

MEDFORD ECONOMIC DEVELOPMENT AUTHORITY

Regular Meeting Minutes

April 15, 2009 Meeting

The meeting was called to order at 6:00 p.m. DeMars, Corbin, Colwell, Luedtke present. Heim absent. Others in attendance: Bill Goldy, Medford City Administrator

Regular EDA meeting scheduled for March was postponed due to the Ritchie Bros. Grand Opening.

Mr. Corbin stated that the EDA officers for 2009 still need to be chosen. A president, treasurer, and secretary need to be elected. Mr. Corbin did not feel it was a good idea for him to continue being the president of the EDA Board and asked if anyone else would be willing to fill the position. Andy Colwell stated he was interested. No one else showed an interest. All those in favor of Andy Colwell becoming the president signify by saying, "I". Motion Carried.

Gene Luedtke stated he would like to become the treasurer. All those in favor of Gene Luedtke becoming the treasurer signify by saying, "I". Motion Carried.

Discussion on the secretary. Amber Kniefel will be taking the minutes from the recorder. The EDA still needs a secretary. Brenda DeMars stated she would like to be the secretary. All those in favor of Brenda DeMars being the secretary signify by saying, "I". Motion Carried.

Discussion on the Shop Medford Program. Brenda DeMars spoke with the manager of the Outlet Center. Some of the stores commented that the stamps were not the most efficient for the marking of the cards and they would like to see the card be made a little bigger to have space for an e-mail address. There are a lot of cards being turned in but there always could be more. We need to get the stores more involved and get them to promote this more. Corbin added that some of the stores have issues with the corporate owners not wanting to be involved. Bill Goldy, City Administrator, asked why some of the stores were not participating. DeMars stated that some of the stores are just not informed. Sharon would like to have a meeting with all the store managers to discuss the entire program and explain what it all entails. Sharon Broin and Bill Goldy could work together. Colwell would like to see the winner's advertised in the paper. DeMars added that we need a better way of getting the cards out to the businesses, many empty cards are thrown away.

Discussion of Winter Activities. Colwell would like to see the EDA organize a winter carnival and medallion hunt to promote the City's downtown businesses more. He feels the downtown businesses are not benefitting from the Shop Medford program as much as the interstate businesses. Corbin is leery about singling out the downtown businesses and also concerned about the EDA creating community events. Colwell believes this community has so much potential that we need to draw people in so they can really see what we have to offer.

Motion made to temporarily close the meeting until the joint meeting with the City Council at 6:30 p.m. Motion Carried.

MEDFORD ECONOMIC DEVELOPMENT AUTHORITY

Regular Meeting Minutes

May 20, 2009 6 pm

Members Present: Andrew Colwell, Gene Luedtke and Brenda DeMars

Members Absent: Michael Corbin and Philip Heim

Others Present:

- Bill Goldy, Medford City Administrator
- Todd Kavitz, Civil Enterprises/New Traditions Realty
- Sharon Paulson, Manager of Preferred Outlet
- Pat Anderson, Ron Buehler, Bill Nechanicky, Ivan Cowell
Custom Building Components, Inc.

The meeting was called to order at 6:00 pm. Approval of minutes of April 15th meeting. Luedtke recommended approval of the minutes, DeMars seconded. Motion Carried.

Discussion was had with the owners of Custom Building Components, Inc. They are purchasing the Nycore building north of Medford from Don Redman and opening their business, Custom Building Components, Inc. They have worked at Fabricated Wood Products together but have since lost their positions with the company shutting down its manufacturing operations in December. They would build trusses and have a full service lumber yard.

Main customers would be general contractors and developers of multi-family housing projects, commercial apartment buildings and town homes. Bear Construction out of the Metro would also be a large purchaser from them as they build Assisted Living and Memory Care facilities in MN, IA, WI and as far West as Denver.

They are requesting a loan from the EDA in the amount of \$25,000 to \$30,000 to purchase an overhead crane (cost \$27,000) and framing table (cost \$ 14,000). They have purchased thus far equipment valued at about \$60,000.

The building is 27,000 square feet, which is more room that they would utilize at this time, so they would look at sub-leasing out a portion to help cover expenses.

Issues brought up is collateral security on the loan and not in the city limits of Medford. Annexing into the city would be very costly and by not doing this the company would not help with the City of Medford Tax basis.

Motion made by Luedtke to recommend approval for a \$25,000 loan to Custom Building Components if the issues of City limits and collateral can be resolved. 2nd by DeMars. Motion carried.

Discussion was had with Todd Kavitz, the owner of Civil Enterprises, New Traditions Realty.

Todd is looking to renovate the building that they own in the City of Medford, located at 108 S. Main Street. This would be done in two phases. The first one being to renovate the outside of the building

to improve the appearance. The second would be to renovate the inside of the building for office space. New Traditions Realty occupies the north end of the building currently, and Civil Enterprises would occupy the middle area. The south end would be improved to be leased out to another business possibly, which whomever the tenant ends up being would complete the inside to be developed to fit their needs.

Todd is looking for a loan in the amount of \$30,000. Total cost of the 1st phase would be \$40,000. A discussion was had regarding rate of 2.5%, 15 year term.

Motion made by DeMars to recommend approval for a \$30,000 loan to Todd Kavitz/Civil Enterprise with terms to be decided by the council. Second made by Luedtke. Motion carried.

Discussion was had with Sharon Paulson, Manager of Preferred Outlet, regarding the mall the Shop Medford Program.

We are looking for ways to improve the Shop Medford Program. Main points of discussion was training of the mall staff to help them understand and support the program. Sharon is willing to help the EDA accomplish this with the managers of the outlet stores. She would like to see the center get more involved in the community and she feels this is a wonderful program to help with that.

Other points of discussion:

- Promotion of winners better
- Pleased with the number of cards being turned in
- Stamp- too small, need something easier to use in a hurry
- Card- re-design for email addresses, store names to promote the stores

Bill Goldy discussed changing the policy of collection of information of the winners where the City would not be issuing a 1099 to the winners, it will be up to them to claim on their taxes, not our responsibility.

Further discussion will be had to work on the discussion points and training to improve the program.

Motion made to adjourn the meeting by Luedtke at 6:55 pm. Second DeMars

Next meeting will be held on July 15th, 6 pm.

City of Medford
Economic Development Authority
Meeting Minutes
November 18, 2009

1. Meeting called to order at 6 pm. Attendees: Andy Colwell, Brenda DeMars, Gene Luedtke, Lois Nelson. Absent: Mike Corbin.
 2. Additions or deletions to the agenda
 3. Approval of minutes
 4. Approval of EDA financial reports shared by Andy Colwell.
 5. Welcome Lois Nelson to the EDA board
 6. Discussion on the Shop Medford Program. The program is going very well. We will be looking for ways to improve the program listed below:
 - ◆ Changing the time frame for each contest running to possibly September 1 to October 31 and November 1 to December 31 – which keeps both of them an equal amount of time.
 - ◆ Re-design of the card
 - ◆ Find ways to inform the residents of Medford about the program. Looking for approval from the council to spend funds to mail out cards to inform.
 - ◆ Getting better in touch with all of the businesses in Medford. Developing list of business names.
 7. EDA loan packets. Agreed that Brenda will talk with Bill Goldy, City Administrator about creating packets to be given out to interested parties. Voted unanimous to request from the council approval to update the old Medford pamphlet for these packets and other uses. Will need new information and pictures.
 7. Discussion on Redman Properties. Carpet pile is completely cleaned up.
 8. Working on ideas of how to fill vacant retail and office space.
 - ◆ EDA would like to plan a tour night to help business rent or sell their space or buildings. A fee to the businesses to add their building to the tour. Will be contacting area business and individuals to see if interested.
 9. Community Profile for Medford/Census – Needs to be updated and have annual reviews of it done. Has not been updated since Karen left. Lois would be glad to help with it. Needs to be brought to Bill and Amber's attention.
 10. League of MN orientation – discussion on why no one is attending these meetings. Andy will discuss with Bill or Amber.
- Adjourn meeting at 7:35 pm.