

Medford Economic Development Authority
Wednesday, February 13, 2019
5:30 p.m.

Members in Attendance: Duncan, Nelson, Heisler, Cronin, Bartlett, Wencel, Samora

Others in Attendance: Administrator Welti, Donna Mack, Ethan Wilkie

Meeting was called to order at 5:30 p.m. by President Duncan.

Introduction of New Members: Mary Cronin, Corey Samora and Grace Bartlett introduced themselves to the EDA Board.

Motion by Wencel, seconded by Heisler to approve the agenda as presented. Motion carried.

Motion by Heisler, seconded by Nelson to approve the meeting minutes from December as presented. Motion carried.

Motion by Nelson, seconded by Heisler to approve the EDA Financial Report. Motion carried.

Election of Officers

Wencel moved to nominate Tom Heisler for President. Nelson Seconded. Motion carried.

Duncan moved to nominate Corey Samora for Vice President. Heisler Seconded. Motion carried.

Samora moved to nominate Mary Cronin for Secretary, Cronin Declined.

Duncan moved to nominate Grace Bartlett for Secretary. Wencel Seconded. Motion carried.

Wencel moved to nominate Mary Cronin for Treasurer. Heisler Seconded. Motion carried.

2019 Officers:

President – Tom Heisler

Vice President – Corey Samora

Secretary – Grace Bartlett

Treasurer – Mary Cronin

Donna Mack of CEDA provided her report. Mack provided an update of recent BRE visits that included several meetings with managers of stores at the Medford Outlet. Mack also met with staff at the Medford Senior Living. Ms. Mack provided an update about recent meetings she had with a prospective business owner to whom she provided business consulting services that include facilitating financial planning and raising awareness of grant opportunities. The prospective business owner is not moving forward at this time. Mack met with Bill Owens of the Owatonna SBDC, has had discussions with Steele County staff regarding SHIP funds, and reported on information she has been made aware of regarding the CP rail line. CEDA colleagues may provide an EDA training at a future Medford EDA meeting.

Business and Economic Development Updates: Members reported on activity at area businesses. Administrator Welti reported about development being proposed at the former Medford School athletic site, and two other serious developers who have been in discussions with the City. He provided a brief summary of wastewater and water facility studies and options that Council is considering. Current capacity of the wastewater treatment plant would accommodate approximately 33 new homes or a

restaurant, an event center and 5-6 homes. In order to accommodate more growth in the near future, wastewater and/or water systems would need to be upgraded to allow for more capacity.

Members briefly reviewed the CEDA staff work plan. Consensus was to leave the work plan as written.

Nelson discussed creating a brochure to highlight the City of Medford. The brochure may be marketed toward families, businesses and telling Medford's story. Duncan, Cronin, and Nelson will meet with Mack to continue discussing the brochure.

Members discussed the meeting start time and consensus was to leave the start time at 5:30 p.m.

The next EDA meeting will be held Wednesday, April 10th at 5:30 p.m.

Meeting was adjourned at 6:54 p.m.

Medford Economic Development Authority
Wednesday, June 5, 2019
5:30pm

Members in Attendance: Heisler, Cronin, Nelson, Wencil, Bartlett, Duncan

Others in Attendance: Donna Mack

Meeting was called to order at 5:30 by President Heisler.

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

Motion by Wencil, seconded by Nelson to approve the meeting minutes from February as presented. Motion carried.

Motion by Nelson, seconded by Wencil to approve the EDA Financial Report. Motion carried.

Motion by Cronin, seconded by Bartlett to approve the submission of the preliminary EDA budget.

Donna Mack of CEDA provided her report. Mack provided an update of recent BRE visits. Mack inquired about a time to reschedule the EDA training, October was suggested. Mack also inquired if Medford was interested in developing a community foundation. SMIF would be an organization that could administer the foundation and complete all of the regulatory reporting. Mack will coordinate with SMIF to see if a representative would be able to come to the August meeting to provide additional information. Mack stated that the brochure is coming along. A draft will be brought to the next meeting for review.

Mack provided information on a potential new Micro Grant Program. Mack presented a description, requirements and an application form. Motion by Duncan, seconded by Bartlett to approve the opening of the Micro Grant Program for businesses within city limits, with a cap of \$2,500 in awarded grants annually. Motion carried.

Business and Economic Development Updates: Members reported that the new Medford sign dedication was held on 6/2/2019. Nelson requested committee member attendance on 6/15/2019 when they will be giving a dedication to Anhorn's for their 70 years of business. Nelson also mentioned that on 6/19/2019 an open house will be held for the road construction project of Main Street that is scheduled for completion in 2021 will be at the school from 5-7pm.

Review of next meeting date. Requested to change the next meeting date as it falls during the Steele County Fair week. Motion by Heisler, seconded by Duncan to change the next meeting date to the first Wednesday, the 7th, at 5:30pm. Motion carried.

Meeting was adjourned at 6:30pm.

Medford Economic Development Authority
Wednesday, October 9, 2019
5:30 p.m.

Members in Attendance: Duncan, Nelson, Heisler, Samora

Others in Attendance: Administrator Welti, Donna Mack, Chris Giesen

Prior to the meeting, Chris Giesen provided EDA members with an EDA training/information presentation.

Meeting was called to order at 6:40 p.m. by President Heisler.

Motion by Samora, seconded by Duncan to approve the agenda as presented. Motion carried.

Board members reviewed a draft of an EDA brochure and the EDA budget. Motion by Duncan, seconded by Samora to approve printing 1,000 copies of the brochure at an amount not to exceed \$1,250. Motion carried.

The next EDA meeting will be held Wednesday, December 11th at 5:30 p.m.

Meeting was adjourned at 6:45 p.m.

Medford Economic Development Authority
Wednesday, December 11, 2019
5:30pm

Members in Attendance: Heisler, Cronin, Nelson, Wencil, Bartlett, Samora

Others in Attendance: Administrator Welti

Meeting was called to order at 5:30 P.M. by President Heisler.

Motion made by Bartlett, seconded by Wencil to approve the agenda as presented. Motion carried.

Motion by Nelson, seconded by Cronin to approve the meeting minutes from October as presented. Motion carried.

Motion by Bartlett, seconded by Wencil to approve the EDA Financial Report. Motion carried.

2020 CEDA Contract. Members discussed work performed by Ms. Mack in 2019 which included business retention and expansion visits, assistance with creation of a façade and grant program, new business start-up counseling and assistance, contacts with potential developers, assistance with creation of a Medford brochure. Motion by Cronin, seconded by Samora to recommend to Council to approve the 2020 CEDA Contract. Motion carried.

CEDA Staff Report: EDA briefly reviewed the CEDA Staff Report submitted by Ms. Mack.

Business and Economic Development Updates: Members reported that Council took action to amend City ordinance to allow pet stores and zoos in specified commercial zoning districts within the City. It is expected that a pet store and reptile zoo will be moving into the Medford Outlet Center. A pop up Christmas tree and holiday decoration vendor was located in the former CJ's store. The vendor reported a successful first year. The City has received a developer inquiry into properties located on the west side of I35, and a business inquiry into a location within an existing commercial space on Main Street.

An opportunity to provide information about Medford businesses and attractions at the 2020 Travel and Adventure Show in Chicago was presented by Nelson. The Medford EDA would contribute \$200 to be granted space to display rack cards in a MN regional tourism booth, if the Medford Outlet Center would cover the cost of printing the cards. Motion by Bartlett, seconded by Cronin to recommend to Council to purchase up to \$200 of rack cards to be displayed at the 2020 Travel and Adventure Show in Chicago. Motion Carried.

Nelson requested the EDA consider purchasing brochure holders to be provided at locations that will display the newly created and printed EDA/City brochure. Motion by Cronin, Seconded by Samora to recommend to Council to authorize the EDA purchase of up to \$35 worth of brochure holders. Motion Carried.

The next EDA meeting will be held Wednesday, February 12 at 5:30 P.M.

Motion by Bartlett, seconded by Wencil to adjourn the meeting at 6:04 P.M. Motion Carried.