount of $20,000.00 for 115 4th Street. Motion passed four to one. Klimmek and Olmstead voted in favor. Homme opposed.

2. 2019 Board
   a. Budget
      Klimmek noted a couple of changes which need to be made to the budget.
   b. Meeting time
3. Next Meeting: Wednesday, January 9, 2019 *with a time change from 5:30 p.m. to 4:30 p.m.*

Parrott wanted to acknowledge and thank Olmstead and Klein's participation on the EDA Committee.

VIII. ADJOURNMENT

Motion by Olmstead, second by Klein, to adjourn the meeting. Motion passed Unanimously. The meeting was adjourned at 7:06 P.M.

Respectfully submitted,

_____

Chuck Klimmek, EDA President

Gaylord EDA

MMA account #4259 Balance as of 11-30-18				**$ 15,262.43**
Deposits:	interest	$	3.13	
		$	-	
		$	-	$ 3.13
Expenses:				
		$	-	$ -
	Total			**$ 15,265.56**
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 12-31-18			**$ 4,107.66**
Balance in MMA account #4259 as of 12-31-18				**$ 19,373.22**
MMA account #842646 as of 11-30-18				**$ 16,647.61**
Deposits:				
	interest	$	2.69	
		$	-	
				$ 2.69
Expenses:		$	-	
		$	-	
		$	-	
				$ -
Balance in MMA account #842646 as of 12-31-18				**$ 16,650.30**
Total EDA account balance as of 12-31-18				**$ 36,023.52**
Commercial Rehab Loan Funds through 12-31-17				**$ 85,091.00**

THE HUB OF SIBLEY COUNTY
GAYLORD

CITY OF GAYLORD

Expenditure Guideline - By Department

DECEMBER 2018

Account Descr	2018 YTD Budget	DECEMBER 2018 Amt	2018 YTD Amt	Enc Current	2018 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	$420.00	$0.00	-$420.00	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	$26.04	$0.00	-$26.04	0.00%
E 101-46500-125 Medicare	$0.00	$0.00	$6.09	$0.00	-$6.09	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	$15.46	$0.00	$84.54	15.46%
E 101-46500-302 Committee/Board/J	$1,800.00	$0.00	$0.00	$0.00	$1,800.00	0.00%
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	$18,000.00	$1,879.50	$10,238.75	$0.00	$7,761.25	56.88%
E 101-46500-321 Telephone	$0.00	$0.00	$0.00	$0.00	$0.00	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	$500.00	$0.00	$629.03	$0.00	-$129.03	125.81%
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	$605.60	$605.60	$0.00	-$355.60	242.24%
E 101-46500-361 Liability Insurance	$59.00	$0.00	$22.00	$0.00	$37.00	37.29%
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	$0.00	$0.00	$3,000.00	0.00%
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	$25,709.00	$2,485.10	$12,462.97	$0.00	$13,246.03	

THE HUB OF SIBLEY COUNTY
GAYLORD

CITY OF GAYLORD

Revenue Guideline by Department

DECEMBER 2018

Account Descr	2018 YTD Budget	DECEMBER 2018 Amt	2018 YTD Amt	2018 Balance	2018 % of Budget
DEPT 46500 Economic Develop mt (GENERAL)					
R 101-46500-33190 Other Grants	$0.00	$0.00	$0.00	$0.00	0.00%
R 101-46500-34103 Variance and Co	$0.00	$0.00	$0.00	$0.00	0.00%
R 101-46500-36210 Interest Earnings	$0.00	$0.00	$0.00	$0.00	0.00%
R 101-46500-36211 Loan Interest	$0.00	$0.00	$0.00	$0.00	0.00%
R 101-46500-36212 Loan Principal	$0.00	$0.00	$0.00	$0.00	0.00%
R 101-46500-36230 Donations	$0.00	$0.00	$0.00	$0.00	0.00%
R 101-46500-36231 Miscellaneous	$0.00	$0.00	$19,600.00	-$19,600.00	0.00%
R 101-46500-36232 E D A Lot Sales	$0.00	$0.00	$0.00	$0.00	0.00%
R 101-46500-36233 Insurnace Divide	$0.00	$0.00	$0.86	-$0.86	0.00%
DEPT 46500 Economic Develop mt	$0.00	$0.00	$19,600.86	-$19,600.86	

Dale Steinborn
Jim Peterson - Shoreline
Ready Lot

CITY OF GAYLORD

Revenue/Expenditure Audit Detail Full

Audit 2018 JANUARY to 2018 GASB Period

Fund 101 GENERAL FUND

Expenditure

E 101-46500-103 Salaries - Part Time **Budget** $0.00 **Total** $420.00 **Balance** -$420.00

	Vendor SearchName / Comments	Invoice / Refer	------Check------ / PO	Batch Name	Debit	Credit
2018-07 JULY					Begin	**$0.00**
2018-07 PayrJE				07252018PR	$300.00	$0.00
	Labor Distribution		1	0		
		Total	**2018-07 JULY**		$300.00	$0.00
					Ending	$300.00
2018-10 OCTOBER					Begin	**$300.00**
2018-10 PayrJE				101718PR	$120.00	$0.00
	Labor Distribution		1	0		
		Total	**2018-10 OCTOBER**		$120.00	$0.00
					Ending	$420.00

Control Act 101-25300 Unrese **Total** E 101-46500-103 Salaries - Part Time $420.00 $0.00

In Balance **Total Year** **$420.00** **Ending** **$420.00**

E 101-46500-122 FICA **Budget** $0.00 **Total** $26.04 **Balance** -$26.04

	Vendor SearchName / Comments	Invoice / Refer	------Check------ / PO	Batch Name	Debit	Credit
2018-07 JULY					Begin	**$0.00**
2018-07 PayrJE				07252018PR	$18.60	$0.00
	Labor Distribution		1	0		
		Total	**2018-07 JULY**		$18.60	$0.00
					Ending	$18.60
2018-10 OCTOBER					Begin	**$18.60**
2018-10 PayrJE				101718PR	$7.44	$0.00
	Labor Distribution		1	0		
		Total	**2018-10 OCTOBER**		$7.44	$0.00
					Ending	$26.04

Control Act 101-25300 Unrese **Total** E 101-46500-122 FICA $26.04 $0.00

In Balance **Total Year** **$26.04** **Ending** **$26.04**

E 101-46500-125 Medicare **Budget** $0.00 **Total** $6.09 **Balance** -$6.09

	Vendor SearchName / Comments	Invoice / Refer	------Check------ / PO	Batch Name	Debit	Credit
2018-07 JULY					Begin	**$0.00**
2018-07 PayrJE				07252018PR	$4.35	$0.00
	Labor Distribution		1	0		
		Total	**2018-07 JULY**		$4.35	$0.00
					Ending	$4.35
2018-10 OCTOBER					Begin	**$4.35**
2018-10 PayrJE				101718PR	$1.74	$0.00
	Labor Distribution		1	0		
		Total	**2018-10 OCTOBER**		$1.74	$0.00
					Ending	$6.09

CITY OF GAYLORD

Revenue/Expenditure
Audit Detail Full

Audit 2018 JANUARY to 2018 GASB Period

Fund 101 GENERAL FUND

Expenditure

E 101-46500-125 Medicare **Budget** $0.00 **Total** $6.09 **Balance** -$6.09

Control Act 101-25300 Unrese	**Total** E 101-46500-125 Medicare			$6.09	$0.00
	In Balance	**Total Year**	**$6.09**	**Ending**	**$6.09**

E 101-46500-200 Supplies (GENERAL) **Budget** $100.00 **Total** $15.46 **Balance** $84.54

	Vendor SearchName / Comments	Invoice / Refer	------Check------	Batch Name / PO	Debit	Credit
2018-07 JULY					Begin	**$0.00**
2018-07 Pay	JERRY S HOME QU	058754	7/3/2018	07-03-18pay	$15.46	$0.00
	Cookies for Housing Mtg	2069		0		
		Total 2018-07 JULY			$15.46	$0.00
					Ending	$15.46

Control Act 101-25300 Unrese	**Total** E 101-46500-200 Supplies (GENERAL)			$15.46	$0.00
	In Balance	**Total Year**	**$15.46**	**Ending**	**$15.46**

E 101-46500-308 Professional Fees **Budget** $18,000.00 **Total** $10,238.75 **Balance** $7,761.25

	Vendor SearchName / Comments	Invoice / Refer	------Check------	Batch Name / PO	Debit	Credit
2018-07 JULY					Begin	**$0.00**
2018-07 Pay	ADMARK RESOURC	058739	7/3/2018	07-03-18pay	$4,000.00	$0.00
	EDA/multi city assmt	2067		0		
2018-07 Pay	SEH, INC.	352393 058806	7/19/2018	07-19-18pay	$1,047.00	$0.00
	EDA/residential shovel ready progra	2180		0		
		Total 2018-07 JULY			$5,047.00	$0.00
					Ending	$5,047.00
2018-08 AUGUST					Begin	**$5,047.00**
2018-08 Pay	SEH, INC.	354150 058905	8/16/2018	08-16-18pay	$1,228.50	$0.00
	EDA/residential shovel ready progra	2336		0		
		Total 2018-08 AUGUST			$1,228.50	$0.00
					Ending	$6,275.50
2018-10 OCTOBER					Begin	**$6,275.50**
2018-10 Pay	SEH, INC.	355453 059052	10/4/2018	10-04-18pay	$953.75	$0.00
	EDA/residential shovel ready progra	2577		0		
2018-10 Pay	SEH, INC.	357332 059134	10/26/2018	10-26-18pay	$1,130.00	$0.00
	EDA/residential shovel ready progra	2709		0		
		Total 2018-10 OCTOBER			$2,083.75	$0.00
					Ending	$8,359.25
2018-12 DECEMBER					Begin	**$8,359.25**
2018-12 Pay	SEH, INC.	359092 059239	12/6/2018	12-06-18pay	$1,879.50	$0.00
	EDA/Residental shovel ready progr	2862		0		
		Total 2018-12 DECEMBER			$1,879.50	$0.00
					Ending	$10,238.75

Control Act 101-25300 Unrese	**Total** E 101-46500-308 Professional Fees			$10,238.75	$0.00
	In Balance	**Total Year**	**$10,238.75**	**Ending**	**$10,238.75**

CITY OF GAYLORD

Revenue/Expenditure Audit Detail Full

Audit 2018 JANUARY to 2018 GASB Period

Fund 101 GENERAL FUND

Expenditure

E 101-46500-331 Meeting and Travel **Budget** $500.00 **Total** $629.03 **Balance** -$129.03

	Vendor SearchName / Comments	Invoice / Refer	------Check------	Batch Name / PO	Debit	Credit
2018-07 JULY					Begin	**$0.00**
2018-07 Pay	KLIMMEK, CHARLE	058755	7/3/2018	07-03-18pay	$86.11	$0.00
	C Klimmek/MN Housing Instituite mi	2072		0		
2018-07 Pay	KLIMMEK, CHARLE	058755	7/3/2018	07-03-18pay	$76.06	$0.00
	C Klimmek/workshop reimb(food,mil	2070		0		
			Total 2018-07 JULY		$162.17	$0.00
					Ending	$162.17
2018-10 OCTOBER					Begin	**$162.17**
2018-10 Pay	KLIMMEK, CHARLE	059088	10/17/2018	101718pay	$165.68	$0.00
	EDA/MN Housing Inst/mileage	2628		0		
2018-10 Pay	VISA	059109	10/17/2018	101718pay	$200.46	$0.00
	HPC/Plaza-R Kirsch	2652		0		
2018-10 Pay	VISA	059109	10/17/2018	101718pay	$100.72	$0.00
	EDA/Coborns-Habitat Mtg	2652		0		
			Total 2018-10 OCTOBER		$466.86	$0.00
					Ending	$629.03

Control Act 101-25300 Unrese **Total** E 101-46500-331 Meeting and Travel $629.03 $0.00

In Balance **Total Year** **$629.03** **Ending** **$629.03**

E 101-46500-352 Ads & Notices **Budget** $250.00 **Total** $605.60 **Balance** -$355.60

	Vendor SearchName / Comments	Invoice / Refer	------Check------	Batch Name / PO	Debit	Credit
2018-12 DECEMBER					Begin	**$0.00**
2018-12 Pay	HUB PUBLISHING, I	39749 059228	12/6/2018	12-06-18pay	$324.00	$0.00
	EDA Coord Ad/Hub	2894		0		
2018-12 Pay	HUB PUBLISHING, I	39749 059228	12/6/2018	12-06-18pay	$281.60	$0.00
	EDA Coord Ad/Galaxy ad	2894		0		
			Total 2018-12 DECEMBER		$605.60	$0.00
					Ending	$605.60

Control Act 101-25300 Unrese **Total** E 101-46500-352 Ads & Notices $605.60 $0.00

In Balance **Total Year** **$605.60** **Ending** **$605.60**

E 101-46500-361 Liability Insurance **Budget** $59.00 **Total** $22.00 **Balance** $37.00

	Vendor SearchName / Comments	Invoice / Refer	------Check------	Batch Name / PO	Debit	Credit
2018-10 OCTOBER					Begin	**$0.00**
2018-10 Pay	LMC - BERKLEY RIS	059042	10/4/2018	10-04-18pay	$22.00	$0.00
	economic develop	2586		0		
			Total 2018-10 OCTOBER		$22.00	$0.00
					Ending	$22.00

Control Act 101-25300 Unrese **Total** E 101-46500-361 Liability Insurance $22.00 $0.00

In Balance **Total Year** **$22.00** **Ending** **$22.00**

E 101-46500-433 Dues and Subscriptions **Budget** $0.00 **Total** $500.00 **Balance** -$500.00

CITY OF GAYLORD

Revenue/Expenditure Audit Detail Full

Audit 2018 JANUARY to 2018 GASB Period

Fund 101 GENERAL FUND

Expenditure

E 101-46500-433 Dues and Subscriptions **Budget** $0.00 **Total** $500.00 **Balance** -$500.00

	Vendor SearchName / Comments	Invoice / Refer	------Check------ / PO	Batch Name	Debit	Credit
2018-09 SEPTEMBER					Begin	**$0.00**
2018-09 Pay	GREATER MN PART	058943	9/6/2018	09-06-18pay	$500.00	$0.00
	2019 Membership Dues	2432	0			
		Total	**2018-09 SEPTEMBER**		$500.00	$0.00
					Ending	$500.00
Control Act 101-25300 Unrese		**Total**	E 101-46500-433 Dues and Subscriptions		$500.00	$0.00
		In Balance	**Total Year**	**$500.00**	**Ending**	**$500.00**

Total Expenditure	$12,462.97	$0.00

Revenue

R 101-46500-36231 Miscellaneous **Budget** $0.00 **Total** $19,600.00 **Balance** -$19,600.00

	Vendor SearchName / Comments	Invoice / Refer	------Check------ / PO	Batch Name	Debit	Credit
2018-10 OCTOBER					Begin	**$0.00**
2018-10 Rec		046041	10/30/2018	10-31-18pos	$0.00	$3,750.00
	EDA/D Steinborn/lot sale-E Ridge T	20608				
		Total	**2018-10 OCTOBER**		$0.00	$3,750.00
					Ending	($3,750.00)
2018-11 NOVEMBER					Begin	**($3,750.00)**
2018-11 Rec		046796	11/14/2018	11-15-18POS	$0.00	$15,850.00
	J Peterson/Reimb EDA/Shovel Rea	21011				
		Total	**2018-11 NOVEMBER**		$0.00	$15,850.00
					Ending	($19,600.00)
Control Act 101-25300 Unrese		**Total**	R 101-46500-36231 Miscellaneous		$0.00	$19,600.00
		In Balance	**Total Year**	**$19,600.00**	**Ending**	**($19,600.00)**

R 101-46500-36233 Insurnace Dividend **Budget** $0.00 **Total** $0.86 **Balance** -$0.86

	Vendor SearchName / Comments	Invoice / Refer	------Check------ / PO	Batch Name	Debit	Credit
2018-03 MARCH					Begin	**$0.00**
2018-03 Rec	RECEIPTS	046299	3/5/2018	03-30-19rec	$0.00	$0.86
	LMC/wc commission	0	0			
		Total	**2018-03 MARCH**		$0.00	$0.86
					Ending	($0.86)
Control Act 101-25300 Unrese		**Total**	R 101-46500-36233 Insurnace Dividend		$0.00	$0.86
		In Balance	**Total Year**	**$0.86**	**Ending**	**($0.86)**

Total Revenue	$0.00	$19,600.86
Fund 101	$12,462.97	$19,600.86

CITY OF GAYLORD

Expenditure Guideline - By Department

DECEMBER 2018

Account Descr	2018 YTD Budget	DECEMBER 2018 Amt	2018 YTD Amt	Enc Current	2018 YTD Balance	%YTD Budget
FUND 500 TAX INCREMENT DIST. GEN (EDA)						
DEPT 46500 Economic Develop mt (GENERAL)						
E 500-46500-105 Director	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-110 Commissioners	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-200 Supplies (GENERAL	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-300 Administration	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-304 Legal Fees	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-305 Bank Charges	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-307 EDA Administration	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-308 Professional Fees	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-331 Meeting and Travel	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-352 Ads & Notices	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-364 Property Insurance	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-381 Electricity	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-400 Repairs & Maintena	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-433 Dues and Subscripti	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-440 Other	$0.00	$2,000.00	$2,000.00	$0.00	-$2,000.00	0.00%
E 500-46500-443 Forestation	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-460 Loans Made	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-510 Land	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-520 Building Acquisition	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-530 Other Improvement	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-580 Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-710 Transfers Out	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
E 500-46500-720 Operating Transfers	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 46500 Economic Develop mt	$0.00	$2,000.00	$2,000.00	$0.00	-$2,000.00	

CITY OF GAYLORD

Revenue Guideline by Department

DECEMBER 2018

Account Descr	2018 YTD Budget	DECEMBER 2018 Amt	2018 YTD Amt	2018 Balance	2018 % of Budget
DEPT 46500 Economic Develop mt (GENERAL)					
R 500-46500-34100 General Govt. Ch	$0.00	$0.00	$0.00	$0.00	0.00%
R 500-46500-36210 Interest Earnings	$0.00	$5.82	$68.73	-$68.73	0.00%
R 500-46500-36211 Loan Interest	$0.00	$0.00	$0.00	$0.00	0.00%
R 500-46500-36212 Loan Principal	$0.00	$0.00	$0.00	$0.00	0.00%
R 500-46500-36213 Origination Fee	$0.00	$0.00	$0.00	$0.00	0.00%
R 500-46500-36230 Donations	$0.00	$0.00	$0.00	$0.00	0.00%
R 500-46500-36231 Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.00%
R 500-46500-39200 Transfers In	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 46500 Economic Develop mt	$0.00	$5.82	$68.73	-$68.73	

CITY OF GAYLORD

Revenue/Expenditure Audit Detail Full

Audit 2018 JANUARY to 2018 GASB Period

Fund 500 TAX INCREMENT DIST. GEN (EDA)

Expenditure

E 500-46500-440 Other **Budget** $0.00 **Total** $2,000.00 **Balance** -$2,000.00

	Vendor SearchName / Comments	Invoice / Refer	------Check------	Batch Name / PO	Debit	Credit
2018-12 DECEMBER					Begin	**$0.00**
2018-12 Pay	ALLOY INSURANCE	059248	12/13/2018	12-14-18AP	$2,000.00	$0.00
	EDA/awning program	2912		0		
		Total	**2018-12 DECEMBER**		$2,000.00	$0.00
					Ending	$2,000.00
Control Act 500-25300 Unrese		**Total**	E 500-46500-440 Other		$2,000.00	$0.00
		In Balance	**Total Year**	**$2,000.00**	**Ending**	**$2,000.00**
Total Expenditure					$2,000.00	$0.00

Revenue

R 500-46500-36210 Interest Earnings **Budget** $0.00 **Total** $68.73 **Balance** -$68.73

	Vendor SearchName / Comments	Invoice / Refer	------Check------	Batch Name / PO	Debit	Credit
2018-01 JANUARY					Begin	**$0.00**
2018-01 Rec	RECEIPTS		1/31/2018	Jan18EDA	$0.00	$3.32
	to record EDA interest/Jan 18	0		0		
2018-01 Rec	RECEIPTS		1/31/2018	Jan18EDA	$0.00	$2.85
	to record EDA interest/Jan 18	0		0		
		Total	**2018-01 JANUARY**		$0.00	$6.17
					Ending	($6.17)
2018-02 FEBRUARY					Begin	**($6.17)**
2018-02 Rec	RECEIPTS		2/28/2018	Feb18EDA	$0.00	$2.82
	EDA/interest earned for Feb 18	0		0		
2018-02 Rec	RECEIPTS		2/28/2018	Feb18EDA	$0.00	$2.42
	EDA/interest earned for Feb 18	0		0		
		Total	**2018-02 FEBRUARY**		$0.00	$5.24
					Ending	($11.41)
2018-03 MARCH					Begin	**($11.41)**
2018-03 Rec	RECEIPTS			EDA03-31-18	$0.00	$2.60
	EDA/interest earned thru Mar 18	0		0		
2018-03 Rec	RECEIPTS			EDA03-31-18	$0.00	$3.02
	EDA/interest earned thru Mar 18	0		0		
		Total	**2018-03 MARCH**		$0.00	$5.62
					Ending	($17.03)
2018-04 APRIL					Begin	**($17.03)**
2018-04 Rec	RECEIPTS			EDA04-30-18	$0.00	$3.12
	EDA/interest earned thru April 18	0		0		
2018-04 Rec	RECEIPTS			EDA04-30-18	$0.00	$2.68
	EDA/interest earned thru April 18	0		0		
		Total	**2018-04 APRIL**		$0.00	$5.80
					Ending	($22.83)

CITY OF GAYLORD

Revenue/Expenditure Audit Detail Full

Audit 2018 JANUARY to 2018 GASB Period

Fund 500 TAX INCREMENT DIST. GEN (EDA)

Revenue

R 500-46500-36210 Interest Earnings **Budget** $0.00 **Total** $68.73 **Balance** -$68.73

	Vendor SearchName / Comments	Invoice / Refer	------Check------	Batch Name / PO	Debit	Credit
2018-05 MAY					Begin	**($22.83)**
2018-05 Rec	RECEIPTS		5/31/2018	EDA05-31-18	$0.00	$3.12
	to record EDA interest/May 18	0	0			
2018-05 Rec	RECEIPTS		5/31/2018	EDA05-31-18	$0.00	$2.68
	to record EDA interest/May 18	0	0			
		Total	**2018-05 MAY**		$0.00	$5.80
					Ending	($28.63)
2018-06 JUNE					Begin	**($28.63)**
2018-06 Rec	RECEIPTS		6/30/2018	EDA06-30-18	$0.00	$2.92
	to record EDA interest/June 18	0	0			
2018-06 Rec	RECEIPTS		6/30/2018	EDA06-30-18	$0.00	$2.51
	to record EDA interest/June 18	0	0			
		Total	**2018-06 JUNE**		$0.00	$5.43
					Ending	($34.06)
2018-07 JULY					Begin	**($34.06)**
2018-07 Rec	RECEIPTS		7/31/2018	EDA07-31-18	$0.00	$3.22
	to record EDA interest/July 18	0	0			
2018-07 Rec	RECEIPTS		7/31/2018	EDA07-31-18	$0.00	$2.77
	to record EDA interest/July 18	0	0			
		Total	**2018-07 JULY**		$0.00	$5.99
					Ending	($40.05)
2018-08 AUGUST					Begin	**($40.05)**
2018-08 Rec	RECEIPTS		8/31/2018	EDA08-31-18	$0.00	$2.68
	to record EDA interest/Aug 18	0	0			
2018-08 Rec	RECEIPTS		8/31/2018	EDA08-31-18	$0.00	$3.12
	to record EDA interest/Aug 18	0	0			
		Total	**2018-08 AUGUST**		$0.00	$5.80
					Ending	($45.85)
2018-09 SEPTEMBER					Begin	**($45.85)**
2018-09 Rec	RECEIPTS		9/30/2018	EDA09-30-18	$0.00	$2.43
	to record EDA interest/Sept 18	0	0			
2018-09 Rec	RECEIPTS		9/30/2018	EDA09-30-18	$0.00	$2.82
	to record EDA interest/Sept 18	0	0			
		Total	**2018-09 SEPTEMBER**		$0.00	$5.25
					Ending	($51.10)
2018-10 OCTOBER					Begin	**($51.10)**
2018-10 Rec	RECEIPTS		10/31/2018	EDA10-31-18	$0.00	$3.33
	to record EDA interest/Oct 18	0	0			
2018-10 Rec	RECEIPTS		10/31/2018	EDA10-31-18	$0.00	$2.86
	to record EDA interest/Oct 18	0	0			

CITY OF GAYLORD

Revenue/Expenditure
Audit Detail Full

Audit 2018 JANUARY to 2018 GASB Period

Fund 500 TAX INCREMENT DIST. GEN (EDA)

Revenue

R 500-46500-36210	Interest Earnings	**Budget**	$0.00	**Total**	$68.73	**Balance**	-$68.73

			Total	**2018-10 OCTOBER**			$0.00	$6.19
							Ending	($57.29)
	Vendor SearchName	**Invoice**	**------Check------**		**Batch Name**		**Debit**	**Credit**
2018-11 NOVEMBER	**Comments**		**Refer**	**PO**			Begin	**($57.29)**
2018-11 Rec	RECEIPTS		11/30/2018		EDA11-30-18		$0.00	$2.60
	To record EDA interest/Nov 18		0	0				
2018-11 Rec	RECEIPTS		11/30/2018		EDA11-30-18		$0.00	$3.02
	To record EDA interest/Nov 18		0	0				
			Total	**2018-11 NOVEMBER**			$0.00	$5.62
							Ending	($62.91)
	Vendor SearchName	**Invoice**	**------Check------**		**Batch Name**		**Debit**	**Credit**
2018-12 DECEMBER	**Comments**		**Refer**	**PO**			Begin	**($62.91)**
2018-12 Rec	RECEIPTS				EDA12-31-18		$0.00	$2.69
	to record EDA interest earned Dec		0	0				
2018-12 Rec	RECEIPTS				EDA12-31-18		$0.00	$3.13
	to record EDA interest earned Dec		0	0				
			Total	**2018-12 DECEMBER**			$0.00	$5.82
							Ending	($68.73)
Control Act	500-25300 Unrese		**Total**	R 500-46500-36210	Interest Earnings		$0.00	$68.73
		In Balance	**Total Year**		**$68.73**		**Ending**	**($68.73)**

Total	Revenue	$0.00	$68.73
	Fund 500	$2,000.00	$68.73

City of Gaylord
General Fund Expenditures

FUND DEPARTMEN	101 GENERAL FUND 46500 **Economic Development**	2017 BUDGET ENTRY	2017 ACTUAL 07-31-17	2018 BUDGET ENTRY	2018 Actual 06/30/18	2019 BUDGET	SPECIFIC COMMENTS		
101	Salaries - Full Time	$ -	$ -	$ -	0	$ 45,800	EDA Coordinator		
103	Salaries - Part Time	$ -	$ -	$ -	0	$ 1,800	5 members x $30/meeting x 12 meetings = $1800		
121	PERA	$ -	$ -	$ -	0	$ 3,570	7.5% of Salary		
122	FICA	$ -	$ -	$ -	0	$ 2,951	6.20%		
125	Medicare	$ -	$ -	$ -	0	$ 690	1.45%		
131	Employer Paid Health Insurance	$ -	$ -	$ -	0	$ 8,906			
200	Supplies	$ 100	$ -	$ 100	0	$ 100			
302	EDA Membership Per Diem	$ 1,800	$ 1,470	$ 1,800	0	$ -	paid thru payroll in 2018		
303	Engineering Fees	$ -	$ -	$ -	0				
307	EDA Administration	$ -	$ -	$ -	0				
308	Professional Fees	$ 42,400	$ 4,000	$ 18,000	0	$ 3,000	Other Consultants- $3,000		
321	Telephone	$ -	$ 106	$ -	0	$ 360	EDA Coord cell phone		
322	Postage	$ -	$ -	$ -	0				
331	Meeting and Travel	$ 1,500	$ 96	$ 500	0	$ 500			
352	Ads & Notices	$ 250	$ -	$ 250	0	$ 250			
361	Liability Insurance	$ 54	$ 48	$ 59	0	$ 22			
405	Computer Maintenance	$ -	$ -	$ -	0				
433	Dues and Subscriptions		$ 500		0				
436	Promotions	$ 3,000	$ 25	$ 3,000	0	$ 1,000			
440	Other	$ 2,000	$ -	$ 2,000	0	$ 2,000	SBDC - $500; Minnesota Mainstreet - $200 Greater MSP Login- $450	Greater MN Partnership- $50 Misc- $350	
580	Capital Outlay	$ -	$ -	$ -	0				
710	Transfers Out	$ -	$ -	$ -	0				
	Total Economic Development	$ 51,104	$ 6,245	$ 25,709	0	$ 70,949	5.88%	$ 2,836.00	Budget Increase (D