

**Medford Economic Development Authority**  
**Wednesday, January 15, 2014**  
**6:00 p.m.**

Meeting was called to order at 6:05 pm by President Paulson.

Members Present: Paulson, Nelson, Just and Colwell. Members Absent: Burgess and Grayson.

Motion by Colwell, seconded by Just to approve the agenda as presented. Motion carried.

Motion by Nelson, seconded by Colwell to approve the meeting minutes from September as presented. Motion carried.

Motion by Colwell, seconded by Just to approve the EDA Financial Report. Motion carried.

Members then gave a brief update on the happenings at their businesses.

Paulson has recommended the EDA loan programs to a business in possible need for some funding. The business is looking at starting up at the Outlet Center.

Mayor Nelson informed the Board that Ron Ziegler with Central Economic Development Authority (CEDA) has agreed to facilitate the city goal and plan setting retreat with the City Council. CEDA could also be an option to assist the EDA with loan applications including background and financial checks.

CSAH 12 Update – The updated drawings should be ready soon. The public hearings will be scheduled within the next couple of months. Bids projected for early April. Project will start in June after school is finished.

2013 Year-End Review – Mayor Nelson gave an overview of the 2013 City year.

Kniefel presented a request for funds for a sign on the Fire Hall. The sign would be on the building on the west side stating City Hall and Fire Hall.

Colwell would like the sign on the ground and not the building.

Paulson thought the City website should be added.

Overall, the EDA would like to see more bids from Legacy Signs, Insty Prints, and Sign Pro.

The request is tabled until the next meeting for more information on bids and the sign placement.

League of MN Cities Day in Medford – Medford could host a League of MN Cities information day and representatives could give legislative updates and discuss other topics.

Future Networking Events – The EDA would like an e-mail list set up for the invites and to be able to send reminder e-mails on the event. Also, to set the dates for the year and send the calendar out to the businesses.

Next meeting will be held on March 19, 2014 at 6:00 p.m. and Jennifer Nelson from Southern MN Initiative Foundation (SMIF) will attend. Ms. Nelson will speak about foundations and how they get started.

Motion to adjourn was made by Paulson, seconded by Nelson at 7:13 p.m. Motion carried.

Minutes submitted by Amber Kniefel, City Clerk.

**Medford Economic Development Authority**  
**Wednesday, March 19, 2014**

Meeting was called to order by EDA President Paulson at 6:00pm. Members present: Paulson, Just, Colwell, Burgess, Duncan & Nelson. Absent: Grayson

Brian Duncan welcomed as new board member.

Burgess moved to accept the agenda as submitted. Seconded. Carried.

Cowell moved to accept the minutes as presented. Seconded. Carried.

Cowell moved to accept the financial report with a reserve fund of \$135,179.14; 2014 Budgeted Funds \$16,256.00 and the two revolving loan balances totaling \$23,880.41. Seconded. Carried.

2014 Officers elected: Burgess nominated Paulson as President. Carried. Just nominated Cowell as Vice-President. Seconded. Carried. Cowell nominated Grayson as Secretary. Seconded. Carried. Nelson shared that CEDA will take care of loan applications so the Treasurer's role is limited. Burgess nominated Duncan for Treasurer. Seconded. Carried.

1X. City News Updates:

- A. Work Plan Sessions – Nelson gave a recap of the three work sessions held to date with emphasis on the 2014 – 15 projects.
- B. Bonding Bill – Nelson provided history of meeting in August with local legislators, discussion of infrastructure projects and possibility of their inclusion in this year's state bonding bill.

Guest Jennifer Nelson, Development & Outreach Officer, with SMIF joined the board to outline the enterprise funds and gap loans that they have available to work with banks, EDAs or with the business and their bank directly as sources of funding. In Medford, Bella Vista Salon, Custom Building Component and USA Wind LLC have worked with them since 2008. An added benefit with SMIF is the unlimited technical assistance available through them for the start up companies. The SCORE Chapter is also housed in their facility and is an added resource for entrepreneurs.

SMIF is one of six out-state foundations originated by the McKnight Foundation who continues to support them at around \$1,000,000 annually. Their emphasis is in investing in business and communities and early childhood programming. Early childhood with the idea that sound education and values at a young age assure the work force in the future.

She also outlined their work with small communities and their foundations. They have a board that oversees these foundations managed by Morgan Stanley. Their program is that for every \$2 originated locally, they will match with \$1 to encourage the building of endowment funds. Training is a part of working with community foundations.

The board asked questions and thanked Ms. Nelson for attending.

Resuming to IX – City Updates:

- C. Comp Plan Updates. A recap of the various firms visited this past year and the CEDA quote received recently with a maximum of 281 hours to not exceed \$15,764.10. Discussion on funding sources for this project continued.  
Cowell moved to recommend that the city/council draft and send a letter to Steele Co requesting \$5,000 to support the comp plan project.
- D. CSAH 12/W Central Discussion around the project.

#### X Gap Funds for MnDOT/County Project

Nelson shared the recent MnDot meeting concerning 135 bridge replacements and total reconstruction through 2015. Paulson had just visited with the Publicity Dir from MnDOT and has continued concerns about the various projects and the effects this may have on the stores on the westside including several that are coming to the Outlet this summer. Nelson shared that our Adm is working to set a meeting very soon with MnDot and the County and need to identify the signage to accessing throughout the projects.

Cowell moved to recommend that up to \$2,000 in EDA funds be used this year for gap signage/marketing while these projects are underway. Review for something similar next year done at a future date. Seconded. Carried.

#### XII EDA Printed Newspaper Insert

Discussion was around the Owatonna EDA sponsored insert that is a part of the Owatonna People's Press and circulated four times a year. A quote had been requested on a similar 4-page insert for the 55049 Tuesday editions or a total print of 1500. The suggestion was that we need to let people outside the city limites know of the EDA funds and assistance available from area resources, promote the buildings/spaces available in addition to local business stories. Suggestion was to revisit OPP and ask for costs of circulating to Owatonna, Faribault and other Huckle communities.

XIII Future Networking Events. April/June/August/October/December 5:30 – 6:30. Administrator McCullam is working on the schedule.

Cowell moved to adjourn at 7:50pm until our next meeting, May 21, at 6:00pm. Seconded and Carried.

**Medford Economic Development Authority**  
**Wednesday, July 23, 2013**  
**6:00 p.m.**

Meeting was called to order at 6:07pm by President Paulson.

Motion by Nelson, seconded by Duncan to approve the agenda as presented. Motion carried.

Motion by Colwell, seconded by Nelson to approve the meeting minutes from March as presented. Motion carried.

Motion by Colwell, seconded by Duncan to approve the EDA Financial Report as presented. Motion carried.

Loan Application Request from Brian Russell/Urban Finds- Cris Gastner from CEDA (Community and Economic Development Associates) was present to go over the loan application documents and the summary of results his firm put together on this loan request. The proposed loan request is for \$14,250 for a term of five years with monthly payments at 2% interest charged by the EDA/City. This loan would be used for site improvements and equipment purchases for a new Bistro/Restaurant at Medford Outlet Center. President Paulson noted that Medford Outlet Center fully backs Urban Finds and Brian and Nicole Russell in their new business venture. She went on to state that the Outlet Center will be helping market and advertise this new dining establishment.

Motion by Colwell, seconded by Duncan to recommend to the City Council to approve the loan application for Brian Russell/Urban Finds with the terms as presented. Motion carried.

Mayor Nelson stated that the City Council is interviewing applicants for the open Council seat vacated by Jessica Grayson and will be appointing a Councilmember to the EDA before the next EDA meeting in September.

EDA members are all glad to see that the MNDOT roundabout project is all completed.

President Paulson provided updates that are happening at Medford Outlet Center. Coach Factory Store is opening on August 1, 2014. The new Urban Finds Bistro is opening in early September 2014. A candy store called Curly Girlz is also opening in later August 2014.

Next EDA Business Networking event will be held on Thursday, July 31, 2014 at Medford Senior Care Facility/Whistle Stop Diner.

Motion to adjourn was made by Colwell, seconded by Nelson. Motion carried.

Meeting adjourned at 7:35 PM.

Submitted by Heather McCallum, City Administrator.

**Medford Economic Development Authority**  
**Wednesday, September 17, 2014**  
**6:00 p.m.**

Meeting was called to order at 6:17pm by President Paulson.

Motion by Burgess, seconded by Just to approve the agenda as presented. Motion carried.

Motion by Colwell, seconded by Burgess to approve the meeting minutes from the July meeting as presented. Motion carried.

Motion by Nelson, seconded by Cowell to approve the EDA Financial Report as presented. Motion carried.

City Updates:

- Councilmember Quiring was in attendance at our meeting and the final Council appointment to the EDA will be done after the election in November, in time for the November EDA Meeting.
- CSAH 12/W. Central Ave. update was shared that concrete paving will begin tomorrow, on September 18<sup>th</sup>, of the main driving lanes of the road. Bridge work continues.
- MetCon/Casey's update was shared. Construction is anticipated for Spring 2015. The final agreement with Casey's will be presented to Council on September 22<sup>nd</sup>.

Business Updates:

- Jose Herrera attended the meeting and updated the EDA on his plans for the old KC Hall building that he just purchased. Plans for an American style restaurant and catering operation are planned as well as using the facility for rentals for special events and parties.
- Glitzy Fashions opened on Main Street this week!
- Curly Girlz and Coach Factory are both open now at Medford Outlet Center.
- Urban Finds Bistro also at Medford Outlet Center is also well under construction with an opening anticipated for some time in October.

President Paulson shared with the Board that she has contacted MNDOT about the blue signs on I-35 and adding the new Urban Finds Bistro to one. Through her conversation with MNDOT she was told of their overall process that requires all proposed signage to be approved by local townships, cities, and county leadership. Other local businesses might also be interested in being added to these signs. The EDA will discuss this topic again as additional interest is brought to our attention.

Next EDA Business Networking event will be held on Thursday, September 25, 2014 at Evapco.

Motion to adjourn was made by Just, seconded by Paulson. Motion carried.

Meeting adjourned at 7:30 PM.

Submitted by Heather McCallum, City Administrator.

**Medford Economic Development Authority**  
**Wednesday, November 19, 2014**  
**6:00 p.m.**

Meeting was called to order at 6:05 by Vice Chair Burgess.

Motion by Colwell, and seconded to approve the agenda as presented. Motion carried.

Motion by Colwell, seconded by Just to approve the meeting minutes from the September meeting as presented. Motion carried.

Motion by Colwell, and seconded to approve the EDA Financial Report as presented. Motion carried.

**New Business:**

Mayor Nelson introduced Interim City Administrator Welti and referenced his previous work with the city facilitating SWOT analysis meetings for the Comprehensive Plan. Interim Administrator Welti provided the council with a brief background of his experience, including his current contract work with CEDA. He has worked with CEDA's CEO, Ron Zeigler, and CEDA's staff, Cris Gastner, who is currently working on the draft of the Comprehensive Plan.

Interim City Administrator Welti summarized the timeline of the Comprehensive Plan. A draft of the plan will likely be ready for the next city council meeting. The EDA and Planning & Zoning Board members will be presented with a copy and will be asked for input. A public hearing is tentatively set for January.

Mayor Nelson recognized Andy Colwell for his service to the EDA Board. His term expires at the end of the year.

Interim City Administrator Welti read an email from Dan Behrens, which provided a status update on the Met Con development. He also read the email from Casey's. Both emails stated that the development project will resume in the spring of 2015.

Board member Paulson gave an update on the SMIF meeting and contacts made. Paulson reported the meeting was devoted to project presentations, and attendees were asked to vote on projects. Projects receiving the most votes moved to the next stage of the selection process.

Interim Administrator Welti asked board members to tell him about their concerns or opportunities related to economic development in Medford. Board member Colwell wants to see more manufacturing and growth in the community. He also wants to see a diverse mix of jobs. Board member Burgess wants to get the word out about EDA funds available for businesses through marketing and promotions. Board member Duncan believes the EDA funds provide plenty of opportunity for startups and local businesses growth. President Paulson wants to work on getting better signs along the interstate to direct traffic to Medford.

Board member Burgess stated the beautification committee may expand its work to Central Avenue, and if it does, the committee may ask the EDA for financial assistance. He stated that the EDA was where the original funds came from to start the initiative.

The next EDA networking event will be held Thursday, November 20, from 5:30 to 6:30 p.m. at the Muni.

The next EDA meeting was set for January 14, 2015 at 5 p.m.

Motion to adjourn made by Burgess, and seconded. Motion carried.

Meeting adjourned at 7 p.m.

Submitted by Mayor Nelson.