

**Gaylord Economic Development Authority  
Annual Meeting Agenda  
Monday, September 9<sup>th</sup>, 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 09/09/2019 agenda
- III. CONSENT AGENDA:**
1. Approve 08/12/19 EDA minutes
  2. EDA Fund Balances –
    - I. EDA General Money Market Fund \$ 15,289.99
    - II. Sign & Awning Account Balance \$ 4,107.66
    - III. EDA Down Payment Assistance Program Funds \$ 16,668.68
    - IV. Commercial Rehabilitation Loan Program Funds \$ 90,091.00

Total: \$126,157.33
- Micro Loan Outstanding Balances Owed as of 08/31/19 \$ 5,800.00
- 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 “Wolverine Meadows” Apartments
  2. Update on Pond Meadows Subdivision
    - a) Marketing the Lots & Signage
    - b) Town House Development
  3. Update on Proposed Hotel
  4. Commercial Property Task Force
  5. Property for future growth
- VI. NEW BUSINESS:**
1. New City Website
  2. EDA Proposed Budget
- VIII. ADJOURNMENT**



**Gaylord Economic Development Authority  
Meeting Minutes  
Monday, August 12th, 2019 (5:00 P.M.)**

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

Pursuant to due call and notice thereof, Chuck Klimmek, President called the Gaylord Economic Development Authority meeting to order in Gaylord City Hall at 5:00 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); Aaron Walton (City Attorney); Lori Doering, Deputy Clerk.

**Staff absent:** None

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

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

1. Approve 08/12/2019 agenda

THE AUGUST 12, 2019 AGENDA WAS APPROVED BY CONSENSUS.

**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	<u>\$ 90,091.00</u>
Total:	\$126,142.85

Micro Loan Outstanding Balances Owed as of 05/31/19	\$ 15,600.00
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MOTION BY PARROTT, SECONDED BY GROCHOW TO APPROVE THE 08/12/2019 CONSENT AGENDA 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
  - a. NONE
3. Other Reports
  - b. NONE

**V. UNFINISHED BUSINESS:**

1. Update on proposed “Wolverine Meadows” Apartments  
Young stated the building plans are with the building inspector who passed them off to the State Plan Reviewer for review and approval. They do not have any sidewalks in the plan and we want them to have one. They want to put native grasses or wildflowers in the ditch and we feel it should be mowed. These two items were part of the original agreement that they signed and Young thinks we need to make them stick to it.
2. Update on Pond Meadows Subdivision
  - a) Construction Schedule  
On 8/9/19 they poured the first lift of bituminous. They have graded and begun seeding.
  - b) Marketing the Lots & Signage  
Travis Fritzsvold is making two signs; we will be posting on Facebook and our Website in our city water bills, the Gaylord HUB and possible other sites.
  - c) Town House Development  
Northland Securities has a draft of the TIF agreement. Steve Rosholt will be doing the development agreement. The project will be substantially complete by September 1 of 2020. The approval of the TIF agreement will be on the 8/21/19 Council Meeting. There will be 5 four-plexus built.
2. Update on Proposed Hotel  
They are working on the layout for the conference center to seat 300. They are having a little trouble with getting it to cash flow, but they always do with conference centers.
3. Commercial Property Task Force Possible  
Amorim found 4 properties he felt would be possible sites to move Plut’s business to. He felt the most promising site would be the current compost site. Also, some land behind McGuire Electric may be a good option if the owner would be willing to sell. After a long discussion, They identified the need to get a list of demands from Plut before moving forward on one of the identified parcels.
4. Mobile Home Park  
Young went to the Multi County HRA Board Meeting, the current agreement is almost over and at that time, they plan to liquidate as much as possible. She asked for permission to have a social gathering to inform the residents about the habitat houses and the new apartments that are coming and that the county has housing vouchers available.

**VI. NEW BUSINESS:**

1. New City Website

a) What do we want to put on it?

Klimmek suggested having a short-term committee to work with city staff to get the EDA portion of the site up to date. Klimmek, Young and Amorim will meet and work on that.

**VII. ADJOURNMENT**

**Motion by Amorim, second by Homme, to adjourn the meeting. Motion passed Unanimously. The meeting was adjourned at 5:41 P.M.**

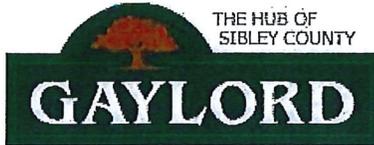
Respectfully submitted,

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Chuck Klimmek, EDA President

<i>MMA account #4259 Balance as of 7-31-19</i>			\$ 15,286.96
Deposits:	interest - 08-31-19	\$ 3.03	
		\$ -	
		\$ -	\$ 3.03
Expenses:			
		\$ -	\$ -
	<b>Total</b>		\$ 15,289.99
<i>Sign &amp; Awning Account Balance as of 1-30-17</i>			\$ 4,107.66
Deposits:	2014 excess EDA budget \$ from the city	\$ -	
		\$ -	\$ -
Expenses:		\$ -	
			\$ -
	<b>Sign &amp; Awning account balance as of 8-31-19</b>		\$ 4,107.66
<i>Balance in MMA account #4259 as of 8-31-19</i>			\$ 19,397.65
<i>MMA account #842646 as of 7-31-19</i>			\$ 16,668.68
Deposits:	interest 08/31/19	\$ 2.60	
		\$ -	
			\$ 2.60
Expenses:		\$ -	
		\$ -	
		\$ -	
<i>Balance in MMA account #842646 as of 8-31-19</i>			\$ 16,671.28
<i>Total EDA account balance as of 8-31-19</i>			\$ 36,068.93
<i>Commercial Rehab Loan Funds through 12-31-18 (unaudited)</i>			\$ 90,091.00

Micro Loan Outstanding Balances  
 owed as of 8/31/19 \$5,800



## CITY OF GAYLORD

## Expenditure Guideline - By Department

AUGUST 2019

Account Descr	2019 YTD Budget	AUGUST 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	\$390.00	\$0.00	\$1,410.00	21.67%
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	\$24.18	\$0.00	\$2,660.82	0.90%
E 101-46500-125 Medicare	\$628.00	\$0.00	\$5.67	\$0.00	\$622.33	0.90%
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	\$0.00	\$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 101-46500-360 Workmen Comp. In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$0.00	\$16,611.95	\$0.00	\$49,054.05	



**CITY OF GAYLORD**  
**Revenue Guideline by Department**  
AUGUST 2019

Account Descr	2019 YTD Budget	AUGUST 2019 Amt	2019 YTD Amt	2019 Balance	2019 % 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	\$0.00	\$0.00	0.00%
R 101-46500-36232 E D A Lot Sales	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
R 101-46500-36233 Insurnace Divide	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt	\$50,000.00	\$0.00	\$0.00	\$50,000.00	

City of Gaylord  
General Fund Expenditures

FUND DEPARTMENTEN	101 GENERAL FUND 46500 Economic Development	2018 BUDGET ENTRY	2018 Actual 12/31/18	2019 BUDGET	2019 ACTUAL 6/30/2019	2020 BUDGET	SPECIFIC COMMENTS
101	Salaries - Full Time	\$ -	\$ -	\$ 41,500	\$ -	\$ 31,962	See Attached
103	Salaries - Part Time	\$ -	480	\$ 1,800	\$ 150	\$ 1,800	5 members x \$30/meeting x 12 meetings = \$1800
121	PERA	\$ -	-	\$ 3,112	\$ -	\$ 2,397	7.5% of Salary
122	FICA	\$ -	30	\$ 2,665	\$ 9	\$ 1,982	6.20%
125	Medicare	\$ -	7	\$ 628	\$ 2	\$ 463	1.45%
131	Employer Paid Health Insurance	\$ -	-	\$ 8,709	\$ -	\$ 3,908	
200	Supplies	\$ 100	15	\$ 100	\$ -	\$ 100	
302	EDA Membership Per Diem	\$ 1,800	-	\$ -	\$ -	\$ -	paid thru payroll in 2018
303	Engineering Fees	\$ -	-	\$ -	\$ -	\$ -	
304	Legal Fees	\$ -	-	\$ -	\$ 2,327	\$ 5,000	Walton Law Group
308	Professional Fees	\$ 18,000	(0)	\$ 3,000	\$ 9,262	\$ 10,000	
314	Recording Fees	\$ -	-	\$ -	\$ 56	\$ 150	
321	Telephone	\$ -	-	\$ 360	\$ -	\$ -	
322	Postage	\$ -	-	\$ -	\$ -	\$ -	
331	Meeting and Travel	\$ 500	629	\$ 500	\$ -	\$ 500	
352	Ads & Notices	\$ 250	946	\$ 250	\$ 520	\$ 1,000	
360	Workman Comp Insurance	\$ -	-	\$ -	\$ -	\$ 2	
361	Liability Insurance	\$ 59	32	\$ 22	\$ -	\$ 25	
405	Computer Maintenance	\$ -	-	\$ -	\$ -	\$ -	
433	Dues and Subscriptions	\$ -	500	\$ -	\$ -	\$ -	Signs & Brochures

City of Gaylord  
General Fund Expenditures

436	Promotions	\$ 3,000	-	\$ 1,000	\$ 800	\$ 30,000	EDA Loans for 4th Street Building SBDC - \$500;
440	Other	\$ 2,000	-	\$ 2,000	\$ 3,070	\$ 3,000	Minnesota Mainstreet - \$200 Greater MSP Login- \$450 Misc- \$350
580	Capital Outlay	\$ -	-	\$ -	-	\$ 15,000	Assist in Mobile Home Park Cleanup
710	Transfers Out	\$ -	-	\$ -	-	-	
	Total Economic Development	\$ 25,709	2,638	\$ 65,666	\$ 16,196	\$ 107,289	38.80% \$ 41,623.23 Budget Increase (D)

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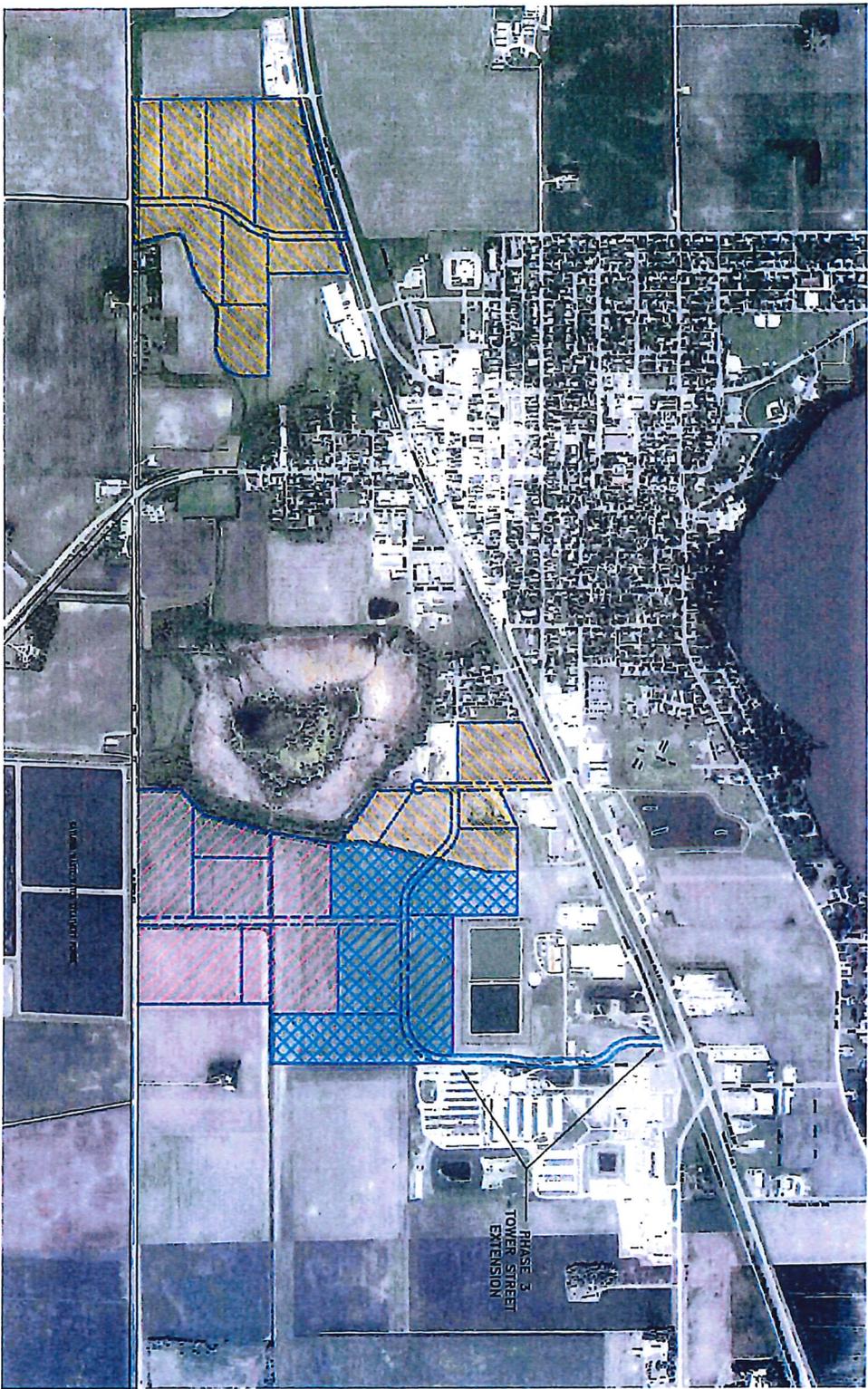
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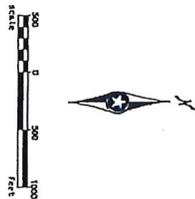
FUTURE INDUSTRIAL PARK SITES  
LAYOUT B  
GAYLORD, MINNESOTA

PHASING MAP

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DATE	8/2/11



-  EAST SITE
-  PHASE 1
-  PHASE 2
-  PHASE 3 TOWER STREET EXTENSION
-  PHASE 4
-  WEST SITE
-  PHASE 1



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102 JUDY STREET, S.W.  
 SUITE 100  
 HUNTSVILLE, TN 37430  
 PH: 615.882.3333

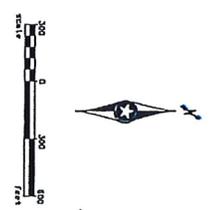
FUTURE INDUSTRIAL PARK SITES  
 LAYOUT A  
 GAYLORD, MINNESOTA

EAST SITE

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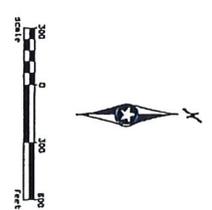
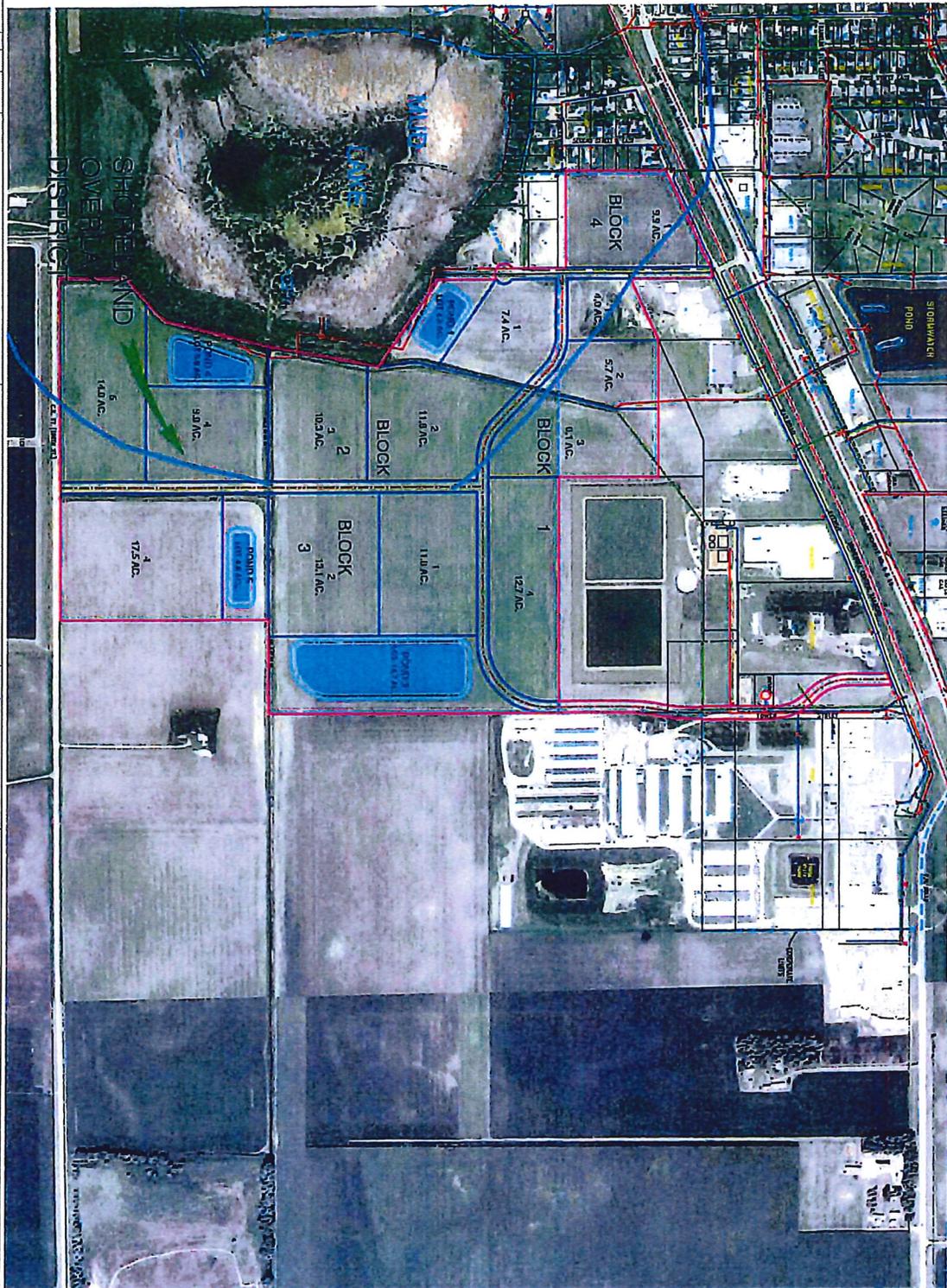


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CHECKED BY:	
DESIGN TEAM:	
DATE:	
REVISIONS:	



ACREAGE  
SITE TOTAL 183.6 AC.

FUTURE INDUSTRIAL PARK SITES  
LAYOUT B  
GAYLORD, MINNESOTA

EAST SITE

SHEET NO.	3
DATE	8/2/11
CADD NO.	114229



Travis Plute

Travisplute@yahoo.com

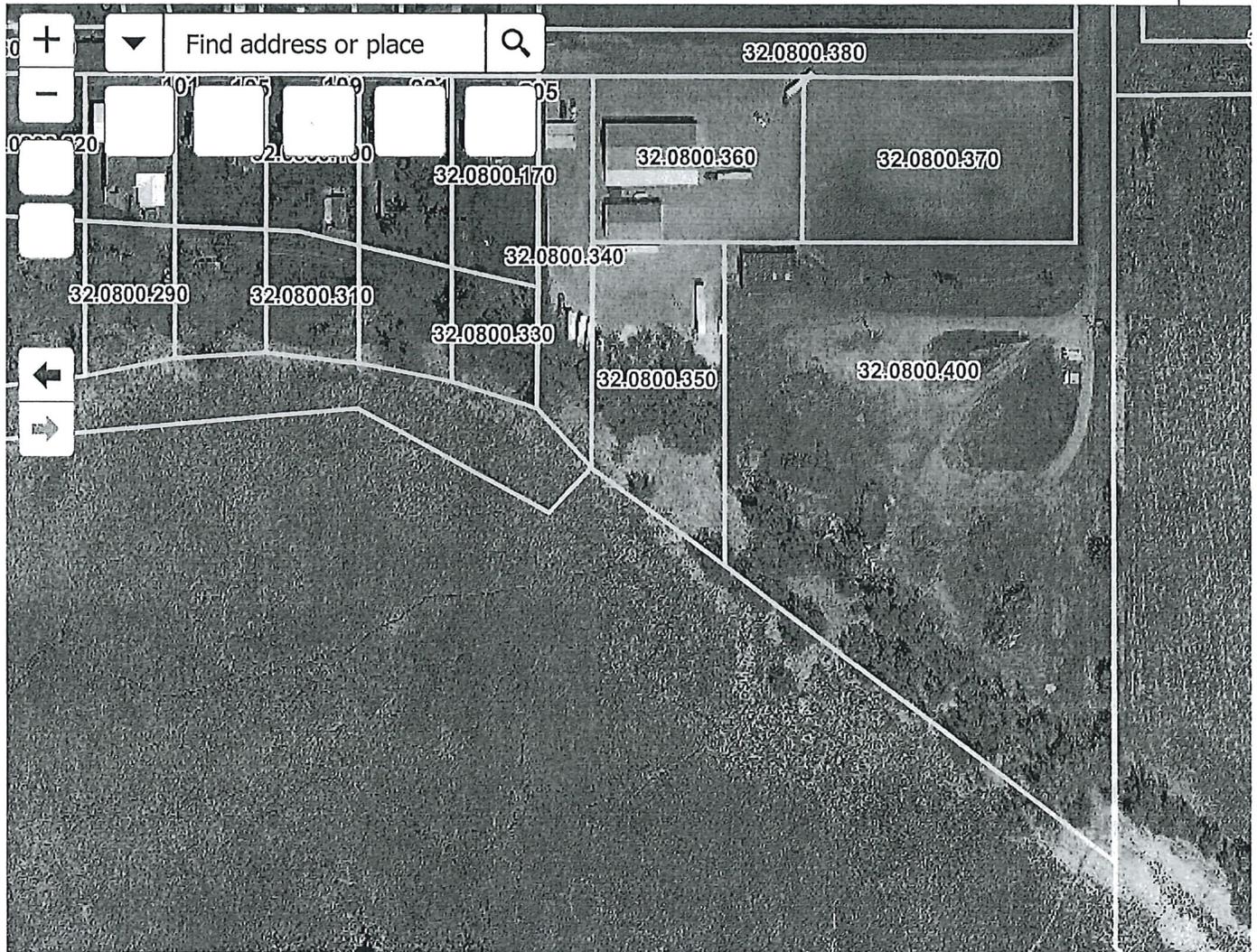
list of concerns

1. over head power lines
2. Plumbing and sewage
3. Grading and build up of site
4. Shed size city is willing to build to replace existing sheds.
5. Property lines and usage of land conditions due to regulations from city, or DNR
6. changing entrance due to emergency water system at entrance of landfill site.



# Sibley County Parcel Viewer

with Web AppBuilder for ArcGIS



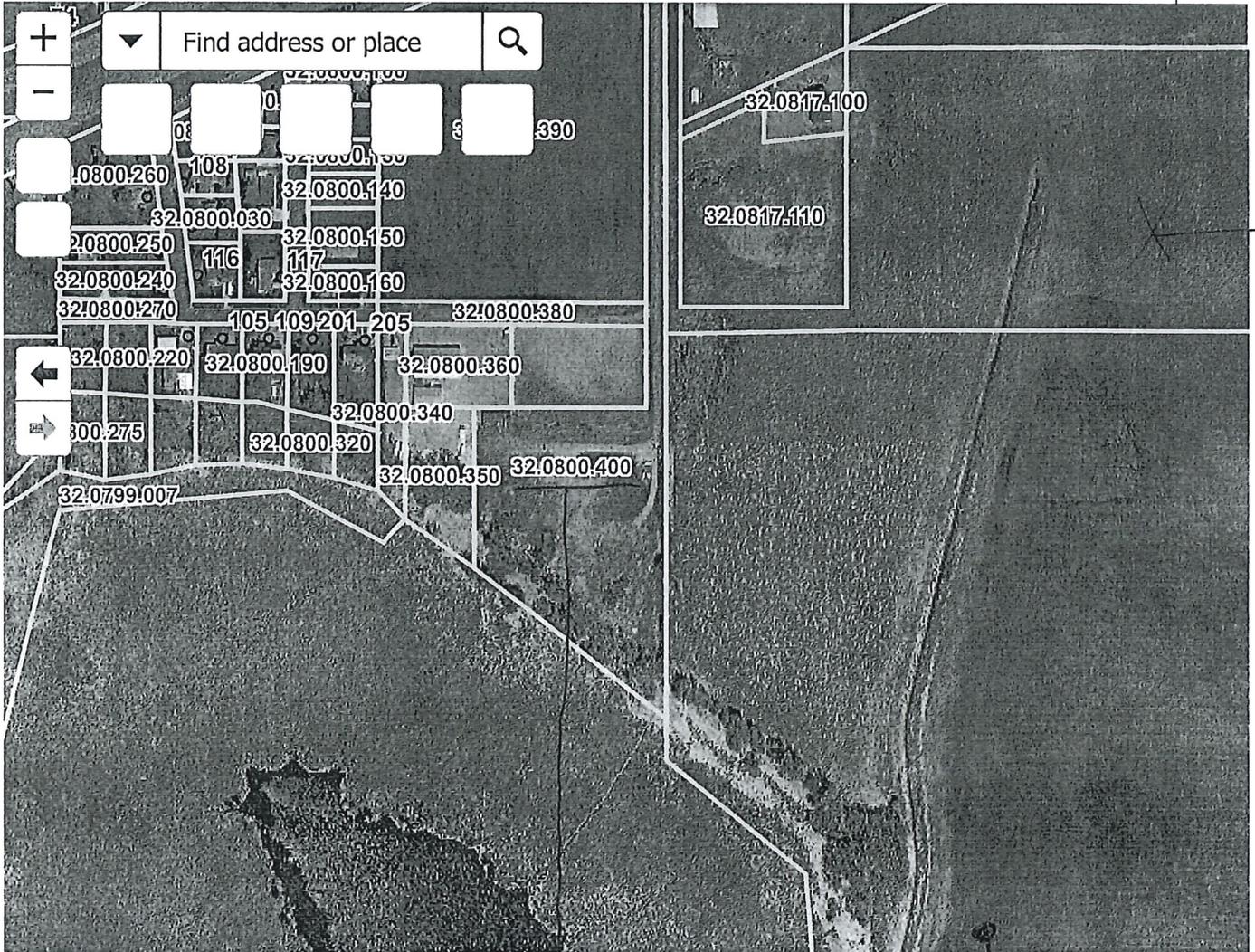
200ft

610,541.459 134,715.451 Feet



# Sibley County Parcel Viewer

with Web AppBuilder for ArcGIS



Current landfill  
site. 5.87 Acres

12.3311.000  
Jerome Paul Willaert  
135.03 Acres

32.0817.080  
City of Gaylord  
39.36

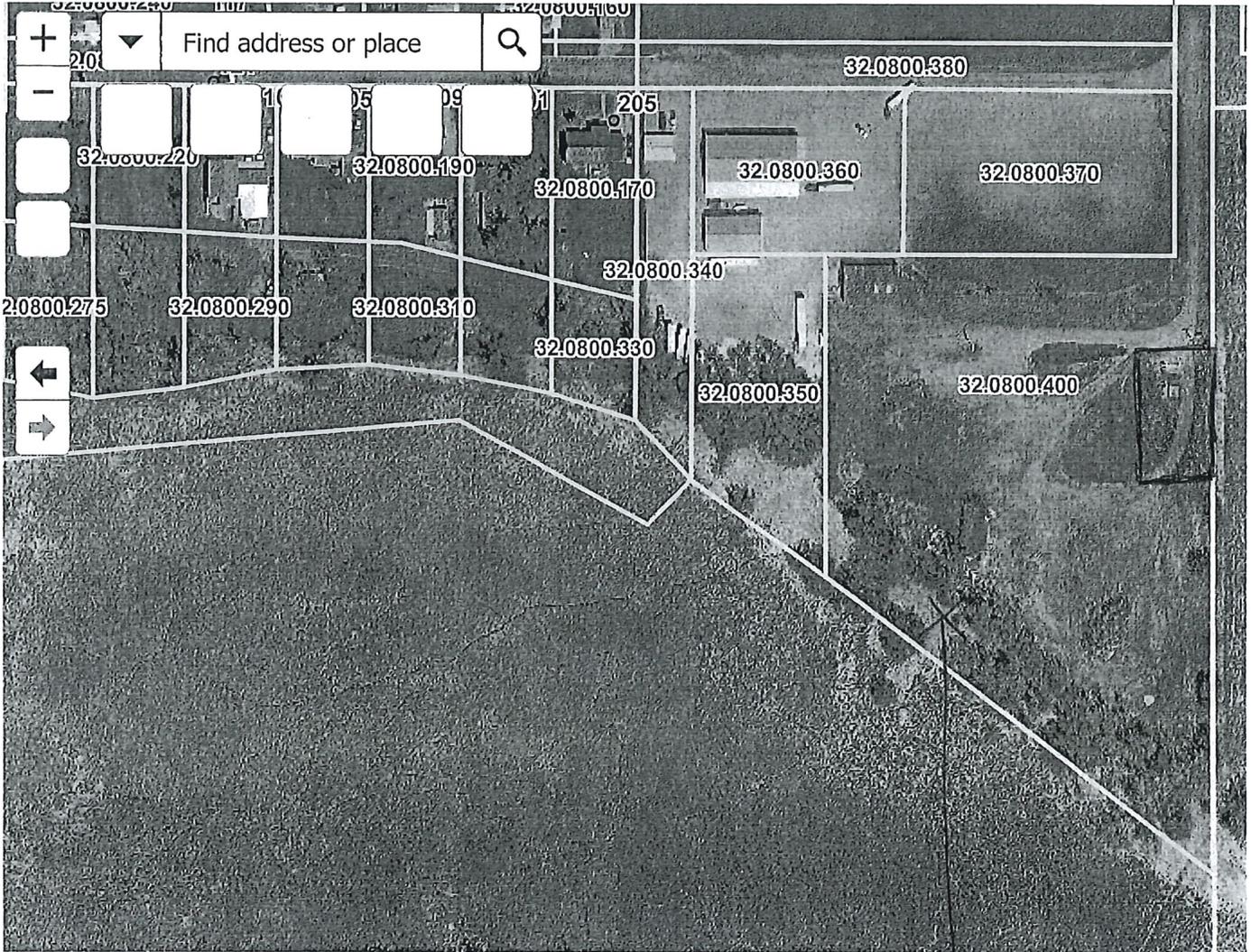
400ft

611,428.609 134,817.795 Feet



# Sibley County Parcel Viewer

with Web AppBuilder for ArcGIS



Land Fill Site  
32.0800.400  
5.87

200ft  
610,427.445 134,730.854 Feet



# Sibley County Parcel Viewer

with Web AppBuilder for ArcGIS



32.0817.110  
 was also indicated  
 as a interest.

Parcel 32.0817.110  
 3.22 Acres

32.0817.080  
 39.36 Acres  
 City of gaylord

200ft  
 611,657.835 135,434.195 Feet

## CHANGES/CORRECTIONS TO EDA WEB PAGES

### 1. OVERVIEW PAGE:

- a. Delete "Proposed Process for Gaylord Community Development Initiatives"  
(This is not an EDA document or policy)
  
- b. EDA Members:
  - i. Delete Steve Olmstead and Josh Klein
  - ii. Add Scott Amorem                      507 351-3853                      2024
  - iii. Add Lynn Grochow                      ?    2022
  
- c. Under "Regular Meeting" change time to 5:00 pm
- d. Under "Annual Meeting" change time to 5:00 pm
  
- e. Under "EDA Packets"
  - i. Delete all 2015, 2016 and 2017 packets
  - ii. Add missing 2018 packets (March through December)
  - iii. Add 2019 packets to date

### 2. AVAILABLE PROPERTIES PAGE:

- a. Add Pond Meadows to "Residential Lots Available" section

### 3. EDA CONTACT PAGE

- a. Change Lory Young's title to "City Administrator/EDA Director"