

## City of Medford

## EDA Minutes

January 16, 2013

Attending: Andy Cowell, Councilor-Jessica, Mayor Lois Nelson, Dennis Burgess, Sharon Paulson & Mike Collins. Absent: Clayton Just

Meeting called to order at 6:10pm with quorum in attendance. Minutes of last November 14, meeting reviewed with motion to accept by Grayson, second and carried.

Introductions of each member: Dennis Burgess resident of Faribault. Our Homes South has 20 locations in 5 cities with 130 staff working with 50 clients. He sees Main Street appearance and promoting businesses as challenge. Andrew Colwell is a 25 year resident of Medford, Electrician in Lakeville and sells real estate for Front Door Realty for the past 8 years. Mike Collins has been in banking for 31 years with his start in New Ulm-an Irishman in this German community. History of working for US Bank in Mankato before going to Red Wing and purchased the Medford Bank in 2011. Jessica Grayson grew up in Medford, married and realized that bringing up family here is a good thing..residing in Medford past 7 years. Sharon Paulson, General Manager past 4 years at the Medford Outlet Center. Owner now is C W Capitol Enterprises, NJ and Woodmont Managing Agent from Dallas is overseer of 85 properties around the US. All agree Medford is a diamond in the rough. Lois Nelson, 35 year resident of Medford, raising 3 children here with history of civic involvement first on school board, later serving city from 1995 through 2001 and back again seeing numerous opportunities.

Nelson then gave introduction to the group on Carl Neu's 10 points and provided history of the Medford EDA with contributions from Colwell. With the EDA, future presenters might be representative from SMIF (Southern MN Initiative Foundation) and Doug Johnson, Owatonna Incubator to share programs for start-up and expanding businesses. Review of the 5-page resolution prepared by city attorney, minutes of past EDA meetings from website and DEED site for its guidelines for Economic Development Authority Handbook encouraged. This group will have to propose organization of enabling resolution at future council meeting, Before adopting, the city must also hold a public hearing with summary of resolution published once a week for two consecutive weeks. Officers can then be voted upon and business of the board begin.

With the re/organizational effort, board agreed to meet again on Wed, February 20, at 6:00pm.

Financial report: EDA Funds-revolving funds \$113,420.88 with 2013 budgeted funds of \$13,973.00. Two active loans outstanding: Our Homes South \$6,258.93 and Civil Enterprises, \$24,863.71.

Grayson reminded members that this is a public board following rules of open meeting law

Paulson shared activity and discussion of the legislature and governor for consideration of increasing sales tax on clothing. With 60%+ of the visitors coming from out of state largely because we do not charge sales tax, passing of this legislation would have negative impact upon

the Outlet just as they are reorganizing for a healthy future.. Members encouraged to visit with elected officials.

Brief discussion also included hosting a breakfast meeting-coffee and rolls at Our Homes South with goal of networking and presentation by city administrator about the local sales tax. Possibly in early March.

Meeting adjourned at 8:10pm.  
Lois M Nelson  
Acting Secretary

City of Medford  
EDA Minutes  
February 20, 2013

Attending: Andy Cowell, Councilor-Jessica, Mayor Lois Nelson, Dennis Burgess, Sharon Paulson & Mike Collins. Absent: Clayton Just

Meeting called to order at 6:04 pm with quorum in attendance. Introduction with respective business updates shared. Grayson moved to accept agenda as submitted. Second & carried. Minutes of January 16, meeting reviewed with motion to accept by Burgess, second and carried. Grayson moved to accept financial report. Second & carried.

City Administrator McCallum reviewed the proposed enabling resolution with the addition of Section 12-bylaws including the various officers & descriptions of duties. She further described the variables for EDA Treasurers. Consensus from the group is that the accounting practices be retained by city staff and that the Treasurer's responsibility be with reviewing business and financial plans for those seeking EDA loans. Review of the meeting stipend was also discussed.

Nelson moved that once enabling resolution is passed that the EDA's slate of officers include: Sharon Paulson, President; Dennis Burgess, Vice President; Jessica Grayson, Secretary and Mike Collins, Treasurer. Second and Carried.

City updates included the Medford Senior Care Center and the possibility of a development coinciding with the West Central/County Rd 12 projects.

Burgess shared the Medford Chamber Affiliate now has passed the five-year mark and is no longer connected with the Owatonna Chamber. There is about \$1500 remaining in the original fund designated for banners, planters, flowers along Main Street. Straight River Enterprises (SRE) has had responsibility for planting and watering. Suggestion to include 'maintenance' of the railroad area parallel to Main Street be done by SRE. Burgess to approach SRE and share with administrator any possibility of working potential. City already has a contract with them in place for cleaning of City Hall and Municipal Liquor Store.

Discussion about organizing a business networking session that would include a greeting by the Mayor, update on sales tax implementation presented by McCallum, and invite by Burgess to consider contributions towards banners and planters with overview of his business.

Administrator will work on developing list and invite to the first Celebrating Businesses in Medford coffee & treats on Tuesday, March 12, 8:00-9:00am at Our Homes South. Expenses can be handled by EDA.

Meeting adjourned at 7:25pm.

Lois M Nelson  
Acting Secretary

**Medford Economic Development Authority**  
**Wednesday, March 20, 2013**  
**6:00 p.m.**

Call to order at 6:10.

Introductions of new members. Clayton Just gave a brief introduction.

Heather is out for vacation

Rule changes for our homes south

Lois going to capital tomorrow to discuss healthcare changes. Lois asked if there was anything she should discuss with Patti Fritz

Andy Cowell mentioned reall estate is picking up.

Review of minutes from Feb 20 13. No changes needed. Update regarding senior care. Straight River Enterprises is interested in cleaning up railroad corridor. Clayton asked about spraying the weeds. Something to consider. Networking meeting was mildly successful, would like more people involved. Open to suggestions for improvement. Maybe try thirsty Thursday? Maybe a little earlier if we do another morning. Andy made a motion to approve minutes. Jessica seconded. Motion carried

Eda financial reports; the two loans that are outstanding are current. Andy asked about when the levy would be paid from the city. Lois suggested that it may be a good idea to review the application process. Andy motion Clayton seconded. Motion carried

Enabling resolution; Discussion, added language regarding residency or being owners or affiliated with a business in the City of Medford. Clayton motion Denny second. Motion carried.

City updates; Road improvements. Study has been authorized and updates will follow. Andy asked when water bills will be evaluated. Third quarter is when council hopes to have some realistic numbers related to income from the sales tax. Council will most likely evaluate at this time. State tax on clothing does not appear as though it will pass at this time.

EDA sponsored business event recap; \$5000 is available but we need to let them know what we would use it for. Lois mentioned comprehensive plan and Andy suggested advertising on the radio for area businesses. Discussion; Andy motioned to use EDA Steele county grant for \$5000 towards comprehensive planning. Clayton seconded. Motion carried.

Thirsty Thursday; Good idea? Discussion, yes, EDA would like to proceed with a Thirsty Thursday event on May 9th from 4:30-6:00. EDA would like to add our web page address to our invite. How do we get the word out? Facebook page? not at this time, we will send an email blast with cards that were handed out at morning meeting. Send out invites again. Need to visit with muni staff about food. Andy motion. Clayton second. Motion carried.

Mayor's tour; Lois took Pastor Mark on tour. Anyone else is welcome anytime, just let Lois know.

Lois mentioned 4 year degree is now available through Riverland and Cardinal Stritch University in Owatonna. Jessica asked when the kids were coming to school for their state meeting. It is April 6th. Denny mentioned looking for donations for flowers on Main Street. Lois mentioned people who want to sponsor banners.

Lois motioned to adjourn, Andy seconded. Meeting adjourned 7:17.

Next meeting may 15th 6:00.

**Medford Economic Development Authority**  
**Wednesday, May 15, 2013**  
**6:00 p.m.**

Meeting was called to order at 6:06.

Member's Current Business Activity: President Paulson updated everyone regarding the sales tax. It looks like the sales tax for clothing will not go through. Andy commented that houses are moving a bit, in the Twin Cities people are building. Mike commented that he still isn't seeing a lot for real estate loan activity for sales.

Approval of agenda: motion by Collins, seconded by Colwell. Motion carried.

Approval of March minutes: motion by Colwell, seconded by Collins. Motion carried.

Presentation of EDA Financial Report: food from EDA Community Business event was around \$120. Loan payments are all up to date. Motion by Nelson to accept financial report as presented, seconded by Collins. Motion carried.

EDA enabling resolution: City Administrator McCallum explained the new resolution.

Review of Loan Application & Process: the current documents are from 2010 and are being presented for discussion and possible amendments. Discussion was held about interest rates and loan terms. Discussion was held about filing liens on real property for the purpose of protection due to default.

Discussion was held about the loan application. Discussion was held about disclosures that should be included when someone inquires about a loan. Discussion was held regarding application process regarding where the application goes first. City Administrator McCallum will consult the City Attorney and work on making revisions to the loan documents that were presented and discussed as well as drafting any necessary new materials to present at the July meeting. Motion to authorize the City Administrator to work with the City Attorney to revise revolving loan documents was made by Colwell and seconded by Grayson. Motion carried.

City Updates: Commissioner Nelson mentioned that a Special Council Meeting was held on May 1, 2013 to approve the Developer's Agreement with Medford Senior Care. The project is moving forward with the City Engineer's review of the plans. Commissioner Nelson also shared that the CSAH 12/ West Central Avenue Feasibility Study will be discussed at Monday's City Council Meeting if anyone would like to learn more about the project.

EDA Sponsored Community Business Event: The Turkey Store would like to host the next EDA Community Business Event on July 10<sup>th</sup> for a morning meeting. We would like to set the meeting for 7:00am-8:00am. Networking ideas were also discussed.

Commissioner Colwell asked about the status of the Steele County grant application. City Administrator McCallum stated that she submitted it to the County Administrator a few months ago and that they would be awarding the grants later this summer.

Commissioner Nelson asked if the Board would like to hear from Doug Johnson, Director of Owatonna Incubator at the next EDA Meeting. The consensus from the Board was to invite him to the next EDA Meeting.

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

Meeting adjourned at 7:55 PM.

**Medford Economic Development Authority**  
**Wednesday, July 17, 2013**  
**6:00 p.m.**

Meeting was called to order at 6:08pm by President Paulson.

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

Motion by Just, seconded by Collins to approve the meeting minutes from May as presented. Motion carried.

Motion by Nelson, seconded by Colwell to approve the EDA Financial Report with one amendment to the Our Homes South, Inc. loan regarding the next payment due date being updated from 6/16/2013 to 7/16/2013. Motion carried.

City Administrator McCallum presented the updated loan process and application materials. McCallum explained the changes that were made by the City Attorney per the request of the EDA Board at the May

Meeting. A motion was made by Colwell to approve the materials as presented, seconded by Collins. Motion carried.

McCallum then discussed the EDA Levy for 2014. The EDA is able to levy for funds based on a percentage of the taxable market value of real property in Medford. McCallum stated that per Minn. Stat. 469.107, Subd. 1, the percentage is set at 0.01813 percent of taxable market value. According to the 2012 taxable market value of real property in Medford, the amount the City could levy for the EDA would be \$12,385.00. The 2013 taxable market value is not currently available at this time. A motion was made to recommend to the Council to set the EDA Levy for 2014 per the 0.01813 percent of the 2012, or, if available 2013, taxable market value of real property in Medford, by Collins, seconded by Colwell. Motion carried.

Doug Johnson, the Executive Director of the Owatonna Incubator, addressed the Board. Mr. Johnson spoke about his background and his work at the Owatonna Incubator. The Incubator has manufacturing and office space that is available for rental. Mr. Johnson also works with a non-profit to provide SBA loan preparation for new/existing businesses, business development services, and business counseling.

Discussion was then held on the most recent EDA Community Business Event at The Turkey Store.

Scheduling of the next event was then discussed. The events have been running every other month and the consensus was to continue with this as well as continuing to rotate between morning and afternoon times of day. The next event will be held on September 26, 2013 for "Thirsty Thursday" at the Medford Muni. McCallum will coordinate invites and event details.

Board Member Collins inquired about the possibility of a Chamber of Commerce in Medford. Mayor Nelson stated that she had been in contact with the State about starting up a Chamber and is looking into it further. More information to be presented at a future meeting, as well as the EDA extending an invitation out to Becky Noble, who works for the EDA and Chamber in Blooming Prairie.

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

Meeting adjourned at 8:10 PM.

Submitted by Heather McCallum, City Administrator.

**Medford Economic Development Authority**  
**Tuesday, September 24, 2013**  
**6:00 p.m.**

Meeting was called to order at 6:10pm by President Paulson.

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

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

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

Mayor Nelson presented information that the City requested and received from the County Assessor's Office regarding City property evaluations and how it relates to Local Government Aid (LGA). Mayor Nelson and City Administrator McCallum are working with state legislators on the City's LGA in comparison to other like sized communities in our area.

A brief recap about the EDA Community Business Events was given as well as a reminder of the upcoming "Thirsty Thursday" Event at the Medford Muni on September 26, 2013 from 4:00pm to 6:00pm. The next EDA-sponsored event will be held at Medford Public School on November 5, 2013 at 7:30am in the Community Room.

Members then gave a brief introduction and update on the happenings at their business before a presentation was given by Becky Noble from the Blooming Prairie Chamber/EDA and Ron Zeigler from CEDA. CEDA is an organization that began in 1987 and focuses on community and economic development.

Becky shared information from Blooming Prairie's Chamber of Commerce and EDA. She showed the 2012 budget information with total incomes of \$38,216 and total expenses of \$38,216. She also shared a schedule of 2013 Chamber events.

Mr. Zeigler provided information about CEDA and gave examples of assistance they can provide.

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

Meeting adjourned at 8:50pm.

Submitted by Heather McCallum, City Administrator.