

Medford Economic Development Authority
Wednesday January 14, 2015
5:00 p.m.

Members present: Paulson, Duncan, Just, Mayor Nelson, Burgess, Wencel, Dusek

Meeting was called to order at 5:02 by President Paulson.

Elections of officers was added to the agenda. Motion by Mayor Nelson, seconded by Burgess to accept the changes to the agenda. Motion carried.

Motion by Dusek and seconded by Just to approve meeting minutes from November meeting as presented. Motion carried.

Interim City Administrator Welti went over the financial reports. Motion by Mayor Nelson, seconded by Duncan, to accept the report. Motion carried.

New board members were introduced. Gerri Wencel owner of Glitzy Fashions, and Linda Dusek owner of J & L Collision & Sales and City Council member.

This is the first meeting of 2015 and officers were nominated.

Just nominated Duncan for President

Wencel nominated Burgess for Vice President

Mayor Nelson nominated Just for Treasurer. Just declined.

Burgess nominated Paulson for Treasurer. Paulson declined.

Just nominated Wencel for Treasurer.

Just nominated Dusek for Secretary.

Motion was made and seconded to elect the slate of candidates. Motion carried. The slate was elected by a unanimous vote.

Nancy Bokelmann Director of Owatonna HRA presented information surrounding a housing study. Owatonna last updated its housing study in 2013 and is slated to update in 2016. She feels it would be beneficial for the City of Medford to work with Owatonna HRA and plan for the 2016 study, as the study provides valuable information in areas that were identified in the Comprehensive Plan. If Medford partners with Owatonna the housing study should be more affordable than if we choose to go on our own.

Nancy also provided material concerning different programs that citizens in Medford could have access to being we are in Steele County. She can provide Medford with a resource sheet that lists financial assistance programs for housing. The programs address housing needs and are available on a first come first serve basis. Applicants must meet certain criteria to qualify.

Owatonna selected houses that were built before 1970 and sent a survey/letter explaining the financial assistance programs to raise awareness and to see if there was resident interest. According to Medford's comprehensive plan, 162 houses were built before 1970. The funds are available and in order to utilize this financial assistance we need to provide our citizens the information.

Owatonna also has an emergency fix up fund; however, that is specific to Owatonna residents only and if Medford wanted to offer this type of assistance we would need to start up our own fund.

Nancy provided documents to EDA members and shared valuable information. Many members asked questions and Nancy was very knowledgeable.

Interim City Administrator Welti also provided information supporting Nancy. He made some recommendations for EDA members.

Duncan made a motion to recommend that the city council provide information to the public concerning housing rehabilitation programs. Burgess seconded the motion. Motion carried.

Duncan made a motion to recommend that the city council work with Owatonna HRA to plan for the 2016 housing study and build it into the 2016 budget. Just seconded. Motion carried.

The Comprehensive Plan was discussed. The need for business retention and expansion was highlighted. EDA will work on ways to address the recommendations of the Comprehensive Plan.

Interim City Administrator went over a memorandum for signs. Barbara Eastvold is the regional MNDOT sign contact. She stated that general gas/food signs on the interstate are of no cost to the city. If a business wishes to display their logo on a sign on the interstate, the business would incur the cost of \$540 per year. If the business desires to have a sign installed on the off ramp with an arrow and mileage that cost will be an additional \$120 per year.

Duncan made a motion to recommend to City Council to request that MNDOT install general gas/food signs with directional arrows and city of Medford signs with directional arrows on the off ramps at no cost to the city. Just seconded. Motion carried.

Wencl brought up Claremont's sign off of highway 14. Interim City Administrator Welti and Wencl will investigate this further as to the process to achieve similar signage.

A motion was made and seconded to look into whether Steele County offers economic development grant dollars for signs, housing or other economic development opportunities. Motion passed.

The next EDA networking event will be held Thursday January 29th from 5:30-6:30 at Urban Finds and Bistro at the Medford Outlet Center.

The next EDA meeting is March 11th 2015 at 5:00pm.

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

Meeting adjourned at 6:20 pm.

Medford Economic Development Authority
Wednesday May 13th
5:00 PM

Members Present: Mayor Nelson, Dusek, Duncan, Burgess, Wencil, Just

Others in attendance: Andy Welti, Attorney Mark Rahrck, Delwyn Spronk, CEDA Staff, Josh and Don, Melvin Brown

Meeting was called to order at 5:02 by Duncan

Motion by Just and seconded by Wencil to approve the agenda as amended. One item added: request for flowers to be presented by Burgess. Carried.

Motion by Nelson and seconded by Dusek to approve the January meeting minutes. Carried.

Motion by Burgess and seconded by Just to approve the EDA Financial Report. Carried.

EDA Revolving Loan Application: Del & Julie Spronk Medford Senior Care:

Spronk made a statement that the projections were off as he met with bank in the beginning of May. The financial reports that the Spronk's submitted are understated as current projections are higher. CEDA staff presented information concerning the loan. The funds will be used for new construction. CEDA stated that Medford EDA would be 4th position; they would recommend that we ask for a personal guarantee. They reviewed the application with this being a normal routine application. Spronk added that they have had a lot of married couples who would like to move in but current rooms are not large enough. Many questions were asked to Spronk. He stated he is pretty confident that within 2 months he feels they would have at least 4 of the 8 rooms filled. The current capacity was filled 100% in November 2014. Dusek raised the question of being in the 4th position. CEDA stated with a personal guarantee would help with this and with the community need feels this wouldn't be an issue.

Burgess made a motion to approve the \$40,000 on contingent of a personal guarantee and approval of the bank loan for the major portion of the funding and updated financials given to CEDA. Wencil seconded. Just opposed. Motion carried.

Housing Down Payment Program:

Melvin Brown explained a housing down payment program that Pine Island utilized along with other communities. In Pine Island with this program assistance, they had 20+ houses built. Rochester built around 25 houses. Program was initiated in early 2000's. In this program they are not asking for the city for money/funding. It is driven by tier 2 housing. How the program works is an applicant chooses a lot and the new design of a house. If the applicant doesn't have the funds for the down payment, they would fill out the down payment grant application. They have pre approval from a participating lending agency. Then they submit the down payment application with the pre approval paperwork to the EDA. They sign the purchase agreement with a participating builder. Upon completion of the construction the down payment grant will be released to the lending agency. Highland Bank is approved by this program. As applicants qualify for the Down Payment Assistant program the city would get a fee. There is no income guidelines. Andy spoke to Administrator in Pine Island there hasn't been any higher

foreclosure rates. The program is for single home housing or twin home not condominium. Has to be a new construction not on an existing house.

Wencl made motion to table the discussion for further investigation on this program. Burgess seconded motion. Carried.

Request for flowers from Burgess for the beautification of Medford.

The project is self-supporting so far. Started the year with \$500 it takes about \$1,500. They sent out flyers to help but he is seeking \$1,000. It takes about \$100 a pot to plant. They purchase the plants, maintain them about 3 days a week with watering and weeding. They pay Straight River Enterprise staff for their services. Mayor Nelson made the recommendation to the council to use EDA funding in the amount of \$1000 for the beautification of downtown Medford. Just seconded. Motion passed.

Signs for business:

MnDot installed general food/gas directional signs on the interstate off-ramps. Welti is asking if we want to place 3 general food/gas directional signs along the county roads to direct people to downtown businesses and food at the outlet center. The cost is \$400 per sign. Nelson raised the question to have signs that states Medford and the population.

Burgess made motion to go forth with signs listing food/gas for the three locations that Welti advised, to have EDA pay for the signs, explore grant funding first, but if not available, the EDA will pay for the signage. Wencl seconded. Ayes: Burgess, Wencl, Nelson, Duncan . Nays: Dusek and Just Motion carried.

Business retention & expansion meeting:

Welti visited with 6 local businesses. Workforce is an issue. The City has had some inquiry on manufacturers wanting to come to Medford, however, the current vacant spaces did not meet their needs.

Economic Development business Updates:

Nothing new to share. Met-Con site is getting closer to complete, waiting to hear from Casey's. Jose plans to open the Road Side Restaurant near the end of summer.

Future Networking Event Date: May 28th at Design Homes 5:30-6:30

Next regular meeting date is scheduled for July 8th.

Motion to adjourn made by Dusek and seconded by Burgess.

Medford Economic Development Authority
Wednesday, July 8th
5:00 PM

Members Present: Mayor Nelson, Wencil, Just, Burgess, Paulson, Duncan, Dusek

Others in Attendance: Andy Welti

Meeting was called to order at 5:05 by Duncan

Motion by Burgess and seconded by Just to approve the agenda. Carried.

Motion by Dusek and seconded by Wencil to approve May Meeting minutes. Carried.

Motion by Dusek and seconded by Nelson to approve the EDA Financial Report. Carried.

EDA Budget and Levy proposal: Administrator Welti recommends that budget levy for 2016 to be \$15,000.

Motion made by Nelson to go with the full amount of \$15,626.08 for revenue. Burgess seconded. Carried.

Housing down payment assistance grant program

This is a grant for up to 10% of closing costs for a homeowner who builds a new home. The City administers the forms and would receive \$500 per application. Homeowners need to be approved by their banks.

Burgess made a motion to recommend to Council to approve the housing down payment assistance grant program with no caps. Just seconded. Yes: Just, Burgess, Nelson, Duncan, Dusek, Paulson No: Wencil

Signs for business

There was much discussion on Medford needing more signs for businesses. Welti will investigate whether business signs can be added to the City sign.

Economic Development and Business updates

Casey's will be submitting 2nd site plan.

Senior Care plans have been approved and construction may begin in July.

RC Store moved out of building.

Blandin Foundation Leadership Training information was provided for anyone interested.

Future Networking event on July 23rd from 5:30-6:30 at Old Navy

Next meeting on September 9th at 5:00pm

Motion to adjourn by Dusek and Nelson seconded at 6:13

Medford Economic Development Authority
Wednesday September 8, 2015
5:00 PM

Members Present: Burgess, Wencil, Dusek, Just, Mayor Nelson

Others in attendance: Andy Welti

Call to order by: Burgess at 5:05

Motion made by Dusek for approval of the agenda. Seconded by: Wencil Motion carried.

Mayor Nelson made a motion to approve the minutes from the July Meeting. Seconded by: Just Motion carried.

Motion made by Dusek for approval of EDA Financial Report. Seconded by: Just Motion carried.

Tax Increment Financing and Tax Abatement Discussion.

The major criteria for this would be the "but, for" test. TIF has more regulations and guidelines than abatement. City of Medford used TIF back in 1997 for the bluff view addition.

Memorandum signs for businesses

The only sign that meets county's criteria would be the Welcome to Medford sign coming into town. Much discussion to add to this sign with individual businesses. However, we would have to mandate size, how many signs, who makes the signs. We would need to have engineering costs. Would it benefit businesses to make it worth it? Burgess made a motion to table the discussion. Just seconded. Motion carried.

Next Networking event date is set for September 24th at 5:30-6:30 at Glitzy Fashions and Magic Shears.

Networking event November 19th at 5:30 Thirsty Thursday at the Muni.

Next meeting November 4th at 5:00

Motion by Dusek to adjourn at 5:47. Seconded by: Just Motion carried.

Medford Economic Development Authority
Wednesday November 4th, 2015
5:00 PM

Members Present: Linda Dusek, Bryan Duncan, Clayton Just, Jerri Wencil, Sharon Paulson

Others in attendance: Andy Welti,

Call to order by: Duncan at 5:05

Motion made by Dusek for approval of the agenda. Seconded by Wencil. Motion passed.

Dusek made a motion to approve the minutes from the September meeting. Seconded by Just. Motion passed.

Motion made by Dusek for approval of EDA financial report. Seconded by Just. Motion passed.

Website updates: Andy informed EDA that they updated the website especially on the aspect of business. With land available for sale. No names listed or pricing, just general info. Andy did a land search to make sure Medford turns up on web searches.

U of M Extension Analysis: Bruce Schwartau assisted Andy in previewing Medford on what EDA can do for the community. There was a handout to provide information on what our downtown is like versus what other similar communities are. There was also a handout on economic composition.

Vision 2020 or 2030: Andy is thinking about EDA and where we are at, we would like to possibly go to a vision 2020 or 2030. It's a planning process which is supported by EDA. The point is to bring in facilitators to assist in what our community needs. It assists in seeking volunteers to assist in this planning process. There is consensus to see if there is grant money available to bring in a facilitator for a vision2020, no money out of EDA fund or city fund at this time. Also to further investigate on the cost of bringing in a facilitator.

Housing: Housing study should be done mid 2016. We have had a couple developers come forward for residential. But there is a need for rental properties. Town houses has been identified. Consensus to put a statement in the next city newsletter that will be put out in the spring to state if there is a need to contact City hall and they will get them in touch with the builders.

Economic Development and Business Update: Casey's has been started! Kaiser building has rented spaces to Maas construction and a Veterans service provider. Kavitz has a photographer business moving in. Jose is having some issues with construction on the restaurant but as far as we know it's moving forward.

Denny has resigned as a board member for EDA. If we have any recommendations, please contact the Mayor as she makes the appointment. Member has to live in Medford or have a business in Medford.

Mayor wanted information on whether to keep the networking events for 2016. The consensus is to stop networking events but keep the certificate's going and publications.

Next networking event date-November 19th at Medford Muni. Next meeting date-January 13th

Motion to adjourn by Dusek seconded by Just. Meeting adjourned at 6:03

Medford Economic Development Authority
Wednesday December 9, 2015
6:00 PM

Members Present: Mayor Nelson, Duncan, WencI, Dusek

Non-Members Present: Andy Welti

Call to order by Duncan at 6:00

Motion made by Dusek to accept the approval of the agenda. Seconded by WencI. Motion passed.

Networking Events Discussion:

Mayor Nelson spoke she wishes to enhance the networking events. Possible to put in the Cast to add public. Mayor Nelson also informed board that she already has businesses committed to host in 2016. WencI made the motion to continue networking events. Dusek seconded.

Economic Development and Business Updates:

Denny resigned therefore we need to seek a new member. Tom Heisler is the general manager at Evapco. He has expressed interest. Council will be informed of his interest at the next meeting.

Junior achievement is now available in Medford. They have started working with the school and in classrooms. There is a need for volunteers to help teach. Nelson will provide more information and pass on. This is education for business for the students.

Dusek explained that she is working on welcome packets for new residents. This is still in the early stages but know that work is being done.

Motion made by Dusek to adjourn. Seconded by WencI. Motion passed.

Meeting Adjourned at 6:29