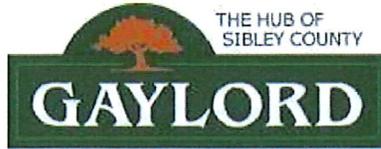


**Gaylord Economic Development Authority  
Regular Meeting Agenda  
Monday, August 10, 2020 (5:30 P.M.)  
*Please call 237-2338 if you are unable to attend.***

1. **CALL TO ORDER (5:30 P.M.)**
2. **Roll Call**
  - Lory Young, EDA Director            O
  - Lynn Grochow, Council Member    O
  - Scott Kuphal, Council Member    O
  - Scott Amorim                            O
  - Lindsey Bruns                            O
  - Jeremiah Williams                    O
3. **AGENDA APPROVAL with any additions or corrections:**
  1. Approve 08/10/2020 agenda
4. **CONSENT AGENDA:**
  1. Approve minutes for 7/13/19 GEDA Meeting
  2. Expenditure and Revenue Reports
  3. Revolving Loan Fund Balances
5. **MONTHLY REPORTS/UPDATES:**
  1. EDA Director Updates – Lory Young
    - a. Wolverine Meadows apartments
    - b. Pond Meadows
    - c. Habitat Lots
  2. Other Reports
6. **UNFINISHED BUSINESS:**
  1. Discussion regarding Mobile Home Park
7. **NEW BUSINESS:**
  1. Discussion on COVID-19 Grant Assistance
8. **ADJOURNMENT**



**Gaylord Economic Development Authority  
Regular Meeting Minutes  
Monday, July 13, 2020 (5:30 P.M.)**

**1. CALL TO ORDER (5:30 P.M.)**

Pursuant to due call and notice thereof, Lory Young, EDA Director called the Gaylord Economic Development Authority meeting to order in Gaylord City Hall at 5:00 P.M.

**2. Roll Call**

- Lory Young, EDA Director                   √
- Lynn Grochow, Council Member       √
- Scott Kuphal, Council Member       ○ ABSENT
- Scott Amorim                               √
- Lindsey Bruns                             ○ ABSENT
- Jeremiah Williams                     √

**3. AGENDA APPROVAL with any additions or corrections:**

1. Approve 07/13/2020 agenda

EDA MEMBER AMORIM MOVED, EDA MEMBER WILLIAMS SECONDED, TO APPROVE THE JULY 13<sup>TH</sup>, 2020 AGENDA WHICH INCLUDED THE FOLLOWING ITEMS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED

**4. CONSENT AGENDA:**

EDA MEMBER GROCHOW MOVED, COUNCIL MEMBER AMORIM SECONDED, TO APPROVE THE CONSENT AGENDA, WHICH INCLUDED THE FOLLOWING ITEMS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

1. Approve minutes for 12/09/19 GEDA Meeting
2. Expenditure and Revenue Reports
3. Revolving Loan Fund Balances

**5. MONTHLY REPORTS/UPDATES:**

1. EDA Director Updates – Lory Young
  - a. Wolverine Meadows apartments  
Young discussed the pictures and price sheet in the packet for the Wolverine Meadows Apartment. They have forty-two people on the waiting list for the 38-unit apartment. They are already planning to break ground in spring for the second 42-unit apartment building to have a total of 80 units. They also have a first option on 5 acres to the east of that area for the future.

b. Pond Meadows

Young discussed the bill board that is up on the west side of Arlington and that the Hub will also be running a half sheet ad in the Shopper. We have sold one lot so far and they are about ready to break ground. There is a developer from Lester Prairie that is interested in building some townhomes in 5 sets of 4 behind the Napa Store in the Pond Meadows lots. Young will be meeting with him soon.

2. Other Reports

Amorim asked about the Habitat Lots. Young explained that she met with them on June 30<sup>th</sup>, 2020. They have redone their application and guideline limits and have since received 3 applications. Young is also working with Steve Gilbert with Rural Housing 360. They have worked in the past with Michael Foods in other states to build housing for their employees. They would be interested in some of the Habitat Lots as well as some lots in the Pond Meadows Development. Young is hoping in the next 6 months all the habitat lots will be full.

Young stated Michael Messner has a court order to remove his apartments on 6th Street by November 1<sup>st</sup>, 2020

Young reported that Dollar General is still looking for property to build in Gaylord. Young has reached out to Dollar Tree who also owns Family Dollar but has not returned a call yet.

Young stated the Grandstay Inn is still planning to come, it is just on hold due to COVID. The Highway 5 Corridor study to reroute State Highway 19 is an ongoing process. They hope to have a concept plan to present to the public by August or September. The County plans to do their County Road 21 project in 2023.

Young discussed several more topics; She is still working on a solution for moving Travis Plut, the building Inspector is trying to get access to inspect the Jason Weber trailer in South Gaylord. Next summer we are planning a new Public Works building in the Compost area, a new road on Railroad Avenue in front of the Rady Kokesch property. The city is moving forward with the eminent domain process to obtain approximately 17 acres from Willaert, to build a new storm water pond, and we will be redoing 8<sup>th</sup> Street. Young is setting up a meeting with Senator Scott Nueman to discuss the reroute of State Highway 19 and the cleaning of Lake Titloe dam. Lastly Young reported that the grant was approved for the city/county to build a trail on Lincoln Avenue and around Pond Meadows area. The grant awarded was \$300,000.00 which would pay for about half of the project costs. It will be a ten-foot-wide trail with a four-foot boulevard.

**6. UNFINISHED BUSINESS:**

1. Discussion regarding Mobile Home Park

Young stated that the council has approved to move forward with obtaining an appraisal of the property. There are currently 18 trailers left in the park. If a trailer is owner occupied the city would need to find new housing for them. We have been finding some of the people living there are not the owners. Young is planning to go there some evening and have a cookout and to bring Mayra Alvarado with to translate to the residents what some of their housing options could be. She showed the committee a drawing showing a possible 12 lot configuration of new housing that would be a whole new tax base for that area. Currently the Multi County HRA does not pay any taxes on the property.

**7. NEW BUSINESS:**

1. Discussion on Assistance to Local Businesses

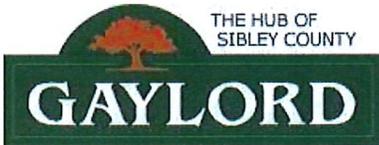
Young explained that the two local banks in town have distributed a total of \$37.5 million dollars in loans to local businesses since COVID began. She informed the board that the City of Gaylord has received \$171,000.00 of the Cares Act monies and has attended a meeting on the Cares Act to learn what is eligible expenses. She would like to take \$60,000.00 to \$70,000.00 to give to local businesses. She is thinking to come up with a one-page grant application and if approved they could receive about \$5,000.00 each. It is still a work in progress. We need to use the money by mid-December or we will need to return any unused funds back to the state. Young has spoken to Soft Touch Demolition and they estimate about \$5,000.00 per trailer to remove. We currently have about \$15,000.00 in the capital outlay fund to remove trailers.

**8. ADJOURNMENT**

MOTION BY EDA MEMBER AMORIM WAS SECONDED BY EDA MEMBER GROCHOW, TO ADJOURN THE MEETING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. THE MEETING WAS ADJOURNED AT 6:38 P.M.

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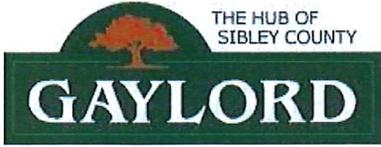
Lory Young  
EDA Director



CITY OF GAYLORD

**Expenditure Guideline - By Department**  
JULY 2020

Account Descr	2020 YTD Budget	JULY 2020 Amt	2020 YTD Amt	Enc Current	2020 YTD Balance	%YTD Budget
DEPT 46500 Economic Develop mt (GENERAL)						
E 101-46500-101 Salaries - Full Time	\$31,962.00	\$0.00	\$15,688.94	\$0.00	\$16,273.06	49.09%
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	\$2,397.00	\$0.00	\$1,176.66	\$0.00	\$1,220.34	49.09%
E 101-46500-122 FICA	\$1,982.00	\$0.00	\$982.00	\$0.00	\$1,000.00	49.55%
E 101-46500-125 Medicare	\$463.00	\$0.00	\$229.76	\$0.00	\$233.24	49.62%
E 101-46500-131 Employer Paid Heal	\$3,908.00	\$343.95	\$2,407.64	\$0.00	\$1,500.36	61.61%
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	\$5,000.00	\$0.00	\$1,518.11	\$0.00	\$3,481.89	30.36%
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	\$10,000.00	\$0.00	\$4,250.00	\$0.00	\$5,750.00	42.50%
E 101-46500-314 Recording Fees	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
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	\$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	\$1,000.00	\$0.00	\$1,038.75	\$0.00	-\$38.75	103.88%
E 101-46500-360 Workmen Comp. In	\$2.00	\$0.00	\$1.00	\$0.00	\$1.00	50.00%
E 101-46500-361 Liability Insurance	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	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	\$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	\$30,000.00	\$170.00	\$2,460.00	\$0.00	\$27,540.00	8.20%
E 101-46500-440 Other	\$3,000.00	\$170.00	\$170.00	\$0.00	\$2,830.00	5.67%
E 101-46500-580 Capital Outlay	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	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	\$107,289.00	\$683.95	\$30,572.86	\$0.00	\$76,716.14	



CITY OF GAYLORD

Revenue Guideline by Department  
JULY 2020

Account Descr	2020 YTD Budget	JULY 2020 Amt	2020 YTD Amt	2020 Balance	2020 % 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	\$165,000.00	\$0.00	\$0.00	\$165,000.00	0.00%
R 101-46500-36233 Insurnace Divide	\$0.00	\$0.00	\$0.04	-\$0.04	0.00%
R 101-46500-36236 Pond Meadow Lo	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt	\$165,000.00	\$0.00	\$0.04	\$164,999.96	

Gaylord Revolving Loan Fund  
Status as of July 31, 2020

	235-10460		235-00000	
	12/31/2019	Principal	7/31/2020	2020
	Balance	Payments	Balance	Interest
4th Street Pizza	19,174.96	1,695.62	17,479.34	430.56
FITCO	10,552.53	648.09	9,904.44	151.91
Ron Geiger	12,411.27	1,855.03	10,556.24	271.15
Hahn Family Properties	0.00	-	-	0.00
Hahn Foods	7,273.83	1,976.10	5,297.73	150.08
HUG, LLP	0.00	-	-	0.00
<b>Total RLF</b>	<b>49,412.59</b>	<b>6,174.84</b>	<b>43,237.75</b>	<b>1,003.70</b>
		234-10460		234-46500
<b>SCDP Loans</b>				<b>-36211</b>
KMA	357.03	357.03	0.00	1.79
K & H Homes	1,947.24	1,762.77	184.47	29.65
State Farm	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
<b>Total SCDP</b>	<b>2,304.27</b>	<b>2,119.80</b>	<b>184.47</b>	<b>31.44</b>
<b>Micro Loans</b>		235-10460		
Genuine Auto Parts	1,100.00	1,100.00	0.00	0.00
Lang's Meat Market	1,100.00	700.00	400.00	0.00
Neisen's Bar of Gaylord	1,100.00	700.00	400.00	0.00
<b>Total Micro Loans</b>	<b>3,300.00</b>	<b>2,500.00</b>	<b>800.00</b>	<b>0.00</b>
		232-10460		232-46500-
<b>Tier 1 &amp; 2 Loans</b>				<b>36211</b>
Batres	4,722.22	972.23	3,749.99	0.00
Batres	19,567.13	1,530.72	18,036.41	303.42
<b>Total Tier 1 &amp; 2 Loans</b>	<b>24,289.35</b>	<b>2,502.95</b>	<b>21,786.40</b>	<b>303.42</b>
<b>Total RLF, SCDP, Tier1&amp;2 &amp; Micro</b>	<b>79,306.21</b>	<b>13,297.59</b>	<b>66,008.62</b>	<b>1,338.56</b>



# CITY OF GAYLORD SMALL BUSINESS COVID – 19 RELIEF GRANT PROGRAM

## Who Is Eligible?

Any for profit business or individual DBA as a business, excluding chain stores and farms filing an IRS form schedule F, in City of Gaylord, MN.

- Must be in business by March 1, 2020.
- Gross annual revenue of \$1,000,000 or less.
- 25 or fewer full-time employees.
- Business itself must be located within the City of Gaylord, MN, regardless of location of owner(s).

*City of Gaylord does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status.*

## How Much Is The Grant?

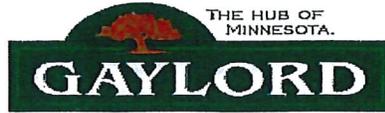
The City of Gaylord has not determined a maximum amount for qualifying grant funds. All amounts will be reviewed. If the City of Gaylord is not able to provide the full amount requested, the application will be passed on to Sibley County for additional funding if available. All CARES act funding requirements must be met to receive funds.

## What Do I Need To Apply?

- Completed City of Gaylord Small Business COVID – 19 Relief Grant Program Application
- Proof of ownership of business.
- Most recent tax return filed (2018 or 2019).
- Proof of tax payment plan, if not currently paid to date.
- A current profit and loss statement.
- Business license.
- A copy of your full COVID-19 Preparedness Plan (*see County website for example*).

## What Is The Application Deadline?

September 1, 2020 4:30PM



# CITY OF GAYLORD SMALL BUSINESS COVID – 19 RELIEF GRANT PROGRAM

## When Will Funds Be Disbursed?

Funds will be disbursed by *October 15, 2020* to grant recipients following review and approval by the City of Gaylord EDA Committee. Funds will be direct deposited or mailed directly to recipients.

## How Can I Use The Funds?

Businesses must provide proof that funds were used to cover COVID-19 related expenses consistent with the CARES Act requirements. If proof is not able to be provided, recipients will be required to repay funds to City of Gaylord. Please see federal guidelines for more information on the requirements and eligible expenses.

### CONTACT US



Attention: Lory Young  
P.O. Box 987  
332 Main Ave  
Gaylord, MN 55334

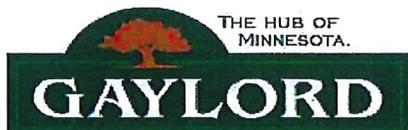


(507) 237-2338



[lyoung@exploregaylord.org](mailto:lyoung@exploregaylord.org)

Completed applications may be mailed, hand delivered, or emailed as listed above. Applications must be complete for timely review. Incomplete applications will delay review and disbursement.





# CITY OF GAYLORD SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM

Business Name \_\_\_\_\_

Business Owner(s) \_\_\_\_\_

## Business Information

Property Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Type of Business (e.g. restaurant, retail, etc.) \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

Legal Structure (check the appropriate option below)

Sole Proprietorship

Independent Contractor

Corporation

Partnership

LLC

Other: \_\_\_\_\_

Date Opened

Month: \_\_\_\_\_

Day: \_\_\_\_\_

Year: \_\_\_\_\_

OFFICE USE ONLY

Received	Approved	Disbursement



# CITY OF GAYLORD SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM

Check all that apply:

- Small, women, and minority owned business eligible.
- Small, women, and minority owned business certified.
- Veteran owned business (provide copy of DD-214).

## Impact Information

\_\_\_\_\_  
Impact Start Date

\_\_\_\_\_  
Impact End Date  
(or estimated end date)

\$ \_\_\_\_\_

Revenues during impact period.

\$ \_\_\_\_\_

Revenues during same period of prior year.

Were you required to close due to MN State Executive Orders?      Yes      No

\_\_\_\_\_  
Closure Date

\_\_\_\_\_  
Date Re-Opened

Were you still able to conduct business during the closure period?      Yes      No

If so, how? (e.g. take out, phone orders)

\_\_\_\_\_  
\_\_\_\_\_  
Is your business currently open to the public?      Yes      No







# CITY OF GAYLORD SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM

Please list how grant funds will be used.

Example:

Hand sanitizer	\$ 139	95
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
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	\$	
	\$	
	\$	
	\$	
	\$	

Total Amount Requested: \$ \_\_\_\_\_



# CITY OF GAYLORD SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM

Please list all grant and/or loan proceeds received from SBA Programs via the 2020 CARES Act.

Program	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$

## Conflict of Interest

Please check and complete that which applies to you.

- I am an employee or elected official of the City of Gaylord or Sibley County.
- I am related to an employee or elected official of the City of Gaylord or Sibley County.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

- I am not, nor am I related to, an employee or elected official of the City of Gaylord or Sibley County.



# CITY OF GAYLORD SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM

## Acknowledgements & Signatures

By initialing below, the applicant agrees to the following statements:

\_\_\_\_\_ I certify that I am the owner of the business listed for review in this application.

\_\_\_\_\_ I certify that any and all grant money awarded, if approved, will be used within 30 days of receipt of funds.

\_\_\_\_\_ I acknowledge that the following list of examples may not be eligible for payments from the fund:

- Expenses for state share of Medicaid.
- Damages covered by insurance.
- Payroll or benefits expenses for employees who were not substantially dedicated to the response of COVID-19.
- Expenses that have, or will be, reimbursed from any federal program.
- Reimbursement to donors for donates items or services.
- Workforce bonuses other than hazard pay or overtime.
- Severance pay.
- Legal settlements.

\_\_\_\_\_ I acknowledge that eligible spending must be directly related to expenditures incurred from the COVID-19 pandemic.

\_\_\_\_\_ I acknowledge that grant funds may be used only on expenditures incurred between March 1, 2020 through December 30, 2020.



# CITY OF GAYLORD SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM

\_\_\_\_\_ *I acknowledge that this completed and signed application is only an application for the disaster assistance grant funds expressed herein. This application, even if favorably received, does not constitute a commitment on the part of City of Gaylord to extend grant funds.*

\_\_\_\_\_ *I agree to notify City Gaylord immediately in writing if any of the information contained in this application materially changes in any respect.*

\_\_\_\_\_ *I agree to hold harmless and indemnify City of Gaylord and its board members, employees, agents, representatives, and associates against any claims, charge suit, damages, or other similar liability. In addition, I agree to further waive any claims against City of Gaylord whether now, existing, or arising in the future regarding any damages, losses, liability, costs, or expenses (including attorney fees), incurred and arising from this application.*

\_\_\_\_\_ *I understand that by submitting this application, City of Gaylord is under no obligation to approve and/or extend an assistance grant.*

*I, the undersigned, attest that I have read this application in its entirety as completed, and that the information on this application is accurate, true, and complete. I have read, understand, and agree to comply with the CARES Act requirements or be required to repay funds to the City of Gaylord.*

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

