

**Gaylord Economic Development Authority  
Annual Meeting Agenda  
Monday, August 12th, 2019 (5:00 P.M.)  
Please call 237-2338 if you are unable to attend.**

- I. **CALL TO ORDER (5:00 P.M.)**
- II. **APPROVE THE AGENDA and any additions or corrections:**
  1. Approve 08/12/2019 agenda
- III. **CONSENT AGENDA:**
  1. Approve 06/10//19 EDA minutes
  2. EDA Fund Balances –
    - I. EDA General Money Market Fund \$ 15,280.80
    - II. Sign & Awning Account Balance \$ 4,107.66
    - III. EDA Down Payment Assistance Program Funds \$ 16,663.39
    - IV. Commercial Rehabilitation Loan Program Funds \$ 90,091.00
  - Total: \$126,142.85

Micro Loan Outstanding Balances Owed as of 05/31/19 \$ 15,600.00
- IV. **MONTHLY REPORTS/UPDATES:**
  1. Council liaisons
    - a. Tom Homme
    - b. Lynn Grochow
  2. Staff Reports – Lory Young
    - a. none
  3. Other Reports
- V. **UNFINISHED BUSINESS:**
  1. Update on proposed “Wolverine Meadows” Apartments
  2. Update on Pond Meadows Subdivision
    - a) Construction Schedule
    - b) Marketing the Lots & Signage
    - c) Town House Development
  3. Update on Proposed Hotel
  4. Commercial Property Task Force Possible
  5. Mobile Home Park
- VI. **NEW BUSINESS:**
  1. New City Website
    - a) What do we want to put on it?
- VIII. **ADJOURNMENT**



**Gaylord Economic Development Authority  
Annual Meeting Minutes  
Monday, June 10th, 2019 (5:00 P.M.)**

**I. CALL TO ORDER (5:00 P.M.)**

Pursuant to due call and notice thereof, Doug Parrott, Vice President called the Gaylord Economic Development Authority meeting to order in Gaylord City Hall at 5:00 P.M.

**Members present:** Chuck Klimmek, (President at 5:20 p.m.), Doug Parrott, (Vice President), Tom Homme, (Secretary/Treasurer), Scott Amorim and Lynn Grochow.

**Members absent:** None

**Staff present:** Lory Young, (City Administrator/EDA Director)

**Staff absent:** Aaron Walton (City Attorney).

**Guests present:** Lisa Uecker; Gaylord Hub.

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

1. Approve 06/10/2019 agenda

APPROVED THE 06/10/2019 AGENDA BY CONSENSUS.

**III. CONSENT AGENDA:**

1. Approve 05/13/19 EDA minutes
2. EDA Fund Balances –

I. EDA General Money Market Fund	\$ 15,280.80
II. Sign & Awning Account Balance	\$ 4,107.66
III. EDA Down Payment Assistance Program Funds	\$ 16,663.39
IV. Commercial Rehabilitation Loan Program Funds	\$ <u>90,091.00</u>
Total:	\$126,142.85

Micro Loan Outstanding Balances Owed as of 05/31/19 \$ 15,600.00

Young reported that the B & M Store (Shell Station) sold and so the outstanding balance of \$8,800.00 of the Micro Loan was paid in full. They also paid \$9,,247.50 in outstanding assessments on the property.

MOTION BY GROCHOW, SECONDED BY AMORIM TO APPROVE THE 06/10/2019 CONSENT AGENDA EXCEPT FOR THE APPROVAL OF THE 05/13/2019 MINUTES. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

**IV. MONTHLY REPORTS/UPDATES:**

1. Council liaisons
  - a. Tom Homme - NONE
  - b. Lynn Grochow – NONE
2. Staff Reports – Lory Young – NONE
3. Other Reports - NONE

**V. UNFINISHED BUSINESS:**

1. Update on proposed “Wolverine Meadows” Apartments  
Young stated they are waiting for the appraisal from the bank and then they will apply for the building permits so they can get started. With an occupancy date of May or June of next year.
2. Update on Pond Meadows Subdivision
  - a) Construction Schedule – Start date of May 27<sup>th</sup>, 2019  
Young stated they began road construction last week. There are some ground water issues. Young will ask Justin Black about sump pump connections to the storm sewer.
  - b) Marketing the Lots  
Young stated so far; no marketing has begun. Social Media and our website and a sign as you come into town are some of the marketing ideas that were discussed. Young will speak to Travis Fritzvold about possibly doing a sign.
  - c) Town House Development  
Young explained Nishul Patel is proposing to put a town house development on the large lot in Pond Meadows.
2. Hotel Feasibility Study  
Young reported the report is out and it all looks good and will bring us some more information. Grandstay Inn has already approved the site.
4. Possible Relocation of Current Business  
Young was looking for suggestions for relocation of Travis Plut’s business. She spoke with Randy Kokesch about the back side of his property and Kokesch has reservations. The junkyard has recently gone back to the county, it was unknown what kind of soil contamination and clean-up, it would involve. Parrott suggested a task force be formed to look for potential sites that are available for re-location/development options. Parrott and Amorim agreed to work together to find potential properties.

**VI. NEW BUSINESS:**

1. New City Website
  - a) What do we want to put on it?

Young stated the new website was to be launched today. She felt the Habitat Lots, EDA programs that are available and contact information should be on the site.

2. Mobile Home Park

Young recently conversed with Executive Director Peggy Weise from the South-Central MN Multi County HRA. They discussed ideas to move residents from the mobile homes to apartments or homes within Gaylord. We would like to make them aware of programs and options to help them make that transition.

**VIII. ADJOURNMENT**

**Motion by Homme, second by Parrott, to adjourn the meeting. Motion passed Unanimously. The meeting was adjourned at 5:53 P.M.**

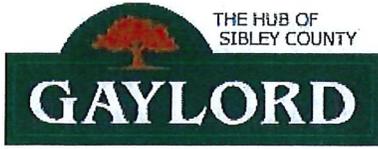
Respectfully submitted,

---

Chuck Klimmek, EDA President

Gaylord EDA

<b>MMA account #4259 Balance as of 6-30-19</b>			<b>\$ 15,283.63</b>
Deposits:	interest - 07/31/19	\$ 3.33	
		\$ -	
		\$ -	\$ 3.33
Expenses:			
		\$ -	\$ -
	<b>Total</b>		<b>\$ 15,286.96</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 as of 7-31-19</b>		<b>\$ 4,107.66</b>
<b>Balance in MMA account #4259 as of 7-31-19</b>			<b>\$ 19,394.62</b>
<b>MMA account #842646 as of 6-30-19</b>			<b>\$ 16,665.82</b>
Deposits:	interest 07/31/19	\$ 2.86	
		\$ -	
			\$ 2.86
Expenses:		\$ -	
		\$ -	
		\$ -	
			\$ -
<b>Balance in MMA account #842646 as of 7-31-19</b>			<b>\$ 16,668.68</b>
<b>Total EDA account balance as of 7-31-19</b>			<b>\$ 36,063.30</b>
<b>Commercial Rehab Loan Funds through 12-31-18 (unaudited)</b>			<b>\$ 90,091.00</b>



CITY OF GAYLORD

Expenditure Guideline - By Department  
JULY 2019

Account Descr	2019 YTD Budget	JULY 2019 Amt	2019 YTD Amt	Enc Current	2019 YTD Balance	%YTD Budget
DEPT 46500 Economic Develop mt (GENERAL)						
E 101-46500-101 Salaries - Full Time	\$41,500.00	\$0.00	\$0.00	\$0.00	\$41,500.00	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	\$1,800.00	\$0.00	\$150.00	\$0.00	\$1,650.00	8.33%
E 101-46500-121 PERA	\$3,112.00	\$0.00	\$0.00	\$0.00	\$3,112.00	0.00%
E 101-46500-122 FICA	\$2,685.00	\$0.00	\$9.30	\$0.00	\$2,675.70	0.35%
E 101-46500-125 Medicare	\$628.00	\$0.00	\$2.18	\$0.00	\$625.82	0.35%
E 101-46500-131 Employer Paid Heal	\$8,709.00	\$0.00	\$0.00	\$0.00	\$8,709.00	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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-46500-304 Legal Fees	\$0.00	\$157.16	\$2,483.66	\$0.00	-\$2,483.66	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	\$3,000.00	\$0.00	\$9,261.81	\$0.00	-\$6,261.81	308.73%
E 101-46500-314 Recording Fees	\$0.00	\$0.00	\$56.00	\$0.00	-\$56.00	0.00%
E 101-46500-321 Telephone	\$360.00	\$0.00	\$0.00	\$0.00	\$360.00	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	\$0.00	\$0.00	\$500.00	0.00%
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	\$520.36	\$0.00	-\$270.36	208.14%
E 101-46500-361 Liability Insurance	\$22.00	\$0.00	\$0.00	\$0.00	\$22.00	0.00%
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	\$0.00	\$0.00	\$0.00	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	\$1,000.00	\$0.00	\$800.27	\$0.00	\$199.73	80.03%
E 101-46500-440 Other	\$2,000.00	\$0.00	\$3,070.00	\$0.00	-\$1,070.00	153.50%
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	\$65,666.00	\$157.16	\$16,353.58	\$0.00	\$49,312.42	