

City of Medford

EDA Minutes

January 18, 2012

Attending: Andy Cowell, Councilors-Jessica Grayson & Chad Merritt, Lois Nelson, and Gene Luedke.

Meeting called to order at 6:00pm with full committee/quorum in attendance. Minutes of last November meeting both versions prepared by EDA Secretary and Interim Administrator accepted. No one has copy of July minutes. EDA Secretary was not in attendance so question on who took them?

Financial report: Roughly \$88,155 balance. Two outstanding loans-Our Homes South balance of \$3,000 and Kavitz renovation project, \$27,764.64. Motion to accept by Luedke. Second and carried. Question as to status of EDA funds? EDA tax levy should be showing up in the EDA accumulated revenues. Balance of county grant last year should also have carry over to complete brochure/website projects not turned over to the general fund. Question on whereabouts?

Election of committee officers: Luedke moved to elect Nelson as Secretary. Second and Carried. Grayson moved to elect Merritt as Vice-Chair. Second and Carried. Luedke moved to elect Cowell as Chair. Second and Carried.

No official agenda for meeting. Points of discussion included:

Status of new city administrator. Ideally someone should be in place by March 1.

Downtown buildings available? Kaisers rented for zumba classes and another small business now leasing space. Kavitz is still doing Civil Engineering and real estate out of office. Remainder of building available for lease.

Discussion continued on status of city brochure for new business and residents. No one seems to have a draft material and speculation is that information was lost on city server.

Concern expressed that Owatonna Chamber's promotion includes several area businesses and use of their chamber bucks.

EDA supports new year actions: Key actions for 2012: Recommendations: 1)Meet with Council and other entities for 3-5 year plan for the city, specifically identifying EDA projects. 2)Establish communication with other entities on the Wild Flower Trail. Looks forward to new administrator to assist in a proactive EDA approach.

Next meeting date March 16, 2012, 6:00pm. Luedke moved to adjourn at 7:00pm. Seconded. Carried

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EDA Minutes

March 21, 2012

Attending: Andy Cowell, Councilors-Jessica Grayson & Chad Merritt, Lois Nelson, and City Administrator Heather McCallum

Meeting called to order at 6:00pm. Grayson moved to accept evening's agenda. Second. Carried. Merritt moved to accept minutes of January meeting. Second. Carried.

Financial report: \$96,190.90 balance. Two loans-Our Homes South balance of \$9,839.70 and Kavitz renovation project, \$26,329.27. Update shared that the county did come through with another \$5,000 EDA grant towards end of year, question as to specifics for usage.

V. Seasonal pictures for city website/other social media: Discussion as to facebook page/twitter—low cost, who maintains-updates. City Adm will do some research on facebook guidelines etc.

VI Medford Mall assurance of continued operation while restructuring by owner underway.

VII Barta Property recently lised with a new concern. Suggestion made that City Adm initiate contact since she is new to this area and may reopen some discussion.

VIII Other business: Co Rd 12 potential for project through city. Challenging to get information from county engineer with number of projects underway. Requirements for sewer/water updating, sidewalks, bridge replacement from round-about, county road through west property all possibilities and need of discussion... Community input, council input and this committee should be part of the process.

Continued discussion around promoting Medford. Should organization of a Chamber of Commerce be part of the community. Questions as to costs. Parttime employee consideration. Do our local businesses need or want an entity. Reminder that at one time, the city did have a contract with SE Business Development Corp and availability of an individual. City Adm has to review with Mayor/Council on time and effort she is to put into this committee and overall economic development.

Idea of 'spotlight' a Medford business as a regular feature in the cast. City Adm will visit with school on possibility, fees etc. Businesses would be encouraged to take advantage of this opportunity. EDA suggested maximum cost of \$50.00 per business article.

City Adm will be meeting with new County Administrator Tom Shea in the near future and will visit about funding sources.

November EDA meeting now scheduled for the Wednesday before Thanksgiving. Merritt moved changing the meeting date to November 14. Second. Carried.

Next meeting date May 16, 2012, 6:00pm. Colwell moved to adjourn at 7:09pm. Seconded.
Carried

Lois M. Nelson
EDA Secretary

City of Medford

EDA Minutes

May 16, 2012

Attending: Andy Cowell- Chair, Jessica Grayson, Chad Merritt, Gene Luedtke, and Heather McCallum.
Absent: Lois Nelson- Secretary.

Meeting called to order at 6:05pm. Luedtke moved to accept the agenda as presented, seconded by Grayson. Carried. Motion made to approve the minutes as written by Luedtke, seconded by Grayson. Carried. Motion made to accept financial report as provided by McCallum by Grayson, seconded by Luedtke. Carried.

Discussion was held on marketing and advertising for businesses in Medford. Costs were provided by McCallum for running 3-month and 12-month ads in the CAST to highlight local businesses. McCallum reported that no businesses had contacted City Hall to be featured in the "Spotlight on Business" section in the CAST. EDA Board consensus was that more time was needed for businesses to apply to be featured. Motion was made by Luedtke to recommend to Council that additional 3-months of advertising in the CAST for "Spotlight on Business" Option #2 size is needed, seconded by Grayson. Carried.

Discussion was held on other businesses coming to Medford and available open properties.

Grayson asked if any of the EDA Board members had an interest to be in the Parade on June 23rd as a group. Consensus was that there was not enough interest to organize this.

Luedtke made a motion to adjourn at 6:50pm, seconded by Merritt. Carried.

Heather McCallum- City Administrator

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November 14, 2012

Attending: Andy Cowell, Councilors-Jessica Grayson & Chad Merritt, Lois Nelson, and City Administrator Heather McCallum. Absent: Gene Luedke

Meeting called to order at 6:00pm. Grayson moved to accept evening's agenda. Second. Carried. Merritt moved to accept minutes of May meeting. Second. Carried.

Financial report: \$107,244.67 balance. Two loans-Our Homes South balance of \$7,340.91 and Kavitz renovation project, \$25,159.26. Available 2012 Budgeted funds: \$3,636.75. Loans are current. Question did arise on exterior finishing of the Kavitz property and the length of time on building permit for completion. Suggestion made for administrator to investigate. Grayson moved to accept financial report. Second. Carried.

EDA Business & Suggestions included Nelson's recommendation to reorganize again as an EDA-Authority with 7 member board representative of community businesses and board authority as was established in 2000. Resolution shared with the committee from that date and current operation. Further action would be taken at the organizational meeting of this committee on January 16, 2013. Committee members encouraged to read and reference the DEED website for additional information.

Adjourned at 6:55pm.

Lois M. Nelson
EDA Secretary