

City of Medford
EDA Meeting Minutes
November 16, 2011

Regular meeting of the Medford Economic Development Authority was held on November 16, 2011.

Meeting was called to order by Chairperson Colwell at 6:05 p. m. Roll call of attendees showed all members present.

Old Business: Discussion on the whereabouts of the Medford brochure was conducted. Connor said he would inquire about its status and report to the members.

Connor reported that Jaguar Communications is reviewing the franchise recently approved by the Medford City Council. Upon its approval, Jaguar will install fiber optic cable, city-wide. Installation may commence yet in 2011 depending upon frost and other weather conditions.

Whereabouts of the Skye Devoe pictures was discussed. Connor said he would pursue this matter and report to the members.

New Business: Connor reported that the new Medford water tower is equipped to handle antennae and other communications infrastructure, and that he is pursuing where we might locate interested companies who have need for such a business tool.

The Steele County Economic Development grant was discussed. An application to the Steele County Board of Commissioners is required to receive consideration to receive these funds. Connor will inquire as to timing, use, etc. (as of this writing, Connor has spoken with Doug Johnson, Board Commissioner who reported that grants may not be available until June, 2012, which is after the County receives its first semi-annual payment from the State of Minnesota)

EDA members considered making visits to Medford business owners to assess how their businesses are doing in the current economy and to inquire as to how the EDA might be of assistance.

Date for next meeting is Wednesday, January 18, 2012

Meeting adjourned at 7:15 p. m.

Minutes by Peter W. Connor, City Administrator

City of Medford

EDA Minutes

May 18, 2011

Attending: Chair Andy Cowell, Vice-Chair Brenda DeMars, Secretary Lois Nelson, Councilor Greg Hitchcock, Member Gene Luedke, City Consultant Bill Goldy.

Meeting called to order at 6:05pm. January 20, minutes added to agenda item III. Luedke moved to accept agenda with the addition. Second. Carried.

Question in reference to the January 20, minutes as to whether the Shop Medford cards had yet been delivered to the Outlet Center office. They had not. Colwell will get to Goldy by the end of the week and he will deliver them.

Minutes for both January and April meetings moved to accept by Luedke. Second. Carried.

IV. Financial Report. Loans are both paid up year-to-date. DeMars moved to accept the report. Second. Carried.

V. EDA Loan Request by Dennis Burgess. Question on collateral offered in lieu of this loan. It looks like the initial loan had no collateral. New rules have been established requiring. Security is an issue and one that should be a part of this loan request. Comment made that this body appreciates the payment record of the first loan. Suggestion is that it would be prudent to invite Dennis Burgess (attending a conference in the metro area this evening) to a special meeting prior to the regular council meeting at 6:00pm, Monday, May 23. Interest rate discussion for the qualifying EDA program does specify a rate of 2.5% where original loan did fall into a different category and rate of 2%. Motion made by Hitchcock to table discussion of the loan request pending the special meeting, Monday, May 23, 6:00pm discussing loan security and interest rate adjustment. Second. Carried. Goldy will make up examples of schedule of payment and length of loan for part of the evening's discussion.

VI. Other EDA Business & Suggestions: Discussion of website. There is no EDA presence or reference tab. Should be referenced on the main page with record of minutes, revolving loan rules & application, brochures, community profile and information on available buildings/land sites for rent/lease/sale,

With the brochure development seems to be lost with the loss of the server. No brochure templates etc are to be found. Colwell will check to see if, by chance, he has retained on his computer. The photographer originally referred by Tri-M Graphics did not work out. Question as to whether someone would be available locally. Mike Connor from Owatonna has returned with his own business & may be another possibility. Cowell & Goldy are both going to track down and invite to the July meeting.

With new business- Epicor in the former Niles-Weiss building suggestion made on this committee becoming EDA Ambassadors..welcoming new businesses, visiting established

entities with the goal of building a better communication base to the City. Photos and news articles could be distributed to the Cast and the Owatonna People's Press,

Special meeting, Monday, May 23, at 6:00pm unless we hear differently from Goldy. July meeting date also changed to July 27, 6:00pm.

DeMars moved to adjourn at 6:58pm.

Lois M. Nelson
EDA Secretary

MEDFORD EDA Meeting Minutes

April 20, 2011

In attendance: Chair Andy Colwell; Councilperson Brenda DeMars, Committee Member Gene Luedtke; Dennis Burgess of Our Homes South, Inc.

Absent: Councilperson Greg Hitchcock, Committee Member Lois Nelson

Meeting called to order at 6:05pm. There was no Agenda available at this time.

I. Dennis Burgess of Our Homes South turned in a request for the EDA's support for an EDA loan in the amount of \$10,000 for the remodel of the old Laundromat located at 113 N. Main Street. Dennis owns the buildings where the Laundromat was located and the one that is currently being used by Miracle Massage. Dennis has a lease agreement with Luke Ahlman who is looking to open a taxidermy at this site upon completion. There would be a Display area in the front of the building facing main street and a workspace in the back for working on mounts.

Dennis has been working with the Steele County Building inspector and they will need to bring the wiring up to code as well as have extra firewalls put into place with the attached buildings. They do not have to have a bathroom open to the public so do not intend to change that to handicap accessible. They do need to post a sign that states the bathroom is for employee use, not public. No Sprinkler system is required and no paint booth will be needed or used on the premises. The hides will be already dried prior to coming to the location.

The Facia signage will be a similar in colors to match what is currently over Our Homes South and the Miracle Massage, however, will not have with the canopy. They plan to paint signage on the front window and we told to check with Pat Merritt of Planning and Zoning regarding the ordinance on signage. The floor will be remaining "as is". The sheet rock in the back of the building will be required to go all the way to the ceiling for venting.

Dennis is requesting that the EDA recommend to the City Council approval of extending his current loan with additional funds of \$10,000.00 being added, currently owes approximately \$3,400.00, interest rate to stay at 2% and monthly payments of \$350.00 not be increased.

Dennis will be completing the application and turning it into City Hall with Financials for the EDA to review. Dennis thought he was current on his loan but currently owed for April 1, which was addressed by DeMars. He will bring in a check on Wednesday for that payment.

Dennis stated that once the building improvements have been done, he would like to invite the City Council and the EDA to visit all of his buildings to see what the EDA money has helped him improve.

It is the committee's goal to present this recommendation at the next council meeting.

II. There was no Financial Report available at this time, but the loans funded currently were discussed briefly.

- III. Update on Progress with the City Website re-design. DeMars told the committee that she was told by Amber that the website has been updated. No one was aware of that, but will check it out.
- IV. Discussion on business buildings available on Main Street. No one seemed to know what was happening with the Celebrations. Andy suggested that he would like to see signage at the Kavitz's building and the building that used to be Niles and Wiese. No one knows that business is available in the community.
- V. Elections of the members of the EDA:
- Chair: Motion made by Brenda to re-elect Andy Colwell, 2nd by Gene. Motion carried.
 - Acting Chair: Motion made by Andy to elect Brenda DeMars, 2nd by Gene for Brenda. Motion carried.
 - Secretary: Motion made by Andy to re-elect Lois Nelson, 2nd by Gene. Motion carried.
- VI. Discussion on Chamber Bucks and Shop Medford Program. DeMars told the committee that Amber had told her that when the bank in Medford changed hands that we had to discontinue use of the Chamber Bucks due to the routing number not being correct. Loren instructed her to purchase new ones, which the smallest increment that could be purchase was 600. It was discussed as to how we could use those now that we had such a large stock of them and have discontinued the Shop Medford Program. EDA suggests we contact businesses to see if there would be interest to buy Chamber Bucks at a discounted rate to give away or as prize or sell to their own customers to promote business in Medford. Another possibility would be to offer them to the public for gifts for holidays, birthdays, etc.

Next regular meeting is scheduled for May 18th at 6:00 pm

Motion made by Gene to adjourn, 2nd by Brenda. Motion Carried.

Meeting adjourned at 7:05 pm

Medford EDA

January 20, 2011

In attendance: Chair Andy Cowell; Secretary Lois Nelson; Councilperson Brenda DeMars- quorum present and City Administrator, Loren Lodge. Chair called meeting to order at 7:05 p.m.

Motion by DeMars to accept and proceed with agenda. Second. Carried.

DeMars moved to accept last meeting minutes. Second. Carried.

DeMars moved to accept EDA financial report. Second. Clarification request concerning the reinstatement of the EDA levy with the new year budget. Administrator confirmed that it is in the budget. We have a delay of payment with one of the loans, a housekeeping item that will be reminded of owner-no cause for concern. Carried.

Scott Meger was in attendance to visit with the board about a business concept that he has for an over the road/heavy equipment business. He has looked at several potential sites within city limits-Weiss property on southside of town and the Thrifty Momma site. Cowell read guidelines for application..potential for \$40,000 loan with approx 2% interest over 20 years. Question of collateral made. Right now, Mr. Meger was just seeking information.

EDA officers for new year will be left for next meeting.

Shop Medford Program has been completed with drawing made at meeting. Tickets will be given to Outlet Center office for potential marketing. Program is retiring—discussion about future, other ideas. Drawing winners:

\$100 – Kristinea Riley, Brandon, SD; Carla Buller, Prior Lake; Kim Gaul, Ames, IA; Dawn King, Faribault; Tawn Bickford, Eden Prairie and Pat Peschman, Apple Valley.

\$250 – Katie Olson, Atwater

\$400 – Lori Stewart, Des Moines, IA

City Website Redesign. Administrator approved what former city administrator initiated with web designer. Suggestion that EDA members be able to view via link as the work progresses. Project was to have been completed by the end of last year.

County possible EDA funds discussion. No one knows of availability. Administrator to contact county,

Seasonal pictures by Tri-M—question asked on status of completion. Where is the project now? Big question on brochure status. Distribution of finished brochure also in question as no one has seen it. Administrator directed to contact Bill Goldy to review this and web site projects.

Social media discussion—U tube, Facebook about community, available buildings, building sites may also provide opportunities to market and share community story.

Adjournment at 8:05pm.

Lois M. Nelson

EDA Secretary