

**REGULAR MEETING**

**City Hall 2<sup>nd</sup> Floor Conference Room**

**AGENDA: Monday, December 13, 2021; 5:00 to 5:50**

- 2 Minutes      1. Opening
  - 1.1 Welcome/Call to Order
  - 1.2 Approval of Agenda
  
- 40 Minutes    2.0 ‘Business Oversight / Responsibilities’
  - 2.1 Consent Agenda
    - 2.1.1 Previous Meeting Minutes- November 8, 2021 **(Pages 2-3)**
    - 2.1.2 November 2021 Financials **(Pages 4-13)**
  - 2.2 Actions Taken or Related to Progress/Status Reports
    - 2.2.1 Consider 2022 Membership to Greater Minnesota Partnership **(Page 14)**
    - 2.2.2 Consider Facilitator Proposal for Strategic Plan **(Pages 15-19)**
    - 2.2.3 Whitetail Ridge Lots RFP (Not yet complete)
  
- 5 Minutes     3.0 Strategic Conversations (& “Education” when appropriate)
  - 3.1 Consideration of Recommendation to City Council to Establish Tax Increment Financing District No. 28 **(Pages 20-22)**
  - 3.2 Monthly Report: November 2021 **(Page 23)**
  
- 3 Minutes     4.0 Meeting Wrap-Up
  - 4.1 Review Actions to be Taken
  - 4.2 Next Meeting – January 10, 2022 at 4:30
  
- 5.0 Adjourn

**REGULAR MEETING MINUTES**

**City Hall Conference Room**

November 8, 2021 at 4:30 pm

**Members Present:** Sarah Gerhard, Michele Miller, Andy Noll, Chantill Kahler Royer, Mike Wubbena, Aaron Speltz and Bruce Peters

**Members Absent:**

**Others Present:** Brooke Wohlrabe, Fairmont Sentinel; Linsey Preuss, Economic Development Coordinator

**1.0 Opening -**

**1.1 Welcome/Call to Order**

President Gerhard called the meeting to order at 4:30.

**1.2 Approval of Agenda**

**Peters made the motion to approve the agenda as presented. The motion was seconded by Noll and carried unanimously.**

**2.0 'Business Oversight/Responsibilities'**

**2.1 Consent Agenda**

**Wubbena made the motion to approve the consent agenda including the minutes of September 20, 2021 and the financials of September and October 2021. The motion was seconded by Peters and carried unanimously.**

**2.2 Actions Taken or Related to Progress/Status Reports**

**2.2.1 Consider proposal from Resimplifi**

Resimplifi is a company that specializes in ensuring the property listings for a certain area is up-to-date and complete. The proposal is to update all listings and review them weekly with a monthly report for \$3,500. **Peters made the motion to approve the proposal with Resimplifi for one year at a cost of \$3,500. The motion was seconded by Speltz and carried unanimously.**

**2.2.2 Match for SMIF Grant**

Staff partnered with the Fairmont Area Chamber of Commerce, Fairmont Community Education and Recreation, the South-Central Small Business Development Center, SCORE and the University of Minnesota- Extension to help leverage many different resources and to write and apply for a grant to create awareness about the importance of succession planning both for the business and for the community while providing resources and tools to help businesses

create and apply their plan. There is a required cash match of \$5,000 for the \$20,000 grant, which will provide a total of a \$40,000 project. **Peters made the motion to commit staff time and \$5,000 to this grant if approved by Southern Minnesota Initiative Foundation. The motion was seconded by Noll and carried unanimously.**

**2.2.3 Whitetail Ridge Lots**

Fairmont has had a cohort in Minnesota Housing Partnership’s Housing Institute for the past 18 months. Three members attended the final Housing Institute Summit. At that time, developers recommended that governments acquire land with the intent to build housing through a Request for Proposal (RFP) process. In response, ReMax has agreed to cancel our agreement to allow FEDA flexibility to follow that process if FEDA chooses to explore that opportunity. **Speltz made the motion to direct staff to draft a Request for Proposals for the development of 8 Whitetail Ridge lots. The motion was seconded by Miller and carried unanimously.**

**Strategic Conversations**

**3.1 Monthly Report: September and October 2021**

The reports were included in the packet.

**3.2 Strategic Plan Discussion**

The current plan is for 2018-2021. Staff is requesting board feedback on format and facilitator. The board directed staff to get proposals that include follow through after the strategic planning session.

**4.0 Meeting Wrap-Up**

**4.1 Review of Actions to be Taken**

1. Get proposals for strategic planning facilitators.
2. Draft an RFP for Whitetail Ridge.
3. Enter into contract with Resimplifi.

**4.2 Next Meeting**

The next meeting is scheduled for Monday, December 13, 2021 at 5:00 due to the City Council Truth in Taxation Hearing.

**5.0 Adjourn**

**Peters made the motion to adjourn the meeting at 5:10 pm. The motion was seconded by Kahler Royer and carried unanimously.**

Respectfully submitted:

Linsey Preuss  
Economic Development Coordinator

## Fairmont Economic Development Authority

11/30/2021

Prospecting: Available Budget,		
Fund 210 Current Year	\$	-
Fund 215 Reportable Loans	\$	304,810.06
Fund 216 Non-Reportable Loans	\$	704,159.28
Fund 217 Micro Loans	\$	14,543.83
Fund 218 CARES Loans	\$	57,224.28
Total All Funds	\$	<u>1,080,737.45</u>

### Balance Sheets

		Fund 210	Fund 215	Fund 216	Fund 217	Fund 218
		Econ Dev	Reportable	Non-Reportable	Micro	CARES
Assets	Cash	\$ 464,566.22	\$ 304,810.06	\$ 704,159.28	\$ 14,543.83	\$ 57,224.28
	Taxes Receivable, Delinquent	\$ 2,096.97		\$ -	\$ -	
	Accounts Receivable	\$ 845.00	\$ -	\$ -	\$ -	
	Loans Receivable	\$ 1,045.32	\$ 317,135.71	\$ 499,165.66	\$ 14,295.91	\$ 327,833.05
	Forgivable Loans Receivable	\$ -		\$ 2,000.00	\$ -	
	Due from Other Funds	\$ -	\$ -	\$ -	\$ -	
	Due from Martin County	\$ -	\$ -	\$ -	\$ -	
Total Assets		<u>\$ 468,553.51</u>	<u>\$ 621,945.77</u>	<u>\$ 1,205,324.94</u>	<u>\$ 28,839.74</u>	<u>\$ 385,057.33</u>

# Aging Report

City of Fairmont, MN

Cutoff Date: **11/30/2021**

Funds: **(200,210,215,216,217,218)**

Status: **All**

County: **All**

Run Date: **12/08/2021**

City: **All**

Loan Officer: **All**

Run Time: **8:43:53 am**

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**Include loans from 101 to 9901**

		Loan Amt	Disbursed	Current Balance	Regular Payment	-----Analysis of Payments Due-----				Total Due	Lt Days
						1 Payment	2 Payments	3 Payments	Over 3		
1106	Rouse , Jeff	30,651.58	30,681.58	4,225.56	295.97	0.00	0.00	0.00	0.00	0.00	0
1201	Bean Town, LLC	75,000.00	75,000.00	47,236.72	474.49	0.00	0.00	0.00	0.00	0.00	0
1204	Well Minded Properties	75,000.00	75,000.00	33,586.27	554.77	0.00	0.00	0.00	0.00	0.00	0
1302	Midwest Audio Video	20,000.00	20,000.00	4,031.42	202.49	0.00	0.00	0.00	0.00	4,031.42	0
1502	Wiederhoeft Welding & Machine	75,000.00	75,000.00	58,893.49	454.49	0.00	0.00	0.00	0.00	0.00	0
1503	Hilltop Chem-Dry	60,000.00	60,000.00	6,510.97	824.03	0.00	0.00	0.00	0.00	0.00	0
1601	Fairmont Butcher Block LLC	75,000.00	75,000.00	64,578.37	454.49	0.00	0.00	0.00	0.00	0.00	0
1603	Bowlmor Lanes, Inc.	6,581.47	6,581.47	2,033.33	86.96	0.00	0.00	0.00	0.00	0.00	0
1701	TMeyer, Inc.	20,000.00	20,000.00	7,634.47	278.00	0.00	0.00	0.00	0.00	0.00	0
1702	Zierke Built Mfg.	360,000.00	360,000.00	152,171.84	4,596.28	0.00	0.00	0.00	0.00	0.00	0
1801	Bowlmor Lanes, Inc.	15,222.81	15,222.81	11,202.49	154.12	0.00	0.00	0.00	0.00	0.00	0
1901	Landscaping Plus, Inc.	8,380.75	8,380.75	5,212.93	110.74	0.00	0.00	0.00	0.00	0.00	0
1902	Zierke Built Mfg.	240,000.00	240,000.00	175,202.08	3,064.18	0.00	0.00	0.00	0.00	0.00	0
2001	B & B Gas Piping Plus, LLC	25,600.00	25,600.00	24,069.96	155.13	0.00	0.00	0.00	0.00	0.00	0
2002	Live Fit & Wellness Center, LLC	75,000.00	75,000.00	68,478.05	1,025.16	0.00	0.00	0.00	0.00	0.00	0
2003	El Agave, Inc.	25,000.00	25,000.00	20,416.63	416.67	0.00	0.00	0.00	0.00	0.00	0
2004	Minuteman Press	25,000.00	25,000.00	20,416.63	416.67	0.00	0.00	0.00	0.00	0.00	0
2005	Fairmont Glass & Sign Products, Inc.	75,000.00	75,000.00	72,477.81	425.40	0.00	0.00	0.00	0.00	0.00	0
2006	Old Northrop Bar	25,000.00	25,000.00	20,833.30	416.67	0.00	0.00	0.00	0.00	0.00	0
2007	D&R Repair	20,000.00	20,000.00	16,666.70	333.33	0.00	0.00	0.00	0.00	0.00	0
2008	Cutting Edge Fitness of Fairmont, Inc.	25,000.00	25,000.00	20,833.30	416.67	0.00	0.00	0.00	0.00	0.00	0
2009	Shenanigans	25,000.00	25,000.00	21,249.97	416.67	0.00	0.00	0.00	0.00	0.00	0
2010	Korte's Bar & Grill, Inc.	25,000.00	25,000.00	21,249.97	416.67	0.00	0.00	0.00	0.00	0.00	0
2011	The Ranch	25,000.00	25,000.00	21,249.97	416.67	0.00	0.00	0.00	0.00	0.00	0
2101	Giddy Up Boutique	7,508.99	7,508.99	6,790.33	99.22	0.00	0.00	0.00	0.00	0.00	0
2102	Live Fit & Wellness Center, LLC	25,000.00	25,000.00	21,666.64	416.67	0.00	0.00	0.00	0.00	0.00	0
2103	Bowlmor Lanes, LLC	25,000.00	25,000.00	21,666.64	416.67	0.00	0.00	0.00	0.00	0.00	0
2104	Fairmont Awards Manufacturing, Inc.	25,000.00	25,000.00	21,666.64	416.67	0.00	0.00	0.00	0.00	0.00	0
2105	Blazer Bar	25,000.00	25,000.00	21,666.64	416.67	0.00	0.00	0.00	0.00	0.00	0
2106	Our Story Studios	25,000.00	25,000.00	22,916.65	416.67	0.00	0.00	0.00	0.00	0.00	0
2107	Fairmont Brewing Company, LLC	75,000.00	75,000.00	74,522.58	732.89	0.00	0.00	0.00	0.00	0.00	0
2108	Bean Town, LLC	25,000.00	25,000.00	24,583.33	416.67	0.00	0.00	0.00	0.00	0.00	0
2109	Fairmont Brewing Company, LLC	25,000.00	25,000.00	25,000.00	416.67	0.00	0.00	0.00	0.00	0.00	0

# Aging Report

City of Fairmont, MN

Funds: (200,210,215,216,217,218)

City: All

Include loans from 101 to 9901

Status: All

County: All

Loan Officer: All

Cutoff Date: 11/30/2021

Run Date: 12/08/2021

Run Time: 8:43:53 am

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	Loan Amt	Disbursed	Current Balance	Regular Payment	-----Analysis of Payments Due-----				Total Due	Lt Days
					1 Payment	2 Payments	3 Payments	Over 3		
Totals	<u>1,688,945.60</u>		<u>1,140,941.68</u>		<u>0.00</u>		<u>0.00</u>		<u>4,031.42</u>	
		<u>1,688,975.60</u>		<u>20,155.52</u>		<u>0.00</u>		<u>0.00</u>		
*** Total Delinquent Dollars					0.00	0.00	0.00	0.00	4,031.42	
Percent Delinquent Dollars					0.00%	0.00%	0.00%	0.00%	0.35%	

\*\*\*Total of loan balances which are in arrears



Account Number	Vendor	Description	GL Date	Check No	Amount
210-46600-21100	Voss Cleaning Services, Inc.	Cleaning Supplies Incubator	11/10/2021	153665	84.00
210-46500-20120	Marco Technologies, LLC	Contract Base Rate 11/02/21 to 12/01/21	11/15/2021	153678	15.70
210-46500-20120	River Bend Business Products	Copy Paper Upstairs City Hall	11/24/2021	153776	18.60
210-46600-38300	MN Energy Resources Corp.	Gas Utilities 10/13 to 11/11/2021 Incubator	11/24/2021	153769	489.32
210-46600-31200	Lawn Solutions	Invoice 7 of 7 Mow & Trim Incubator Bl	11/02/2021	153470	270.00
210-46600-31200	Voss Cleaning Services, Inc.	Janitorial & Rug Service Incubator Nov	11/10/2021	153665	137.00
210-46500-20120	River Bend Business Products	Magazine Rack	11/10/2021	153661	27.80
210-46500-32100	Preuss, Linsey	Nov 2021 Cell Phone Reimbursement	11/02/2021	0	46.44
210-46500-32100	Bevcomm Inc	Nov 2021 Telephone	11/10/2021	153629	9.16
210-46500-32100	Frontier Communications	Nov 2021 Telephone City Hall	11/17/2021	153698	57.03
210-46600-38420	Waste Management Of So MN	Oct 2021 Refuse Removal Incubator	11/10/2021	153666	380.45
210-46500-20120	One Office Solution	Office Supplies	11/24/2021	153774	10.46
210-46500-32200	Pitney Bowes	Postage Meter Supplies Ink & Postage T&	11/10/2021	153658	14.13
210-46600-38100	Public Utilities Commission	Utilities Nov 2021	11/17/2021	153718	283.86
210-46600-38200	Public Utilities Commission	Utilities Nov 2021	11/17/2021	153718	95.77
210-46600-38500	Public Utilities Commission	Utilities Nov 2021	11/17/2021	153718	45.09
210-46600-38600	Public Utilities Commission	Utilities Nov 2021	11/17/2021	153718	21.85
					2,006.66

### Transactions by Account

User: linseypre  
 Printed: 12/08/2021 - 9:50AM  
 Batch: 00000.00.0000

# General Ledger

## Summary Trial Balance

User: linseypre  
 Printed: 12/08/2021 - 10:31AM  
 Period: 12, 2021



Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 210	Economic Development					
EXPENSE						
Department 46500	Economic Development					
210-46500-20120	Office Supplies & Accessories	3,500.00	1,035.04	0.00	0.00	1,035.04
210-46500-20720	Training & Instructional Suppl	0.00	0.00	0.00	0.00	0.00
210-46500-21200	Motor Fuels	0.00	0.00	0.00	0.00	0.00
210-46500-30100	Auditing & Accounting Services	0.00	0.00	0.00	0.00	0.00
210-46500-30300	Engineering Fees	0.00	0.00	0.00	0.00	0.00
210-46500-30400	Legal Fees	0.00	0.00	0.00	0.00	0.00
210-46500-31200	Other Contracted Services	5,000.00	131.00	0.00	0.00	131.00
210-46500-32100	Telephone	1,800.00	1,239.86	52.38	0.00	1,292.24
210-46500-32200	Postage	500.00	378.09	0.00	0.00	378.09
210-46500-33100	Travel & Training	7,500.00	1,946.06	0.00	0.00	1,946.06
210-46500-33400	Car Allowance	4,860.00	4,299.16	186.92	0.00	4,486.08
210-46500-34305	Other Advertising	2,000.00	0.00	0.00	0.00	0.00
210-46500-36115	General Liability	1,000.00	871.61	0.00	0.00	871.61
210-46500-36215	Property Insurance	500.00	171.50	0.00	0.00	171.50
210-46500-36500	Public Officials	0.00	0.00	0.00	0.00	0.00
210-46500-36600	Crime Liability	0.00	0.00	0.00	0.00	0.00
210-46500-43300	Dues & Subscriptions	5,000.00	1,231.99	0.00	0.00	1,231.99
210-46500-43500	Books & Pamphlets	0.00	0.00	0.00	0.00	0.00
210-46500-43800	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
210-46500-43805	Interest Expense	0.00	0.00	0.00	0.00	0.00
210-46500-43810	Prospecting	7,958.00	12,299.52	0.00	0.00	12,299.52
210-46500-43815	Loan Write-offs	0.00	0.00	0.00	0.00	0.00
210-46500-43900	Other Miscellaneous	0.00	500.00	0.00	0.00	500.00
210-46500-43905	Taxes Paid	0.00	0.00	0.00	0.00	0.00
	210-46500 EXPENSE Totals:	39,618.00	24,103.83	239.30	0.00	24,343.13



Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Department 46600	Incubator Building					
210-46600-21100	Cleaning Supplies	0.00	221.94	0.00	0.00	221.94
210-46600-22300	Building Repair Supplies	500.00	0.00	0.00	0.00	0.00
210-46600-30400	Legal Fees	0.00	0.00	0.00	0.00	0.00
210-46600-31020	Other Professional Services	0.00	0.00	0.00	0.00	0.00
210-46600-31200	Other Contracted Services	6,000.00	6,174.17	0.00	0.00	6,174.17
210-46600-32100	Telephone	0.00	0.00	0.00	0.00	0.00
210-46600-36115	General Liability	0.00	0.00	0.00	0.00	0.00
210-46600-36215	Property Insurance	0.00	0.00	0.00	0.00	0.00
210-46600-36700	Contractors Equipment	500.00	224.55	0.00	0.00	224.55
210-46600-36800	Boiler Policy	0.00	0.00	0.00	0.00	0.00
210-46600-38100	Electric Utilities	6,000.00	3,871.02	0.00	0.00	3,871.02
210-46600-38200	Water	1,250.00	809.74	0.00	0.00	809.74
210-46600-38300	Gas Utilities	7,500.00	3,598.85	0.00	0.00	3,598.85
210-46600-38420	Refuse Disposal	3,800.00	3,547.49	0.00	0.00	3,547.49
210-46600-38500	Sewer	700.00	482.37	0.00	0.00	482.37
210-46600-38600	Storm Sewer	262.00	240.35	0.00	0.00	240.35
210-46600-40100	Repairs & Maint - Buildings	3,000.00	801.46	0.00	0.00	801.46
210-46600-43905	Taxes Paid	13,500.00	14,220.00	0.00	0.00	14,220.00
	210-46600 EXPENSE Totals:	43,012.00	34,191.94	0.00	0.00	34,191.94
	EXPENSE Totals:	82,630.00	58,295.77	239.30	0.00	58,535.07
	Fund 210 Totals:	-82,630.00	58,295.77	239.30	0.00	58,535.07
	Report Totals:	-82,630.00	58,295.77	239.30	0.00	58,535.07

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 215	Reportable Loan Fund					
ASSETS						
215-00000-10100	Cash	0.00	304,856.06	0.00	46.00	304,810.06
215-00000-11500	AR - Utility Billing	0.00	0.00	0.00	0.00	0.00
215-00000-11502	AR - Credit Card	0.00	0.00	0.00	0.00	0.00
215-00000-11504	AR - Misc	0.00	0.00	0.00	0.00	0.00
215-00000-11506	AR - Merchandise	0.00	0.00	0.00	0.00	0.00
215-00000-11900	Loans Receivable	0.00	317,135.71	0.00	0.00	317,135.71
215-00000-13100	Due From Other Funds	0.00	0.00	0.00	0.00	0.00
215-00000-13202	Due From State of MN	0.00	0.00	0.00	0.00	0.00
215-00000-13206	Due From Other Gov't	0.00	0.00	0.00	0.00	0.00
	ASSETS Totals:	0.00	621,991.77	0.00	46.00	621,945.77
LIABILITIES						
215-00000-20200	Accounts Payable	0.00	0.00	46.00	46.00	0.00
215-00000-20700	Due to Other Funds	0.00	0.00	0.00	0.00	0.00
215-00000-22209	Deferred Revenue - Accrued Int	0.00	0.00	0.00	0.00	0.00
	LIABILITIES Totals:	0.00	0.00	46.00	46.00	0.00
FUND BALANCE						
215-00000-25000	Fund Balance / RE	0.00	-610,665.96	0.00	0.00	-610,665.96
	FUND BALANCE Totals:	0.00	-610,665.96	0.00	0.00	-610,665.96
	Fund 215 Totals:	0.00	11,325.81	46.00	92.00	11,279.81

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 216	Non Reportable Loan Fund					
<b>ASSETS</b>						
216-00000-10100	Cash	0.00	708,755.99	0.00	4,596.71	704,159.28
216-00000-11500	AR - Utility Billing	0.00	0.00	0.00	0.00	0.00
216-00000-11502	AR - Credit Card	0.00	0.00	0.00	0.00	0.00
216-00000-11504	AR - Misc	0.00	0.00	0.00	0.00	0.00
216-00000-11505	MN Community Cap Fund Deposit	0.00	0.00	0.00	0.00	0.00
216-00000-11506	AR - Merchandise	0.00	0.00	0.00	0.00	0.00
216-00000-11900	Loans Receivable	0.00	499,165.66	0.00	0.00	499,165.66
216-00000-11910	Forgivable Loans Receivable	0.00	2,000.00	0.00	0.00	2,000.00
216-00000-13100	Due From Other Funds	0.00	0.00	0.00	0.00	0.00
216-00000-13202	Due From State of MN	0.00	0.00	0.00	0.00	0.00
216-00000-13206	Due From Other Gov't	0.00	0.00	0.00	0.00	0.00
	<b>ASSETS Totals:</b>	<b>0.00</b>	<b>1,209,921.65</b>	<b>0.00</b>	<b>4,596.71</b>	<b>1,205,324.94</b>
<b>LIABILITIES</b>						
216-00000-20200	Accounts Payable	0.00	0.00	4,596.71	4,596.71	0.00
216-00000-20700	Due to Other Funds	0.00	0.00	0.00	0.00	0.00
216-00000-20705	Due to State of MN	0.00	-307,062.40	0.00	0.00	-307,062.40
216-00000-22208	Deferred Revenue - Other	0.00	-19,668.23	0.00	0.00	-19,668.23
	<b>LIABILITIES Totals:</b>	<b>0.00</b>	<b>-326,730.63</b>	<b>4,596.71</b>	<b>4,596.71</b>	<b>-326,730.63</b>
<b>FUND BALANCE</b>						
216-00000-25000	Fund Balance / RE	0.00	-877,847.34	0.00	0.00	-877,847.34
	<b>FUND BALANCE Totals:</b>	<b>0.00</b>	<b>-877,847.34</b>	<b>0.00</b>	<b>0.00</b>	<b>-877,847.34</b>
	<b>Fund 216 Totals:</b>	<b>0.00</b>	<b>5,343.68</b>	<b>4,596.71</b>	<b>9,193.42</b>	<b>746.97</b>

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 217	Micro Loan Fund					
ASSETS						
217-00000-10100	Cash	0.00	14,543.83	0.00	0.00	14,543.83
217-00000-11500	AR - Utility Billing	0.00	0.00	0.00	0.00	0.00
217-00000-11502	AR - Credit Card	0.00	0.00	0.00	0.00	0.00
217-00000-11504	AR - Misc	0.00	0.00	0.00	0.00	0.00
217-00000-11506	AR - Merchandise	0.00	0.00	0.00	0.00	0.00
217-00000-11900	Loans Receivable	0.00	14,295.91	0.00	0.00	14,295.91
217-00000-11910	Forgivable Loans Receivable	0.00	0.00	0.00	0.00	0.00
217-00000-13100	Due From Other Funds	0.00	0.00	0.00	0.00	0.00
217-00000-13202	Due From State of MN	0.00	0.00	0.00	0.00	0.00
217-00000-13206	Due From Other Gov't	0.00	0.00	0.00	0.00	0.00
	ASSETS Totals:	0.00	28,839.74	0.00	0.00	28,839.74
LIABILITIES						
217-00000-20200	Accounts Payable	0.00	0.00	0.00	0.00	0.00
217-00000-20700	Due to Other Funds	0.00	0.00	0.00	0.00	0.00
	LIABILITIES Totals:	0.00	0.00	0.00	0.00	0.00
FUND BALANCE						
217-00000-25000	Fund Balance / RE	0.00	-28,311.00	0.00	0.00	-28,311.00
	FUND BALANCE Totals:	0.00	-28,311.00	0.00	0.00	-28,311.00
	Fund 217 Totals:	0.00	528.74	0.00	0.00	528.74

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 218	CARES Act RLF					
ASSETS						
218-00000-10100	Cash	0.00	57,224.28	0.00	0.00	57,224.28
218-00000-11500	AR - Utility Billing	0.00	0.00	0.00	0.00	0.00
218-00000-11502	AR - Credit Card	0.00	0.00	0.00	0.00	0.00
218-00000-11504	AR - Misc	0.00	0.00	0.00	0.00	0.00
218-00000-11506	AR - Merchandise	0.00	0.00	0.00	0.00	0.00
218-00000-11900	Loans Receivable	0.00	327,833.05	0.00	0.00	327,833.05
218-00000-11910	Forgivable Loans Receivable	0.00	0.00	0.00	0.00	0.00
218-00000-13100	Due From Other Funds	0.00	0.00	0.00	0.00	0.00
218-00000-13202	Due From State of MN	0.00	0.00	0.00	0.00	0.00
218-00000-13206	Due From Other Gov't	0.00	0.00	0.00	0.00	0.00
	ASSETS Totals:	0.00	385,057.33	0.00	0.00	385,057.33
LIABILITIES						
218-00000-20200	Accounts Payable	0.00	0.00	0.00	0.00	0.00
218-00000-20700	Due to Other Funds	0.00	0.00	0.00	0.00	0.00
218-00000-22200	Def Rev	0.00	-93,907.00	0.00	0.00	-93,907.00
	LIABILITIES Totals:	0.00	-93,907.00	0.00	0.00	-93,907.00
FUND BALANCE						
218-00000-25000	Fund Balance / RE	0.00	-101,407.26	0.00	0.00	-101,407.26
	FUND BALANCE Totals:	0.00	-101,407.26	0.00	0.00	-101,407.26
	Fund 218 Totals:	0.00	189,743.07	0.00	0.00	189,743.07
	Report Totals:	0.00	154,372.15	40,027.73	57,916.53	136,483.35

Greater Minnesota Partnership  
 525 Park Street, #470  
 Saint Paul, MN 55103  
 Tel (651) 225-8840



INVOICE 1186 PO NUMBER 1/1/2022

BILL TO MESSAGE

Fairmont EDA  
 Linsey Preuss  
 100 Downtown Plaza  
 Fairmont, MN 56031

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	EDA	1,500.00	1,500.00
<b>TOTAL DUE BY 1/31/2022</b>			<b>1,500.00</b>

Thank you for your membership and support!

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL OPEN INVOICE
1,500.00	0.00	0.00	0.00	1,500.00



## Background Summary

The mission of the Fairmont Economic Development Authority (FEDA) is to support the successful growth and pride of the Fairmont area businesses and citizens. FEDA's core work is focused on business assistance, retention, recruitment and entrepreneurial growth. Through community and regional partnerships, FEDA is working to promote Fairmont as an exceptional place for families and businesses.

Fairmont is positioned with an abundance of natural and economic assets, and a comprehensive plan that encapsulates the community's vision for its future and sets out the goals that will guide efforts over the next 20 years. As the leading economic development entity in the community, FEDA will benefit from strategic planning that will bring your mission to life. By developing the strategies that guide where you want to go and how you're going to there in the context of your organization's capabilities and the opportunities and challenges your community faces, you too can be positioned for the future.

## Understanding of Needs - Project Goals and Outputs

The FEDA Board of Directors seeks a third-party consultant to plan interactions, guide discussions, and facilitate a strategic planning process. This planning process will define strategic goals and produce action plans that will guide the work of FEDA over the next two to three years. The methodology that Achieve TFC, LLC uses involves the following components:

### **Discovery: Gathering Insights to Ensure Successful Planning**

The discovery phase includes one introductory meeting with key staff and board members to gain an understanding of the desired planning process and outcomes. In addition, based on previous success, Glaeser strongly recommends one-on-one interviews with a small group of stakeholders to gain more in-depth insights in advance of the planning retreat. Gathering insights from a broad base of stakeholders ensures not only a more successful planning process, but also builds stronger connections in the areas you serve. This discovery phase has proven to be key in achieving greater results.

### **Planning Retreat: Setting Priorities and Planning for Success**

The mission, vision and goals form an organization's strategic framework. They form a high-level "compass" to provide direction. Together, we will develop overarching goals, strategic priorities, and action steps. To ensure that your plan becomes a working document that guides organizational success, Glaeser recommends a plan for the next two to three years. extending out to five years. In today's constantly changing world, looking out beyond three years tends to create plans that are so broad that they sit on a shelf rather than guide the work that achieves results.

### Post Analysis: Developing Strategic Plan

The overarching goals framework described above is typically supported by action plans that outline how you expect to achieve the results outlined in the strategic framework, and includes specific and measurable objectives and outcomes. In reviewing all information gathered through the interviews and retreat, Cheryl will draft action plans. Working together, Glaeser and Preuss will refine the documents and bring them to the Board for adoption.

### Scope of Work and Estimated Costs: (see scope detail on page 4)

The scope of work tentatively includes the following: discovery, which includes interviews with key stakeholders; planning retreat design and facilitation; analysis of information and insights gathered throughout the planning process; and development of a strategic plan which includes action plans to help ensure implementation. Key deliverables will include improved group interactions, established priorities, a documented summary report of key findings and recommendations, and easy-to-follow strategic action planning documents. The total estimated cost is \$4,400.

### Timeframe

This work will be spread across two-three months, beginning in January, 2022. The specific dates and timeframes for this work would be determined in partnership with FEDA staff and Board Members. The discovery phase typically extends over two to three weeks and the planning retreat requires a minimum of 4 hours to ensure success. The post analysis and plan development typically requires two weeks. As a part of this work, Glaeser typically meets with the Board to present the planning outcomes. A scope of work is outlined on page 4.

### Personal Note from Cheryl:

I have enjoyed interactions with city and economic development organizations throughout my diverse professional life. I commend you for recognizing the importance of strategic planning. The pandemic has transformed how businesses operate and how communities support businesses and residents. As communities strive to move forward following the pandemic, planning is more essential than ever; now is the time to plan for how you intend to support the growth and success of your businesses/residents.

I believe in a combination of individual reflection and engaging group participation methods in helping groups successfully plan for the future. I look forward to incorporating past experience and working knowledge of workforce, community, and economic development in rural communities to help you fulfill your mission!

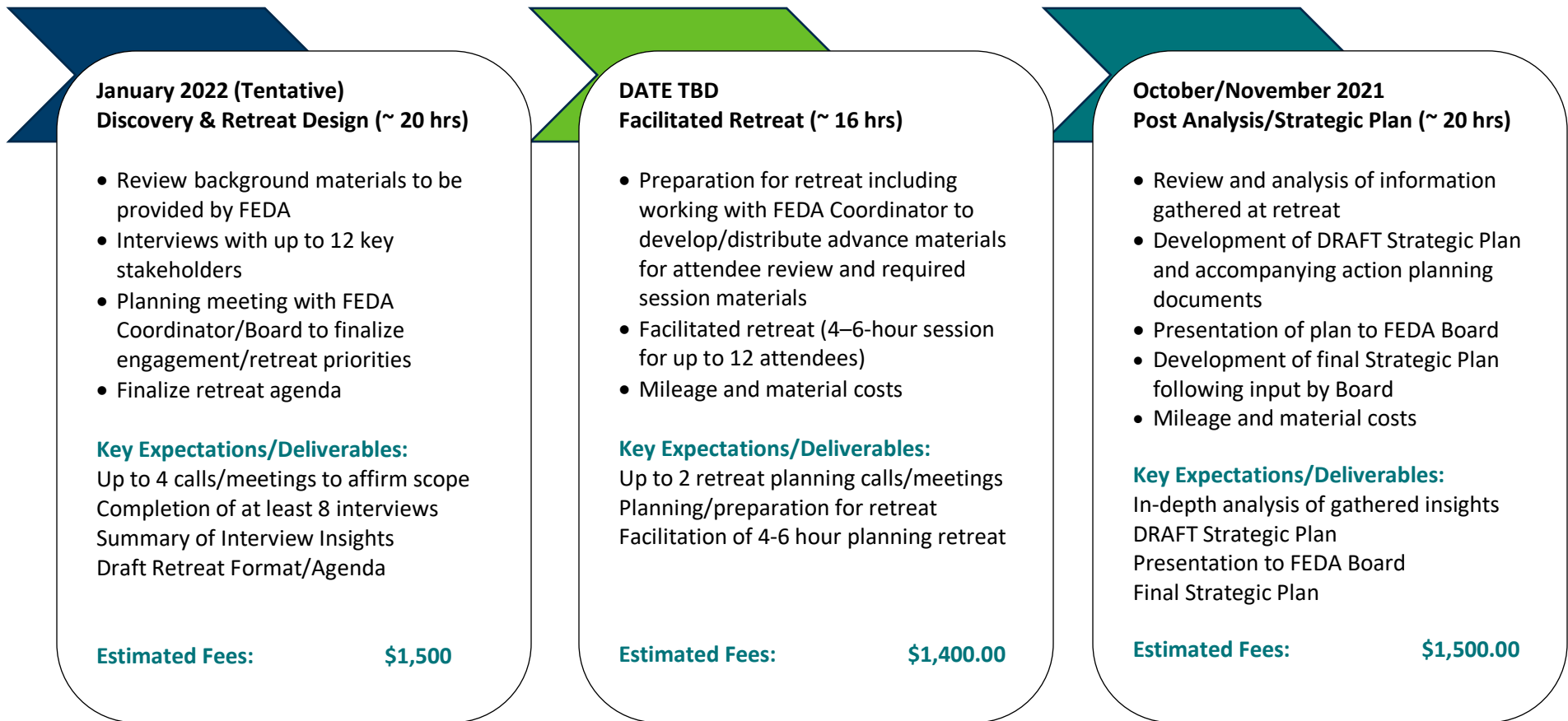
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320-582-7526  
[cheryl@achieveresultstogether.com](mailto:cheryl@achieveresultstogether.com)



*References available upon request.*



The following chart outlines a draft of proposed activities, timeline, and estimated consulting costs required to complete them. This outline should be considered a starting point for discussion about the preferred process and timeframe to best meet the desired outcome of this project. A more detailed scope of work may be developed based on further discussion and understanding of needs.



**Key Deliverables:** Up to 52 hours of planning, preparation, facilitated retreat, and post analysis. Summary report of retreat insights. Working strategic documents/action plans.

**Estimated Fees:** Advance preparation, facilitation of retreat, and follow up documentation. Includes costs for all materials and travel/mileage.

**Estimated Total: \$4,400**

## Consultant Biography – Cheryl K. Glaeser

Cheryl received her BA from Metropolitan State University in St. Paul, MN focusing on Organizational Development and Group Dynamics. A life-long resident of rural Minnesota, Cheryl's work has varied from training and marketing in the private sector to leadership and organizational development in the public and nonprofit sectors.

She led complex initiatives involving a broad-based network of stakeholders during her tenure with the Southwest Initiative Foundation, where she directed economic development initiatives pertaining to workforce development and renewable energy. She also managed the Nonprofit Leaders Academy and helped execute fundraising activities for the Foundation.

In 2016, Cheryl expanded her facilitation and leadership expertise while working for the Institute for Conservation Leadership, managing their Executive Leadership Program and providing capacity-building support for leaders and organizations through customized training and facilitation for over 40 organizations across the nation. Today, Cheryl owns and manages Achieve TFC, LLC, a consulting firm dedicated to helping businesses and organizations ACHIEVE greater results through general consulting, training, facilitated planning, and project coordination.

Achieve TFC, LLC firmly believes in a participatory planning process that broadly involves stakeholders. You can count on me to effectively and efficiently direct advance preparation, the retreat, as well as follow-up work that you desire from this process. The process used will ensure that:

- The planning process benefits from a diverse set of viewpoints
- Participants can identify the issues and opportunities they consider pressing and discuss them within the framework of the retreat
- The retreat stays on time and on track, unless leaders chose to change it
- Interactions will be designed to strengthen working relationships
- Strategic outcomes will be clearly understood and realistic

In her spare time, Cheryl enjoys time with her 6 grandchildren, sharing her musical talents, traveling and riding her Harley Davidson motorcycle. She is an alumna of the Minnesota Agriculture and Rural Leadership program and served as their Board Chair from 2014 to 2019. She is also a Hutchinson Blandin Community Leadership alumna and has served her community of Hutchinson in a variety of volunteer roles in the past 30 years including serving on the Hutchinson Chamber Foundation, as a trainer for the Hutchinson Leadership Institute, and accompanist for the Hutchinson Community Chorus.



## ABOUT CHERYL

As an expert facilitator, Cheryl thrives on enabling interactive and engaging discussions that lead to results. Whether that might be discovering new opportunities, building solutions to challenges, working more efficiently, planning for the future, or evaluating the past, together we can achieve greater results.

Cheryl is uniquely positioned to draw on her experiences to customize an approach that best meets her client's needs through her degree and proficiency with:

- Facilitation Methodologies
- Group Dynamics
- Organizational Development
- Leadership Training/Coaching
- Rural Minnesota Challenges/Opportunities
- Private and Nonprofit Sector Work

## AREAS OF EXPERTISE

collaborative planning ~ strategic planning ~ grant writing ~ community engagement ~ entrepreneurial thinking ~ iterative problem solving ~ leadership development ~ program design and continuous improvement ~ strengths-based teams ~ results-driven workforce approaches ~ rural economic development strategies ~ rural career and technical education solutions

## DIVERSE CLIENTELLE

- Community Collaboratives
- Economic Development Commissions/Corporations
- Educational Service Cooperatives
- Educational Collaboratives and Institutions
- National Heritage Areas
- Nonprofit Organizations
- Regional and Statewide Coalitions
- Rural Businesses
- Rural Cities
- Workforce Development Agencies



*"Cheryl is a very dynamic facilitator. Her approach, manner of engagement, and personality draw all participants to interact and provide valuable insights. Truly the best facilitator I have worked with over my 40-year career!"*

*Vince Robinson, President, DSI*

## CORE SERVICES

### TRAINING

- Team-building
- Leadership Development
- Workplace Dynamics

### FACILITATION

- Strategic Planning
- Group Discussions
- Community Conversations
- Conflict Resolution

### CONSULTING

- Board Development
- Organizational Development
- Program Design & Evaluation
- Grant Writing
- Project Implementation

[www.achieveresultstogether.com](http://www.achieveresultstogether.com) | 320-583-7526 | [cheryl@achieveresultstogether.com](mailto:cheryl@achieveresultstogether.com)

## **Project Circle – Code Named for later release**

### **FEDA**

#### **Project Summary**

There is an existing business in our community who is currently considering a major expansion. At this time, the business is not ready to make a public announcement. As a result, the business name will not be released until the City Council meeting in January, 2022. In the meantime, we will refer to this project as Project Circle.

The total project cost is estimated at \$15.1M and would include a 30,000 sq ft and an additional 15 jobs in year one and an additional 9-12 jobs over the next 5 years for a total of 24-27 additional jobs over the next 5 years.

They have requested a 9-year TIF which is allowed for an Economic Development TIF District by State Statute.

Currently, we have tax estimates as provided by the County Assessor. Those estimates for increments on the new expansion are:

Eligible School Increment: \$26,576

City: \$79,361

County: \$51,865

Total Annual Eligible Increment: \$157,802

Total Project Eligible Increment: \$1,420,218 over 9 years

The anticipated project schedule would include:

1. December 13, 2021 FEDA Board Decision
2. January 10, 2022 City Council to Call for Public Hearing
3. February 14, 2022 City Council Public Hearing and Decision

The FEDA Loan committee has met and reviewed the application. The FEDA Loan committee is unanimously recommending approval of the TIF application to FEDA and City Council for 9 years with a maximum amount of \$1,420,218.

FEDA Action: To consider recommendation to City Council.

FAIRMONT ECONOMIC DEVELOPMENT AUTHORITY, MINNESOTA

RESOLUTION NO. 2021-\_\_\_\_

RESOLUTION INITIATING PROCESS FOR THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 28 WITHIN DEVELOPMENT DISTRICT NO. 1 AND THE PROPOSED ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING THERETO

WHEREAS, it has been proposed that the City of Fairmont, Minnesota establish Tax Increment Financing District No. 28 within Development District No. 1 and adopt a Tax Increment Financing Plan relating thereto; all pursuant to and in conformity with applicable law.

BE IT RESOLVED by the Board of Commissioners of the Fairmont Economic Development Authority, Minnesota (the "Authority"), as follows:

1. Recitals. It has been proposed that the City of Fairmont, Minnesota establish Tax Increment Financing District No. 28 within Development District No. 1 and adopt a Tax Increment Financing Plan relating thereto; all pursuant to and in conformity with applicable law.

2. City Council Public Hearing. Under applicable law, it is necessary for the City Council of the City of Fairmont, Minnesota, to hold a public hearing on the Tax Increment Financing Plan, and the Authority hereby requests the Council to hold the public hearing, following notice thereof having been published not less than 10 and not more than 30 days prior thereto, and to consider thereafter the establishment of Tax Increment District No. 28 and the adoption of a Tax Increment Financing Plan relating thereto at a meeting of the Council on February 14, 2022.

Commissioner \_\_\_\_\_ introduced the foregoing resolution and moved its adoption.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the resolution was declared passed and adopted.

Adopted by the Board of Commissioners of the Fairmont Economic Development Authority on December 13, 2021.

**SECRETARY'S CERTIFICATE**

I, the undersigned, being the duly qualified and acting Secretary of the Fairmont Economic Development Authority, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes of a duly called and held regular meeting of the Authority held on December 13, 2021, with the original minutes thereof on file in my office and that the same is a full, true, and correct transcript thereof insofar as said minutes relate to the resolution initiating process for the proposed establishment of Tax Increment Financing District No. 28 within Development District No. 1 and the proposed adoption of a tax increment financing plan relating thereto.

WITNESS My hand officially of the Authority this \_\_\_\_ day of December, 2021.

---

Secretary  
Fairmont Economic  
Development Authority

# City of Fairmont

## Economic Development Authority

### Monthly Report – November 2021

#### Projects:

- New industrial park – infrastructure extension nearly complete – will complete final touches in the spring
- Admin work continues on the CARES Act RLF including marketing, loan admin and reporting
- The Fairmont Area Life targeted advertising campaign was paused due to funding
- Worked with housing developers – no sites available
- Partner of the Career Navigator Program through the Chamber – the effort continues
- Met with SMIF staff regarding our Economic Development Grant
- Work with businesses on potential projects
- Started writing RPF for a developer for Whitetail Ridge
- Planning and Coordination to be the Day Leader for Economic Development Day through the Martin County Leadership program
- Was chosen as one of the 4 under 40 recipients

#### Meetings:

- Attended a Southern Minnesota Municipal Power Agency's Economic Development Meeting
- Attended PM Exchange at Red Rock Center for the Arts
- Attended Career Navigator meetings
- Participated in grant monitoring meetings for some of our grants
- Attended the Visit Fairmont Board Meeting
- Attended Bureau 14
- Participated in the Glows Parade!
- Attended the Council and Community Informational Session on Building Codes
- Attended Greater Minnesota Partnership's Public Policy Committee Meeting
- Attended Ambassadors Visits
  - Borchardt Dance Studio – New Location
  - Good News Bookstore – 75 Years