Chair:
David Grant

Commissioners:
Brenda Holden
Fran Holmes
Dave McClung
Vacant

Economic Development Authority Jt Mtg with Economic Development Commission
January 25, 2016
6:00 p.m.
City Hall

Address:
1245 W Highway 96
Arden Hills MN 55112

Phone:
651-792-7800

Website:
www.cityofardenhills.org

City Vision
Arden Hills is a strong community that values its unique environmental setting, strong residential neighborhoods, vital business community, well-maintained infrastructure, fiscal soundness, and our long-standing tradition as a desirable City in which to live, work, and play.

Agenda

CALL TO ORDER

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

   2.A. Draft Minutes

   October 26, 2015

   Documents: 10-26-15.PDF

3. NEW BUSINESS

   3.A. Arden Hills Business Retention And Expansion Program

   Matthew Bachler, Senior Planner
   Jonathan Weinhagen, Vice President of St. Paul Area Chamber of Commerce

   Documents: MEMO.PDF, ATTACHMENT.PDF

   3.B. 2015 EDC Annual Report And 2016 Work Plan

   Jill Hutmacher, Community Development Director

   Documents: MEMO.PDF, ATTACHMENT.PDF

4. EDA MEMBER COMMENTS

ADJOURN

Approved: January 25, 2016

CITY OF ARDEN HILLS, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY MEETING
OCTOBER 26, 2015
6:00 PM – CITY HALL

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, EDA President Grant called to order the Economic Development Authority meeting at 6:28 p.m.

Present: EDA President David Grant; EDA Commissioners Brenda Holden, Fran Holmes, and Dave McClung

Absent: None

Also present: Treasurer Sue Iverson

1. APPROVAL OF AGENDA

MOTION: **EDA Commissioner Holden moved and EDA Commissioner Holmes seconded a motion to approve the meeting agenda as presented. The motion carried unanimously (4-0).**

2. APPROVAL OF MINUTES

A. July 27, 2015

MOTION: **EDA Commissioner McClung moved and EDA Commissioner Holden seconded a motion to approve the July 27, 2015, Economic Development Authority meeting minutes as presented. The motion carried unanimously (4-0).**

4. EDA COMMISSIONER COMMENTS

None.

5. ADJOURN

MOTION: **EDA Commissioner McClung moved and EDA President Grant seconded a motion to adjourn the Economic Development Authority meeting. The motion carried unanimously (4-0).**

EDA President Grant adjourned the Economic Development Authority meeting at 6:30 p.m.

Sue Iverson	David Grant
Treasurer	EDA President

ARDEN HILLS

MEMORANDUM

DATE: January 25, 2016

TO: Economic Development Authority President and Commissioners

FROM: Matthew Bachler, Senior Planner

SUBJECT: Arden Hills Business Retention and Expansion Program

Requested Action

Review the Arden Hills Business Retention and Expansion Program Report from the Saint Paul Area Chamber of Commerce (SPACC) and provide comments. Jonathan Weinhagen, Vice President of SPACC, will be in attendance at the meeting to give a presentation of the findings included in the report.

Discussion

The Economic Development Authority (EDA) approved a Business Retention and Expansion Service Proposal from SPACC on January 26, 2015. Over the past year the Economic Development Commission (EDC), community volunteers, and City staff have been working with SPACC on designing and implementing a Business Retention and Expansion (BRE) program. A total of 24 local businesses were interviewed as part of the program, and SPACC has completed an analysis of the business survey results. These results along with a program overview, profile of the business community, and priority areas are included in the attached BRE Program Report. With the completion of the report and the presentation of the findings, SPACC will have completed the work plan outlined in the approved BRE Service Proposal.

The next step in this process would be for the EDA and City Council to review the priority areas identified by SPACC and to consider what actions the City may want to take on these issues. One of the City's goals in undertaking the BRE program was to help establish a strategic plan for economic development and these priority areas provide a good starting point for this effort. Specific action items recommended by SPACC in the report include:

- Continued engagement by elected representatives, commissions, and staff in transit conversations, and specifically the proposed extension of the A-Line Bus Rapid Transit Line.

- Fostering relationships with community and technical colleges to help establish workforce connections in the City.
- Creating a system to track companies that are planning or positioned for growth and checking in with them regularly.
- Establishing a plan for on-going business retention and expansion visits.

Requested Action

Review the Arden Hills Business Retention and Expansion Program Report from the Saint Paul Area Chamber of Commerce and provide comments.

Attachments

- Arden Hills Business Retention and Expansion Program Report

SAINT PAUL AREA CHAMBER OF COMMERCE

January 21, 2016

Jill Hutmacher, Community Development Director **VIA EMAIL**
City of Arden Hills
1245 West Highway 96
Arden Hills, MN 55112

RE: Business Retention and Expansion Program Report

Dear Ms. Hutmacher:

I am pleased to present our findings from the 2015 Business Retention and Expansion Program for the City of Arden Hills. The program successfully identified nearly 50 companies in the community that met the established criteria for a visit and successfully conducted visits with 24 of them. In addition to gathering a set of data that will prove useful in future policy and planning conversations, we had the opportunity to thank businesses for investing in the City of Arden Hills and provided, and continue to provide, technical and information resources to many of them.

We know that retaining and facilitating the expansion of existing businesses is an important part of any city's economic development plan. We commend the Economic Development Authority and Economic Development Commission in the City of Arden Hills for having the foresight to proactively work to retain your existing base of businesses. I believe we have been successful in achieving the multitude of goals set out by the City of Arden Hills in advance of this effort:

- Demonstrate to businesses that the community appreciates their presence
- Help existing businesses solve immediate problems
- Increase businesses' ability to compete in regional, national, and global markets
- Establish a strategic plan for economic development
- Build community capacity to sustain growth and development over the long term

The City of Arden Hills is home to some of the most recognizable businesses in the region, including Boston Scientific and Land O'Lakes. The city is also host to a diverse collection of companies at all stages of growth. We had the opportunity to build relationships and learn from many of these companies. Some of our key findings include:

- An interest in increased transit access to serve the business community
- A lack of skilled workers to fill the increasing job opportunities
- A general theme that companies in the community are positioned and planning for growth in both revenues and employees in the coming years

In the following report you will find a detailed overview of the Business Retention and Expansion Program, a comprehensive profile of the business communities in the City of Arden Hills and Ramsey County, as well as a complete set of data and information that was collected as a result of the business visits and follow-up surveys. Additionally, we have prepared two sets of recommendation for the consideration of the EDC and EDA. Our recommendations include:

- Continued engagement in transit conversations, notably the proposed extension of the A-Line Bus Rapid Transit Corridor
- Fostering relationships with community and technical colleges to help broker workforce connections in the City of Arden Hills
- Creating a system for tracking companies that are planning or positioned for growth and checking in on them with regular frequency
- Establishing a plan for ongoing business retention and expansion visits

It has been a great pleasure to work with participants of the BR&E program and members of the city staff in executing on this important work. I look forward to presenting our finding to the Economic Development Authority and Economic Development Commission at their joint work session on Monday, January 25th. Please feel free to contact me with any questions at jonathan@saintpaulchamber.com or by phone at 651-238-6043.

Best Regards,

Jonathan Weinhagen
Vice President

Business Retention & Expansion Program Report

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BUSINESS RETENTION AND EXPANSION PROGRAM BACKGROUND

The Arden Hills Economic Development Commission (EDC) researched Business Retention and Expansion (BR&E) programs as part of their 2014 Work Plan. City staff and the EDC discussed the role of a BR&E program in the context of the City's economic development goals and how this type of program should be structured to ensure successful outcomes. The EDC evaluated program options and recommended to the EDA that the City enter into an agreement with the Saint Paul Area of Chamber of Commerce (SPACC). The EDA approved the SPACC BR&E program on January 26, 2015.

Importance of Business Retention and Expansion (BR&E)

Retaining and facilitating the expansion of existing businesses is an important component of any city's strategic plan for economic development. Studies have shown that as much as 80 percent of new jobs created are by existing businesses rather than by new businesses attracted to a community. With the increasing scarcity of resources at the local level, focusing on the growth of existing businesses can be more efficient than enticing a new business to move into a community with public financing commitments or other public subsidies.

Program Objectives

Business Retention and Expansion programs set out to achieve a multitude of goals. Some of the goals identified by the City of Arden Hills include:

- Demonstrate to businesses that the community appreciates their presence
- Help existing businesses solve immediate problems
- Increase businesses' ability to compete in regional, national, and global markets
- Establish a strategic plan for economic development
- Build community capacity to sustain growth and development over the long term

Program Sponsors

The City of Arden Hills Business Retention and Expansion program was sponsored by the Economic Development Authority at the recommendation of the Economic Development Commission.

Program Organization and Leadership

Launching a Business Retention and Expansion program in a community takes a great deal of organization and leadership. City staff played a key role in identifying businesses to be visited, coordinating with the EDC, and executing BR&E visits.

Matthew Bachler, Associate Planner, was the overall leader of the Arden Hills BR&E program.

Program Participants

Dan Erickson (EDC member)
Michael Hands (EDC member)
Steve Heikkila (EDC member)
Jim Huninghake (former EDC member)
Kyle Lassen (EDC member)
Jim Ostlund (former Financial Planning and Analysis Committee member)
David Radziej (EDC member)
Roberta Thompson (Planning Commissioner member)
Ed von Holtum (EDC Member)
Clayton Zimmerman (Planning Commission member)
SPACC Staff
City Staff

Business Selection

Participants in the BR&E Program visited 24 businesses.

Recognizing that there is not the capacity to visit every business in the community, a strategy was developed to prioritize visits with the intent of gathering data and building relationships with companies that are poised for growth. Using the Minnesota Department of Employment and Economic Development (DEED) Quarterly Census on Employment and Wages we identified the 289 companies in the City of Arden Hills by industry type (NAICS Code). We then compiled quarterly job growth data to identify the industry types that are experiencing the highest growth and flagged businesses within those industries as priority visits.

In addition to leveraging localized industry sector growth, we layered the "Key Industries," as defined by Greater MSP and flagged businesses that are in that sector, regardless of growth, as priority visits.

Key Industries as defined by Greater MSP:

Headquarters & Business Services
Agriculture & Water Technology
Health & Life Sciences
Innovation & Technology
Financial Services

Lastly, we recognized the importance of "Legacy" businesses that may not be flagged as a candidate for a BR&E visit based on industry growth or sector strength. Working with city staff and the EDC we incorporated some of these businesses into the program to round out our targeted list of companies to visit.

Businesses Visited

The BR&E Program identified 48 businesses that met the selection criteria for a visit. Of those businesses, 36 were contacted and 24 visits were completed. A 67 percent response rate is well above the industry average of 50 percent. The City of Arden Hills greatly appreciates the involvement of participating businesses in this effort.

- Acela IT Solutions
- Aerotek
- Anderson Niebuhr & Associates
- Boston Scientific
- Catholic United Foundation
- Flaherty's Arden Bowl
- Frandsen Financial Corporation
- Grotto Foundation
- HealthPartners
- Indigo Education
- International Paper
- Kelly Services
- Laird Plastics
- Land O'Lakes
- Leggette Brashears & Graham
- Lorton Data
- Powder Technology
- Spedco
- Split Rock Studio
- Therarising
- Ulteig Engineers
- UTC Fire and Security
- Venture Solutions
- Wilkerson Guthmann

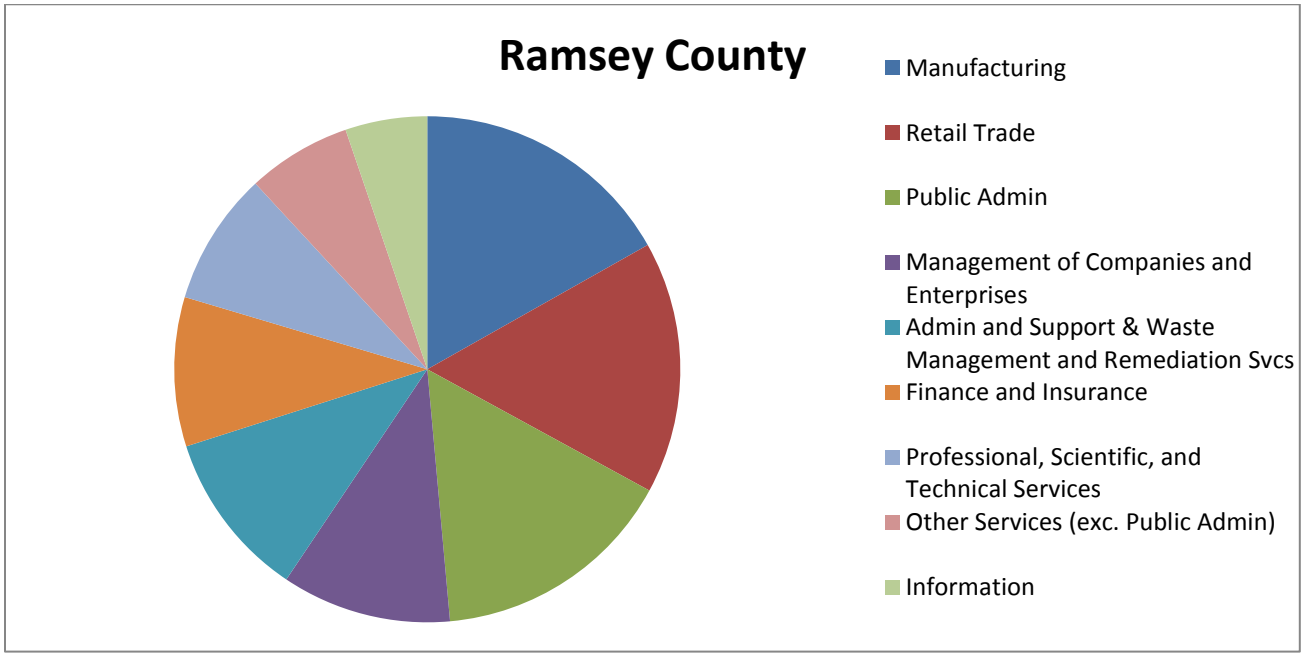
Survey Analysis

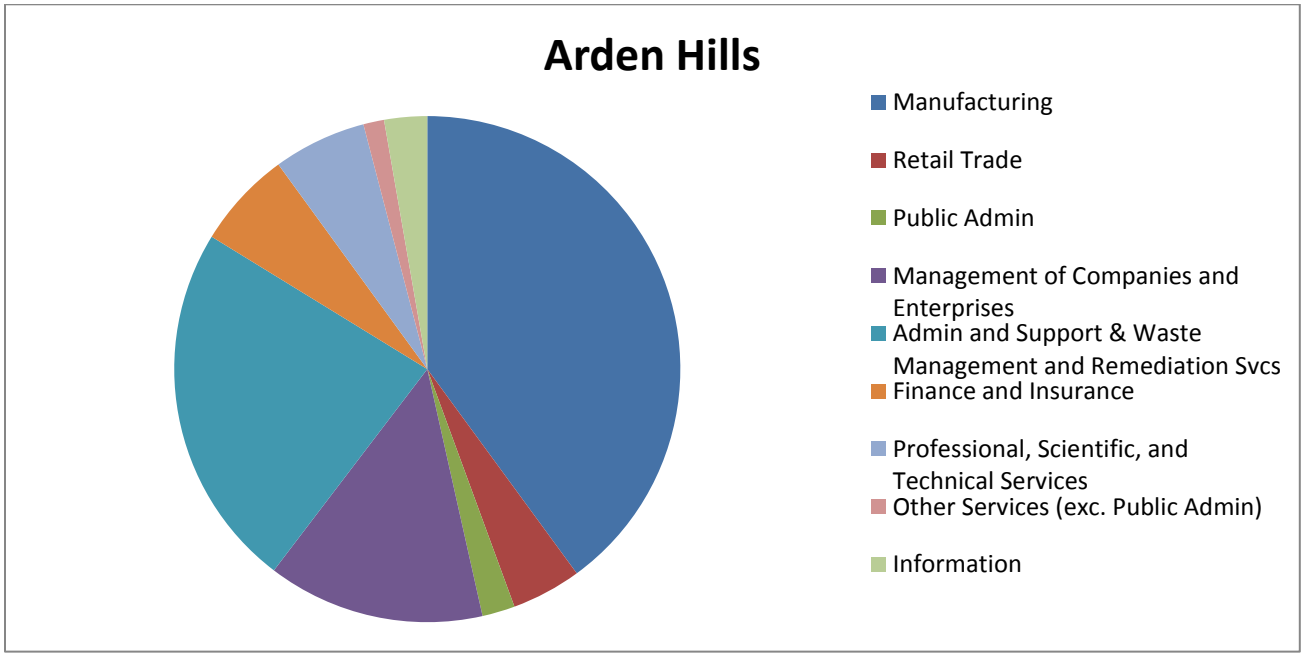
Survey data, both from visits and follow-up reporting forms, was aggregated and is presented by data set to maintain anonymity of the companies that were visited. Narrative data and key findings are presented in this report as well and are the product of visits and analysis of the data by a team of economic development experts. A supplemental assessment of the data has been commissioned by the national consulting firm Smart Growth America and their report is pending.

BUSINESS COMMUNITY PROFILE IN RAMSEY COUNTY AND ARDEN HILLS

The City of Arden Hills has a strong existing base of businesses and is home to many large employers including Boston Scientific, Land O' Lakes and Bethel University. The City has the unique distinction of being a net importer of jobs that are spread across many industry sectors. Major industry sectors include Manufacturing, Information and Educational Services.

Employment by Industry Comparison





Ramsey County Employment by Industry

NAICS Industry Title	Q2, 2015 Data			2013-2015		2010-2015	
	Number of Firms	Number of Jobs	Avg. Weekly Wages	Numeric Change in Jobs	Percent Change in Jobs	Numeric Change in Jobs	Percent Change in Jobs
Total, All Industries	13,037	327,621	$1,079	6722	2.05%	10279	3.14%
Health Care and Social Assistance	1,677	60,959	$899	3347	5.49%	5468	8.97%
Educational Services	436	31,841	$1,043	-132	-0.41%	1534	4.82%
Manufacturing	663	28,158	$1,399	931	3.31%	560	1.99%
Retail Trade	1,549	26,982	$565	360	1.33%	715	2.65%
Public Admin	428	26,126	$1,254	994	3.80%	-501	-1.92%
Accommodation and Food Services	1,059	22,954	$357	717	3.12%	1634	7.12%
Management of Companies and Enterprises	119	18,133	$2,308	1086	5.99%	1424	7.85%
Admin and Support & Waste Management and Remediation Svcs	550	17,855	$613	-1991	-11.15%	-1101	-6.17%
Finance and Insurance	642	15,956	$1,524	-229	-1.44%	-2668	-16.72%
Professional, Scientific, and Technical Services	1,486	14,239	$1,512	742	5.21%	1265	8.88%
Wholesale Trade	670	12,710	$1,392	394	3.10%	184	1.45%
Construction	786	12,349	$1,315	1301	10.54%	2423	19.62%
Other Services (exc. Public Admin)	1,624	11,122	$674	148	1.33%	160	1.44%
Information	212	8,760	$1,406	-446	-5.09%	8760	100.00%
Transportation and Warehousing	250	7,805	$925	-63	-0.81%	-233	-2.99%
Arts, Entertainment, and Recreation	233	5,802	$706	209	3.60%	-52	-0.90%
Real Estate and Rental and Leasing	627	4,437	$835	52	1.17%	13	0.29%
Utilities	12	1,344	$1,716	1	0.07%	156	11.61%
Agriculture, Forestry, Fishing and Hunting	10	48	$530	48	N/A	48	N/A
Mining	4	35	$2,175	35	N/A	35	N/A

Arden Hills Employment by Industry

The community experienced significant volatility leading up to 2010. Employment has relatively stable in the two most recent reporting years, a positive trend. Additionally, the highest growth areas have been in industries that have higher average weekly wages.

NAICS Industry Title	Q2, 2015 Data			2013-2015		2010-2015	
	Number of Firms	Number of Jobs	Avg. Weekly Wages	Numeric Change in Jobs	Percent Change in Jobs	Numeric Change in Jobs	Percent Change in Jobs
Total, All Industries	293	11,835	$1,234	-14	-0.12%	-585	-4.94%
Manufacturing	26	3,646	$1,575	8	0.22%	-409	-11.22%
Administrative and Support & Waste Management and Remediation Services	19	2,136	$649	-488	-22.85%	266	12.45%
Management of Companies and Enterprises	6	1,266	$1,844	299	23.62%	1266	100.00%
Finance and Insurance	29	568	$1,431	-39	-6.87%	-212	-37.32%
Professional, Scientific, and Technical Services	52	543	$1,342	164	30.20%	543	100.00%
Retail Trade	20	407	$743	37	9.09%	407	100.00%
Information	7	250	$3,261	-63	-25.20%	-139	-55.60%
Public Administration	7	191	$1,023	-7	-3.66%	59	30.89%
Other Services (except Public Administration)	29	121	$602	8	6.61%	34	28.10%
Construction	12	40	$1,021	-7	-17.50%	-46	-115.00%
Real Estate and Rental and Leasing	14	24	$581	0	0.00%	-3	-12.50%
Arts, Entertainment, and Recreation	N/A	N/A	N/A	0	N/A	-11	N/A
Accommodation and Food Services	N/A	N/A	N/A	0	N/A	-383	N/A
Wholesale Trade	N/A	N/A	N/A	0	N/A	-701	N/A

Major Employers in Arden Hills

LAND O'LAKES, INC.

Boston Scientific

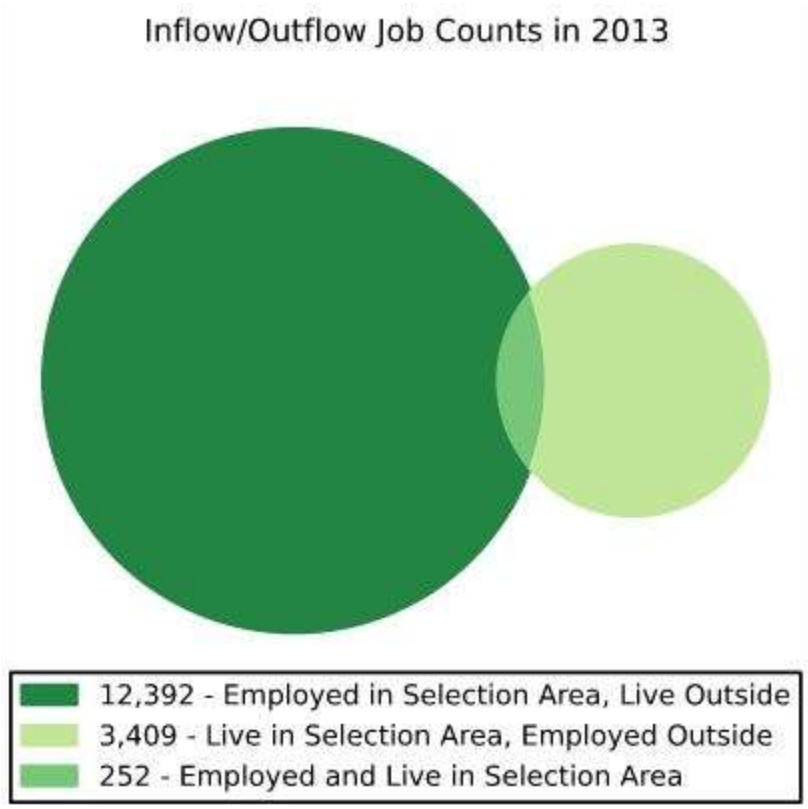
BETHEL UNIVERSITY

INTERNATIONAL PAPER

Employee Inflow-Outflow, Arden Hills

The City of Arden Hills is unique in that it has a larger employment population than residential population. City leadership might place greater weight on this daytime population than cities that have a more traditional ratio of residents to those employed in the community.

Inflow/Outflow	
Employed in Arden Hills	12644
Employed in Arden Hills but Living Outside	12392
Employed and Living in Arden Hills	252

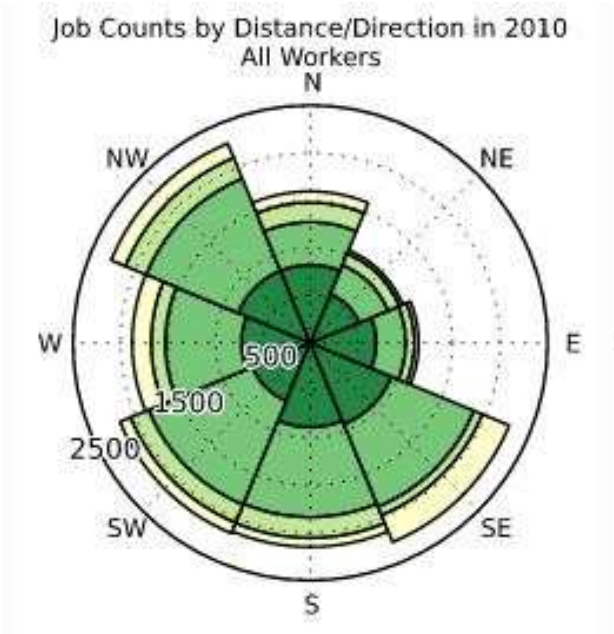


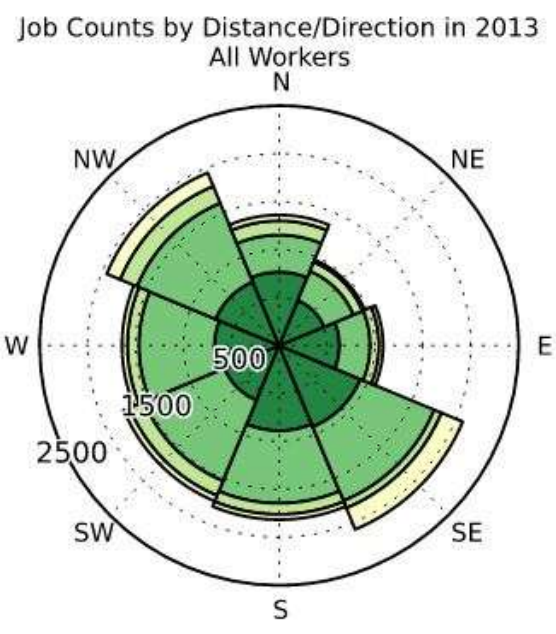
Employee Migration, Arden Hills

The distance and direction in which your employment population commute from, and the trends over time, play a significant role in the ability of your businesses to stay and grow in your community. National trends suggest a reverse migration of people and companies to center cities (i.e. Minneapolis and Saint Paul). These trends also suggest that individuals desire to be closer to work. Trends in the City of Arden Hills from 2010 to 2013 are consistent with the national trends.

Understanding where your community's employees commute from is also helpful when considering where to invest city resources on issues of regional advocacy. These migration trends would encourage increased investments in transportation including 35W, 694, and 35E.

Distance/Direction	2010		2013		Change
Less than 10 miles	6109	42.1%	5722	45.3%	3.2%
10 to 24 miles	6008	41.4%	5216	41.3%	-0.1%
25 to 50 miles	1331	9.2%	1014	8.0%	-1.2%
Greater than 50 miles	1075	7.4%	692	5.5%	-1.9%





BR&E SURVEY RESULTS

Key Findings

Visit Survey

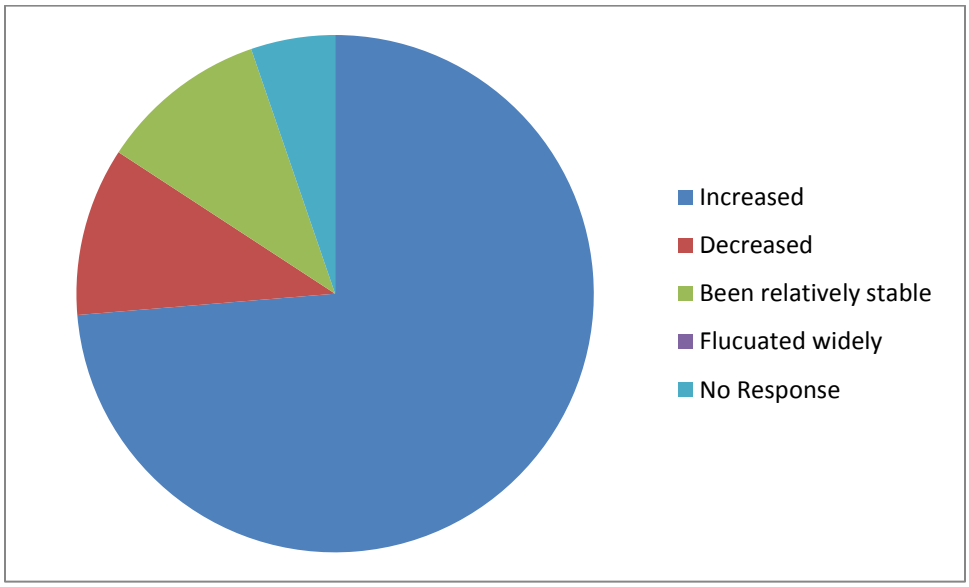
- Companies in Arden Hills are generally seeing an increase in sales in the past year
    - This is consistent with regional and national trends and the general improvement of the economy overall
- The majority of companies targeted and visited during the BR&E program are Headquarters
- Most companies perceive room for expansion at their current site
- There is a healthy balance of sites that are leased vs. owned
- Employment has largely remained stable in recent years
    - This is consistent with MN DEED Quarterly Employment Data for the City as a whole
- Company's generally anticipate adding jobs in the next year
- There is opportunity for improved transportation to serve the business community
    - This data could be skewed due to the recent investments in transportation infrastructure in the city
- Transit is generally not used by employees in Arden Hills, however, there is an interest in expanding transit opportunities
- Companies that plan to make investments anticipate doing so within the next year
- There is limited interest by companies in the City's revolving loan fund
- Companies overwhelmingly identify themselves as being located in Arden Hills vs. Saint Paul or the Twin Cities

Follow-up Survey

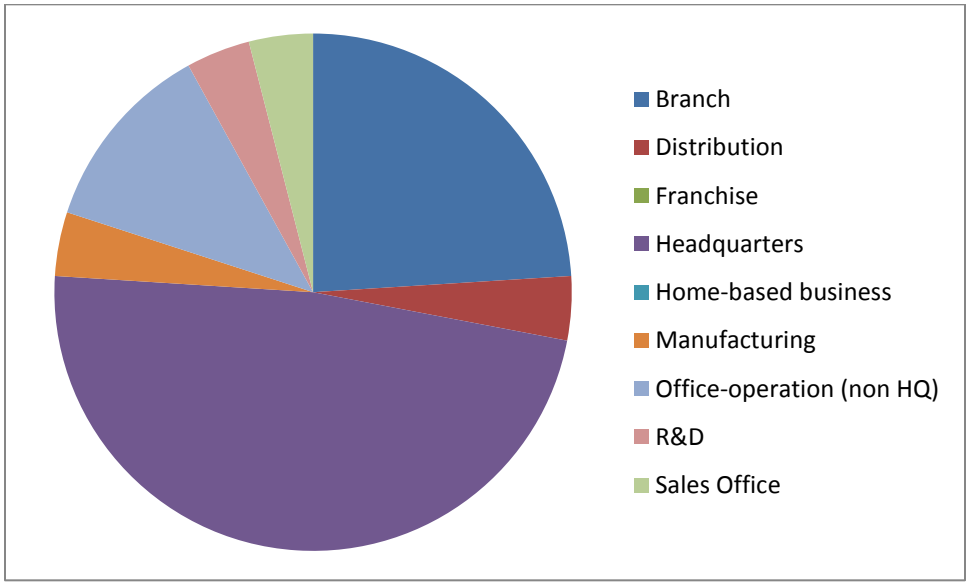
- The K-12 and Higher Education providers are perceived positively by the business community
- There is opportunity for improved access to public transit
- The overall quality of life in the City of Arden Hills is excellent
- There is opportunity for improvement related to electricity and telecommunications services
    - These two areas are often critical to site selectors

Visit Survey Results

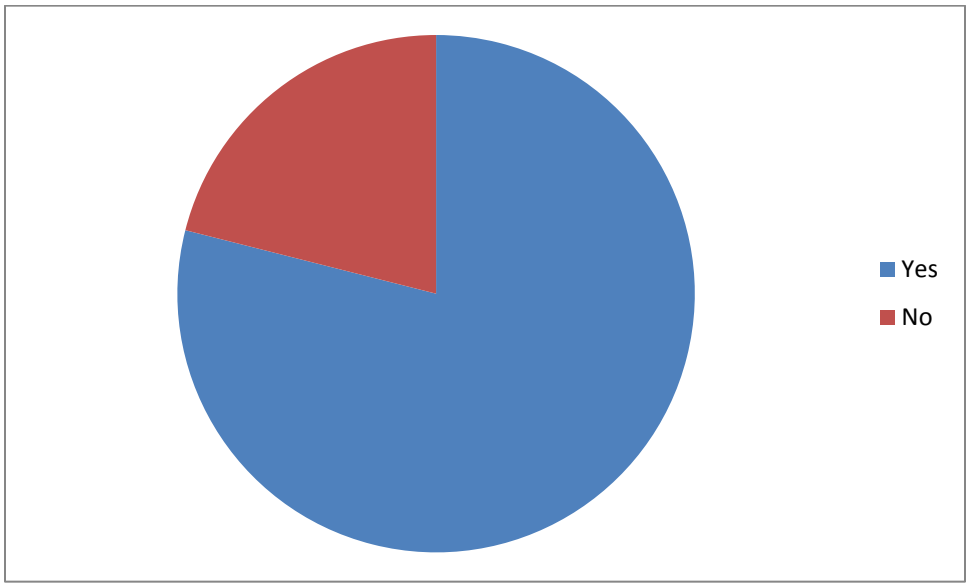
What has been the trend for company sales in the past year?



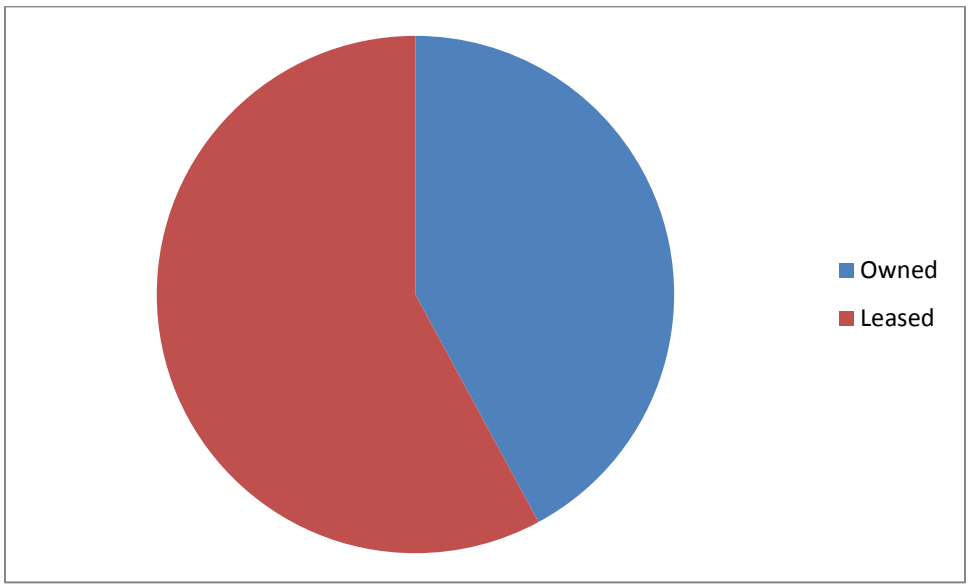
What type of facility?



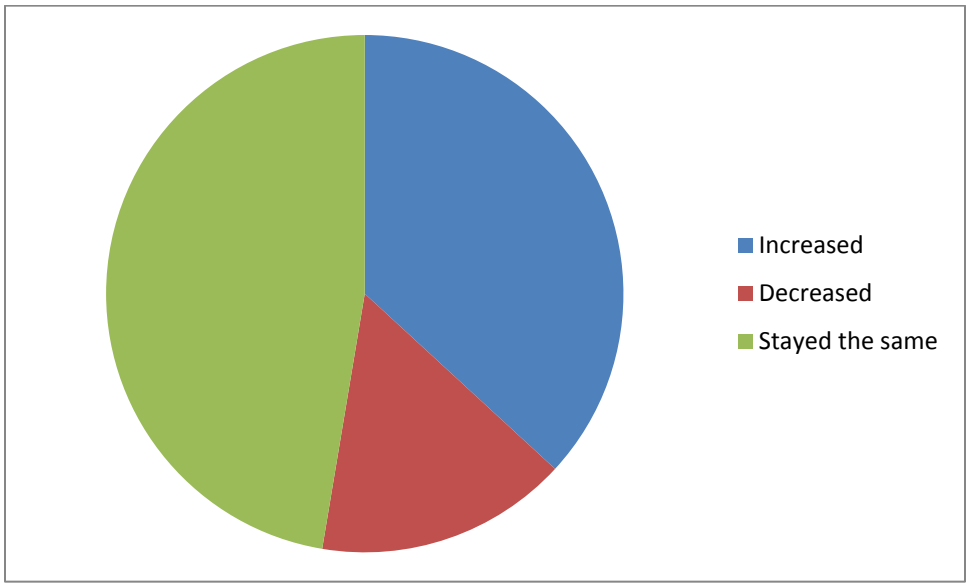
Is there room for expansion at the site?



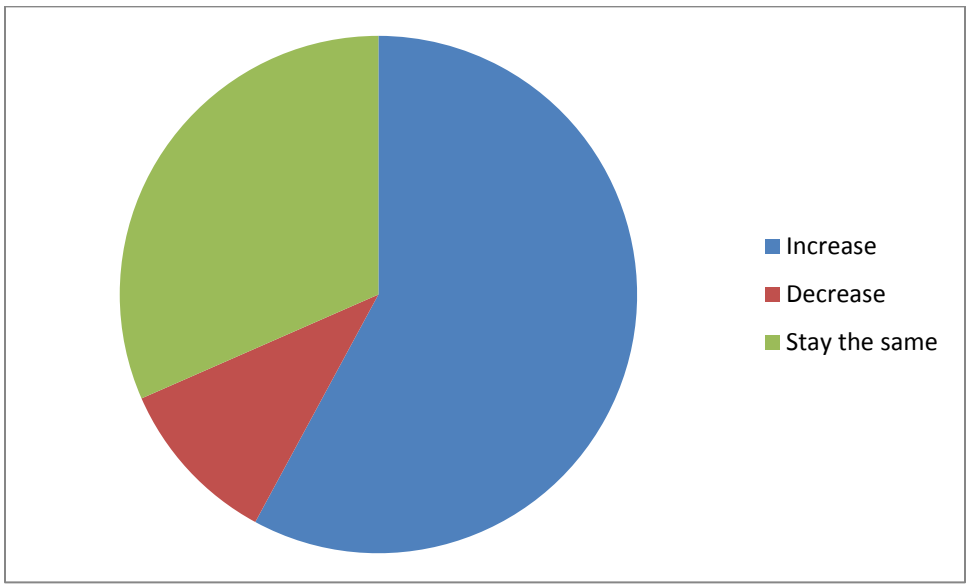
Is the site owned or leased?



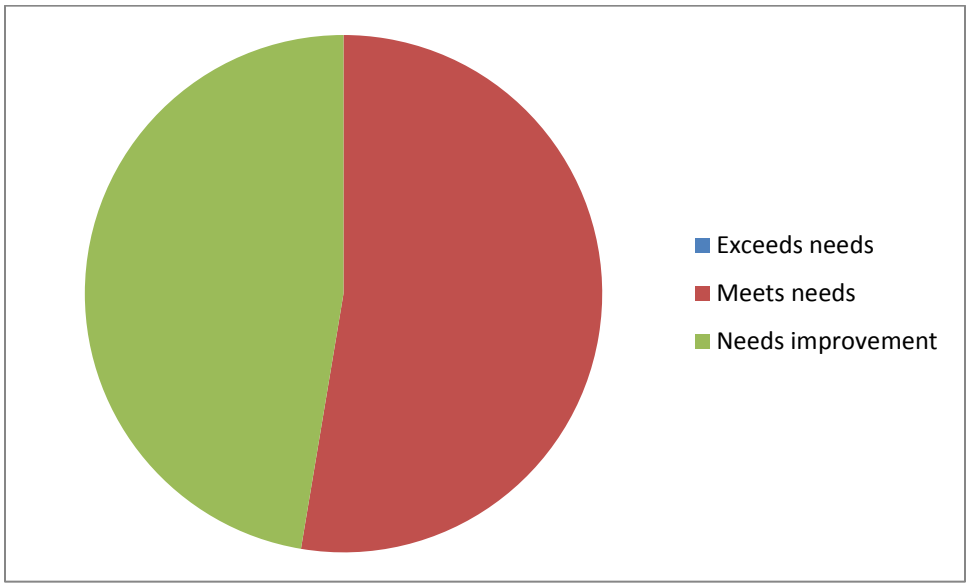
What has happened to company employment in the past year?



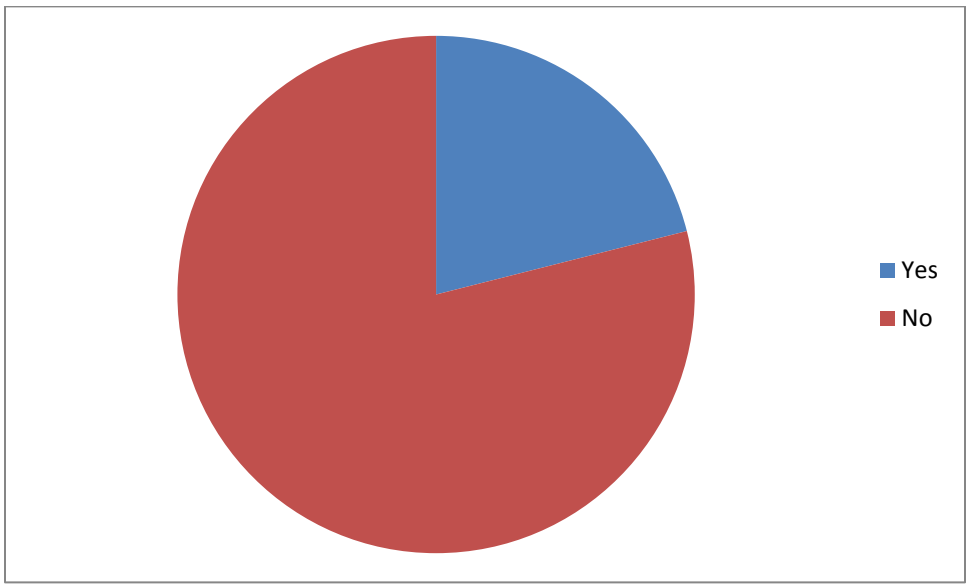
What do you anticipate to happen to company employment in the next year?



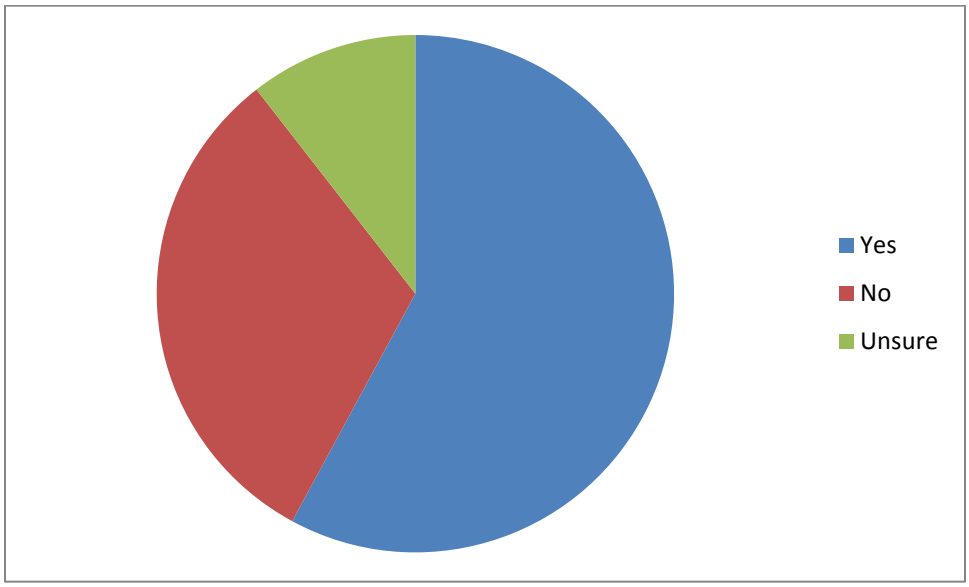
How well does transportation infrastructure serve your business?



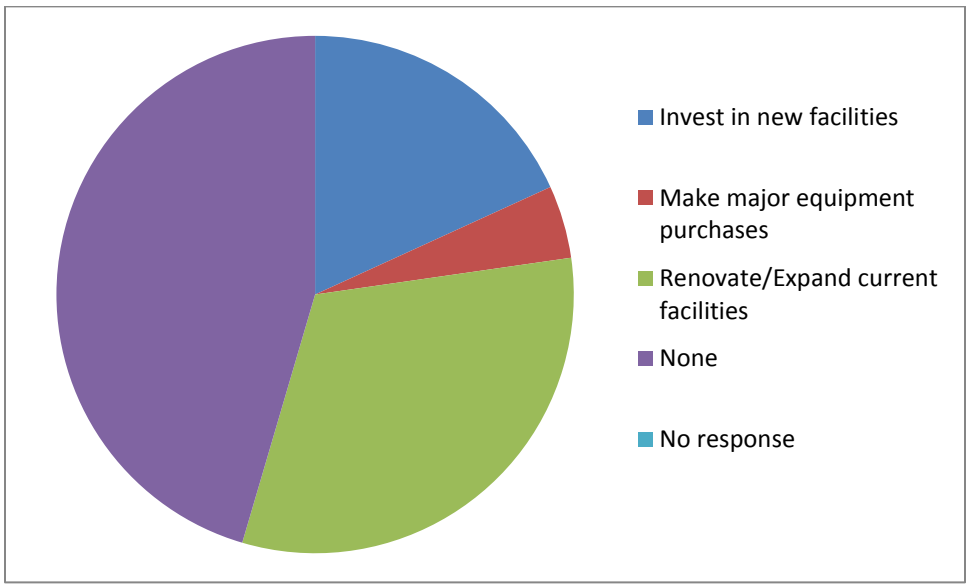
Do your employees used transit (i.e. bus, light rail, etc.)?



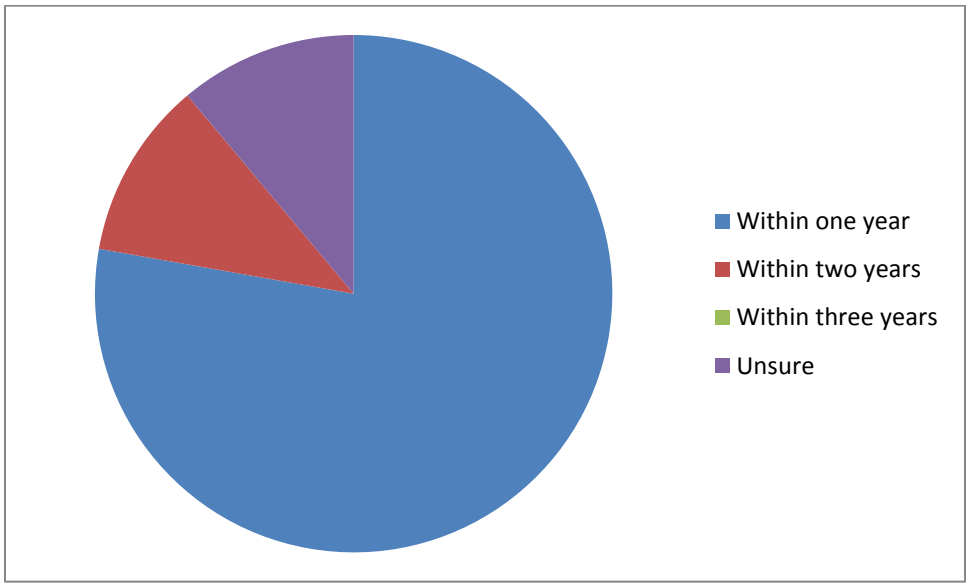
Would your employees use transit if there were increased service?



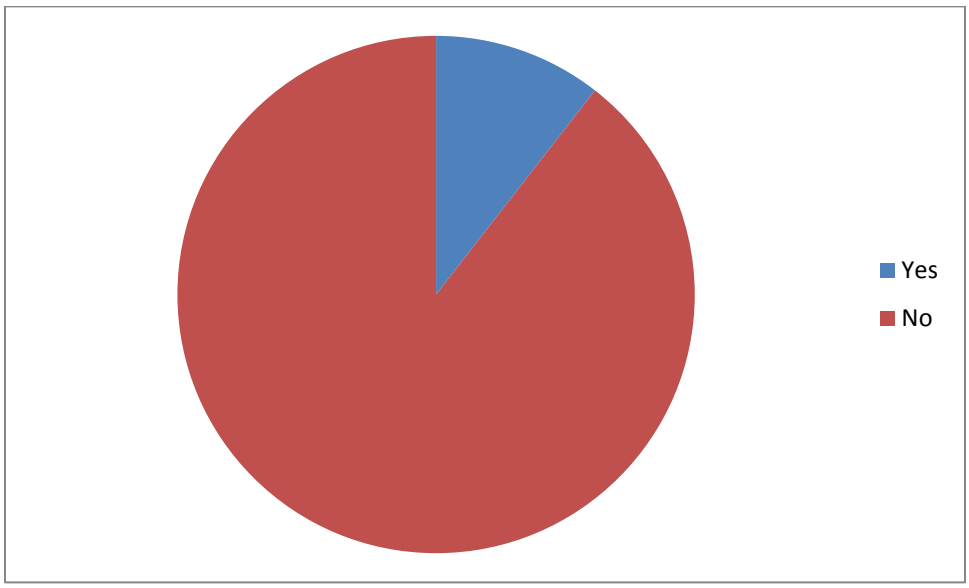
Does your company plan to make investments?



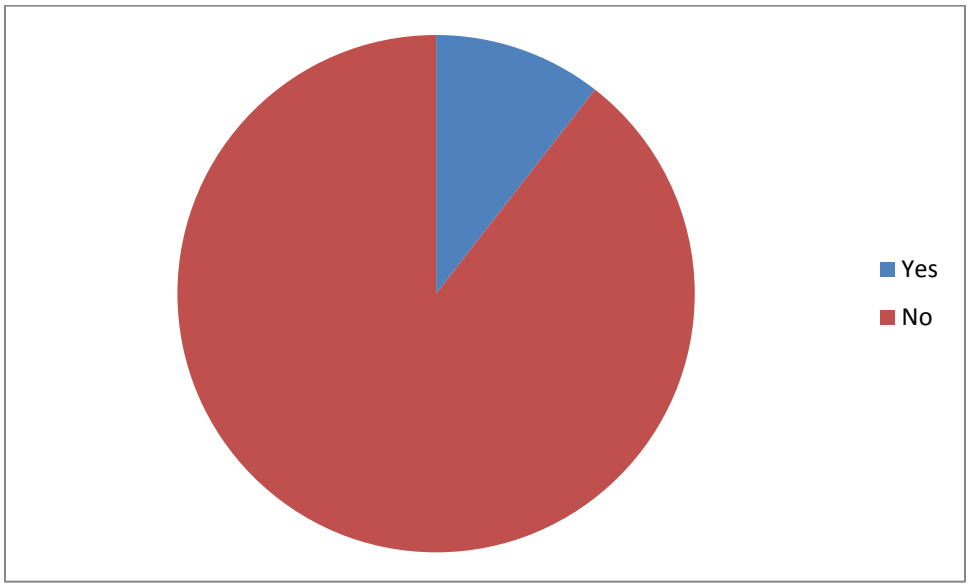
If your company plans to make investment, when do you plan to do so?



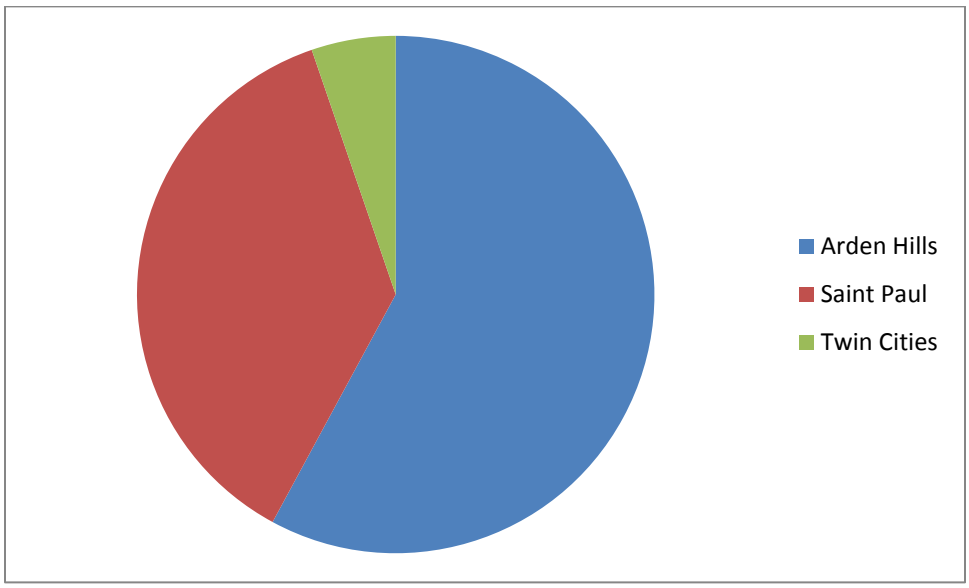
Would your company be interested in accessing the city's revolving loan fund?



Has a representative of your company attended the State of the City event?



How do you identify the location of your business?



What We Heard

Amenities

"The city could use more sit down restaurants for employees to use over the lunch hour and after hours."

Transportation

"The new development on Red Fox Road is great, however, it is causing too much traffic."

"Traffic and congestion on Red Fox Road is a problem and seems to be getting worse."

"It sometimes takes 20 minutes to get through the lights on Red Fox Road at the end of the day."

Transit

"We're interested in learning more about the possible extension of the bus rapid transit line that could connect to Downtown Saint Paul and Minneapolis."

"Would like to see improved bus service."

"We are interested in the BRT line."

Workforce

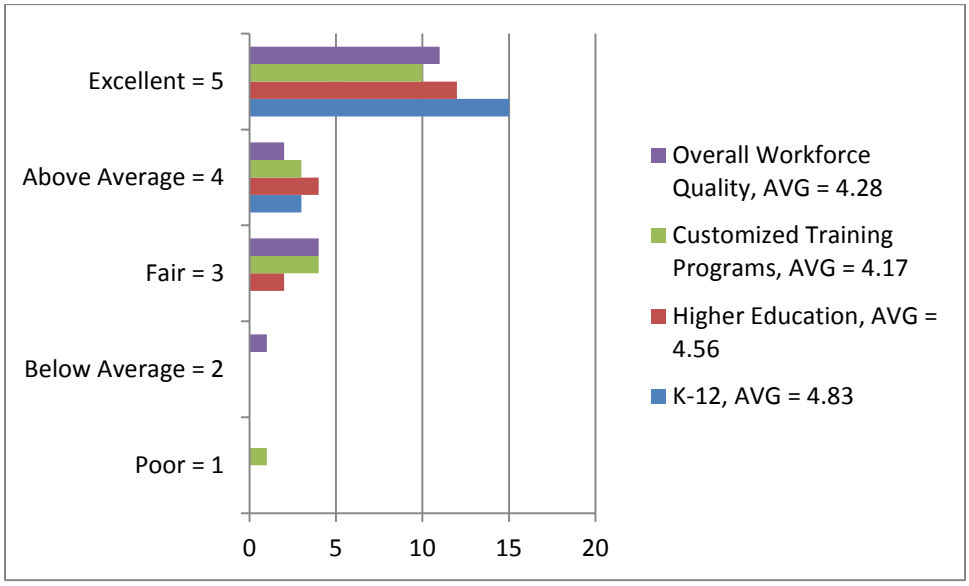
"It is difficult to find reliable part time help."

"The employee pool lacks technical skills."

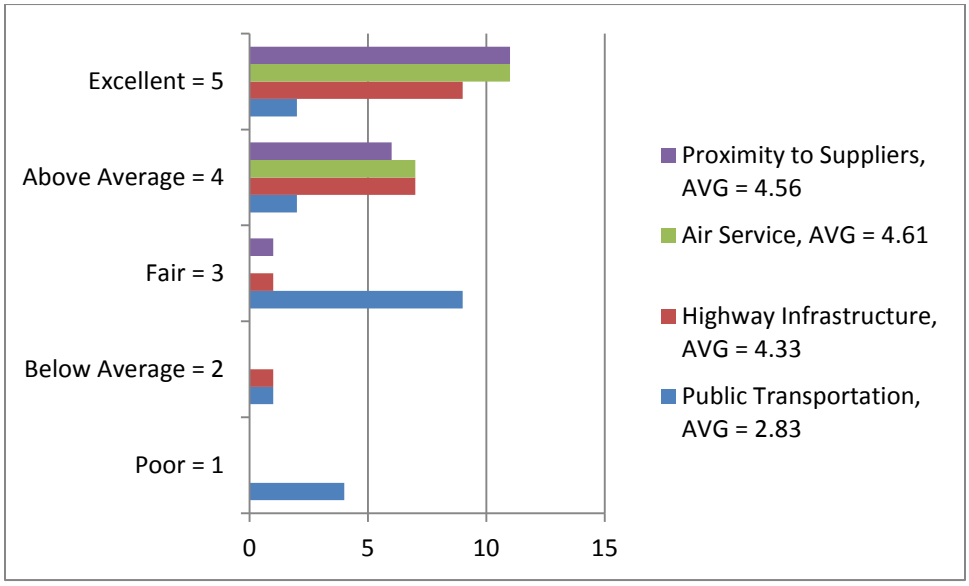
Results, Follow-up Survey

Of the 24 businesses that were visited as part of the BR&E program, 18 completed the follow-up survey.

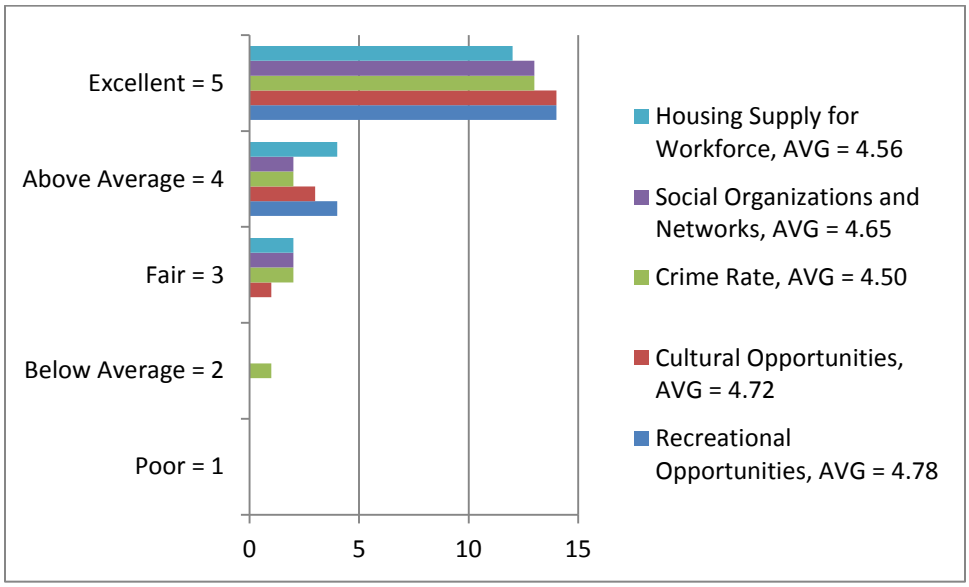
Training and Education



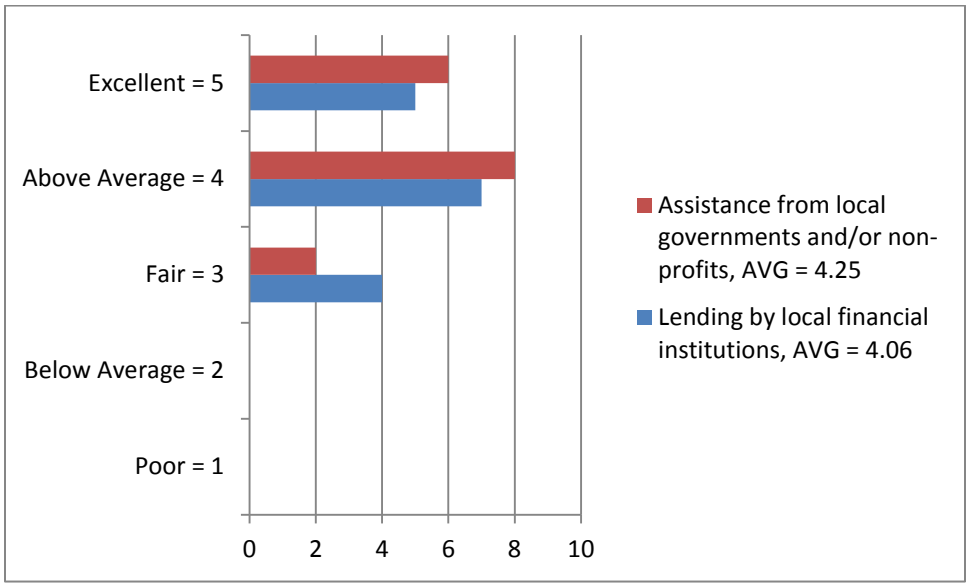
Transportation/Location



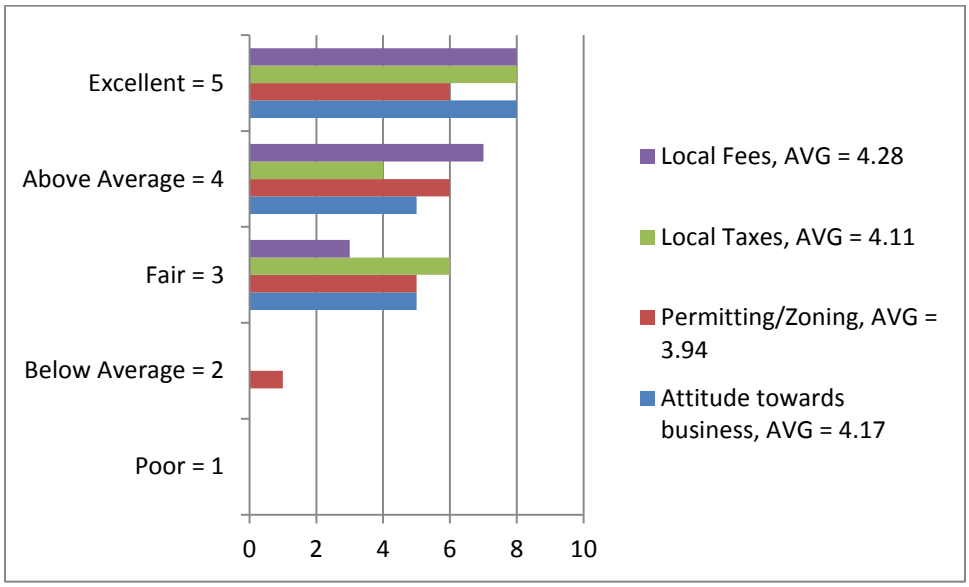
Quality of Life



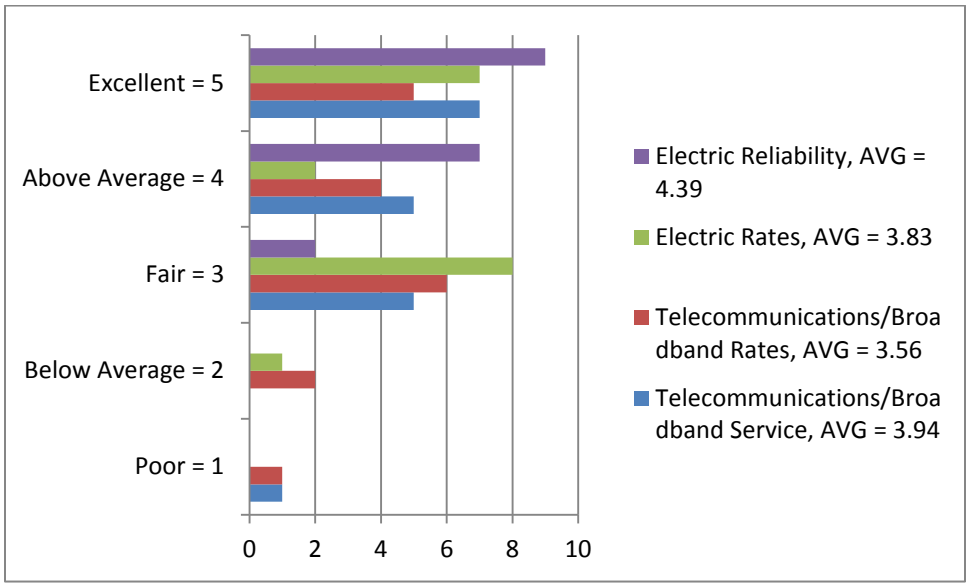
Local Access to Capital



Local Government



Utilities



Recommendations

Visit and Survey Generated Recommendations

The visits and follow-up surveys yielded many actionable findings. It is recommended that the city concentrate on a select few items that proved to be the most prominent themes identified through the BR&E Program.

Recommendation 1

The City of Arden Hills and neighboring communities have been actively engaged in conversations related to a proposed extension of the A-Line Bus Rapid Transit corridor that is currently planned to terminate at Rosedale Mall.

Based on the information gathered, it is recommended that city staff and elected officials and/or committees and commissions continue engaging in efforts to advance the proposed extension of the A-Line. It is also recommended that the Economic Development Commission and Economic Development Authority invite representatives from Metro Transit to a work session to provide an overview of planned regional transit investments as well as an overview of regional and national transit trends, particularly as they relate to employment.

Recommendation 2

Challenges related to accessing skilled workers was a theme during visits and is consistent with regional trends. While the quality of education in the community at the K-12 and Post-Secondary level is generally perceived as being favorable, there appears to be a disconnect between the types of opportunities that exist in the community and the academic resources in the immediate area.

It is recommended that the city explore a relationship with one or several community and technical colleges (i.e. Anoka-Ramsey Community and Technical College, Saint Paul College, etc.) in an effort to bridge the gap of skilled workers. This could be accomplished by meeting with a business liaison at one of these institutions and equipping city staff with information to pass along to businesses.

Recommendation 3

Companies in the City of Arden Hills are growing or plan to grow, both in sales and number of employees. While most companies that received a visit perceive room for expansion at their current site, it is important to engage in ongoing dialogue to ensure that their growth needs are being met.

It is recommended that city staff leverage a database to keep track of businesses that are expanding or plan to expand, with a regular schedule for checking in on their progress.

BR&E Recommendations

Intensive BR&E Programs, like this one, are an important part of a business retention and expansion strategy for a community. It is important to recognize that the data collected during this program represents a snapshot in time, and that ongoing BR&E efforts are critical to maintain up to date information and relationship building with the business community.

Recommendation 1

It is recommended that the Economic Development Commission oversee any ongoing business retention and expansion efforts. As part of their annual work plan, the EDC should identify a targeted list of businesses to be visited throughout the year.

Recommendation 2

As part of the city's ongoing business retention and expansion efforts, it is recommended that the chambers of commerce in the area be leveraged to supplement business retention and expansion visits. The City of Arden Hills is served by the Saint Paul Area and Twin Cities North Chambers of Commerce. Both entities conduct BR&E visits on a regular basis. The city should work with these organizations to coordinate visits and ensure the appropriate people are involved in conducting the visits and that information is shared.

Recommendation 3

The City of Arden Hills is largely served by a finite number of commercial real estate brokerage firms. It is recommended that a roundtable including participants from these firms be conducted to gather feedback on commercial real estate trends and in an effort to collect information to help inform future land use policy discussions.

The Saint Paul Area Chamber of Commerce is willing to convene this roundtable as part of the initial scope of work for the BR&E Program.

Recommendation 4

Information collected during BR&E visits is not only beneficial to the community that collects the data, but also to the region and state as a whole. It is recommended that the City of Arden Hills consider allowing BR&E data collected by the city to be uploaded into the regional or state Sales Force database through the GreaterMSP or Grow Minnesota! portals.

CONTACT INFORMATION

Saint Paul Area Chamber of Commerce
401 North Robert Street, Suite 150
Saint Paul, MN 55101
651.223.5000
www.saintpaulchamber.com

Jonathan Weinhagen
Vice President
651.265.2770
jonathan@saintpaulchamber.com

Matt Kramer
President/CEO
651.265.2771
matt@saintpaulchamber.com

APPENDIX A – BR&E SURVEY REPORTING FORM

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Business Retention & Expansion Survey

City of Arden Hills Survey Reporting Form (rev 2.23.15)

COMPANY NAME/CONTACT INFORMATION

Company Contact:

Company:

Parent Company:

County:

City:

OVERVIEW INFORMATION

Visit Date:

Interview Name:

Interviewer Email Address:

Organization Type (select one):

- ☐ City
- ☐ County
- ☐ Chamber
- ☐ MNSCU
- ☐ Port Authority
- ☐ BSR
- ☐ Non Profit
- ☐ Other

BUSINESS DETAILS

Primary Business Sector (select one):

- ☐ Accommodation/Food Services
- ☐ Administration/Support/Waste Management/Remediation Services
- ☐ Agriculture/Forestry/Fishing/Hunting
- ☐ Arts/Entertainment/Recreation
- ☐ Construction
- ☐ Educational Services
- ☐ Finance/Insurance
- ☐ Health Care/Social Assistance
- ☐ Information
- ☐ Management of Companies & Enterprises
- ☐ Manufacturing
- ☐ Manufacturing - Food/Candy
- ☐ Mining
- ☐ Professional/Scientific/Technical Services
- ☐ Real Estate/Rental and Leasing
- ☐ Retail Trade
- ☐ Transportation/Warehousing
- ☐ Utilities
- ☐ Wholesale Trade
- ☐ Non Profit
- ☐ Other

Primary Sector Other:

Does Company have a succession plan? YES NO

Has the company ownership changed? YES NO

Or is change imminent? YES NO

Explanation:

Over the past year, have company sales (select one):

- ☐ Increased
- ☐ Decreased
- ☐ Been relatively stable
- ☐ Fluctuated widely
- ☐ Not identified

FACILITIES

Type of facility (select all that apply):

- ☐ Branch
- ☐ Distribution
- ☐ Franchise
- ☐ Headquarters
- ☐ Home-based business
- ☐ Manufacturing
- ☐ Office-operation (non HQ)
- ☐ R&D
- ☐ Sales Office

Is there room for expansion at site? YES NO

Is this facility owned or leased? Owned Leased

PRODUCTS/SERVICES

Company's major products/services:

Has this company introduced new products? YES NO

Briefly describe new products:

LOCAL EMPLOYMENT AND WORKFORCE

Number of Full Time Employees at facility:

Number of jobs at this facility changed (select one):

- ☐ Increased
- ☐ Decreased
- ☐ Stayed the same

If increased, was it hard to fill jobs? YES NO

Why are openings hard to fill? (select all that apply):

- ☐ Poor work ethic
- ☐ Lack of basic education
- ☐ Lack of technical skills
- ☐ Lack of candidates
- ☐ Challenging location
- ☐ Competition
- ☐ Other

Expect the number of jobs at facility (select one):

- ☐ Increase
- ☐ Decrease
- ☐ Be relatively stable
- ☐ Unsure

Types of jobs do you expect to hire:

Anticipate need to train employees: YES NO

What kind of training will be needed?

TRANSIT/TRANSPORTATION

How well does existing transportation infrastructure serve your business (select one)?

- ☐ Exceeds needs
- ☐ Meets needs
- ☐ Needs improvement

Please explain:

Do your employees use transit (i.e. bus/rail) ? YES NO

Do you think more employees would use transit if it were more readily available? YES NO

MARKET INFORMATION

Company's primary market (select one):

- ☐ International
- ☐ United States
- ☐ Midwest (including MN)
- ☐ Minnesota
- ☐ Local
- ☐ Not identified

Company's fastest growing geographic market (select one):

- ☐ International
- ☐ United States
- ☐ Midwest (including MN)
- ☐ Minnesota

- ☐ Local
- ☐ Not identified

Does this company export? YES NO

If so, where (select all that apply):

- ☐ Africa & Middle East
- ☐ Canada
- ☐ Europe & Russia
- ☐ Greater China
- ☐ India, Pakistan, Central/South Asia
- ☐ Japan & Korea
- ☐ Southeast Asia
- ☐ Australia & Pacific Oceania
- ☐ Latin America & Caribbean
- ☐ Mexico
- ☐ Not Identified

Interested in learning about exporting? YES NO

Percent of sales outside US?

INVESTMENT PLAN

Does this company plan to (check all that apply)

- ☐ Invest in new facilities
- ☐ Make major equipment purchases
- ☐ Renovate/Expand current facilities
- ☐ None
- ☐ Not identified

Please explain:

Approximate date of investment (select one):

- ☐ Within one year
- ☐ Within two years
- ☐ Within three years
- ☐ Unsure

If investing in new location, why (select all that apply)?

- ☐ Access to labor
- ☐ Access to markets
- ☐ Environmental permit obstacles
- ☐ High state taxes
- ☐ High local taxes
- ☐ Labor costs
- ☐ Lease expiration
- ☐ No room at this location
- ☐ Quality of workforce
- ☐ Transportation/infrastructure
- ☐ Other

Explanation:_____

COMMUNITY

The City has a revolving loan fund of approximately $150,000.

Would your business be interested in using this fund? YES NO

If yes, for what purpose?

The City holds a State of the City event every year.

Have you attended this in the past? YES NO

If no, why not?

If yes, how could the event be more useful?

Do you identify your business as being located in: ARDEN HILLS SAINT PAUL

Why?

The Economic Development Commission advises the City Council/Economic Development Authority on issues concerning the business community.

Would you be willing to serve as a Commissioner? YES NO

POST DISCUSSION VISIT

Does this company require follow up? YES NO

If yes, what organization(s) should assist (select all that apply):

- ☐ City
- ☐ Chamber
- ☐ College
- ☐ State
- ☐ Workforce
- ☐ Other

APPENDIX B – FOLLOW-UP SURVEY REPORTING FORM

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City of Arden Hills Follow-up Survey Reporting Form (rev 7.31.15)

Rank the local business climate: Community Rankings						
Education and Training						
K-12	1	2	3	4	5	n/a
Higher education	1	2	3	4	5	n/a
Customized Training Programs	1	2	3	4	5	n/a
Overall Workforce Quality	1	2	3	4	5	n/a
Transportation/Location						
Public Transportation	1	2	3	4	5	n/a
Highway Infrastructure	1	2	3	4	5	n/a
Air Service	1	2	3	4	5	n/a
Proximity to Suppliers	1	2	3	4	5	n/a
Quality of Life						
Recreational Opportunities	1	2	3	4	5	n/a
Cultural Opportunities	1	2	3	4	5	n/a
Crime Rate	1	2	3	4	5	n/a
Social Organizations and Networks	1	2	3	4	5	n/a
Housing Supply for Workforce	1	2	3	4	5	n/a
Local Access to Capital						
Lending by local financial institutions	1	2	3	4	5	n/a
Assistance from local governments and/or non-profits	1	2	3	4	5	n/a
Local Government						
Attitude towards business	1	2	3	4	5	n/a
Permitting/Zoning	1	2	3	4	5	n/a
Local Taxes	1	2	3	4	5	n/a
Local fees	1	2	3	4	5	n/a
Utilities						
Telecommunications/Broadband Service	1	2	3	4	5	n/a
Telecommunications/Broadband Rates	1	2	3	4	5	n/a
Electric Rates	1	2	3	4	5	n/a
Electric Reliability	1	2	3	4	5	n/a

APPENDIX C – TARGETED BUSINESS LIST

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Business Name	Sector	Category

Acela IT Solutions Inc	Professional & Business Services	IT Consulting
Adherent Laboratories	Professional & Business Services	Adhesive Laboratory and Consulting
Adobe Systems	Manufacturing	Publishers - Computer Software
Aerotek Staffing Agency	Professional & Business Services	Temporary Staffing Agency
Anderson Niebuhr & Associates	Professional & Business Services	Market Research Consulting
Apache Group	Distribution	Paper and Consumer Plastics
Asdco	Construction	Construction Materials Supply
Boston Scientific	Manufacturing	Medical Equipment & Supplies
Brausen Automotive Services	Services & Retail	Automotive Repair & Gas Station
Cardno ATC	Professional & Business Services	Environmental Consultant Services
Catholic United Financial	Professional & Business Services	Financial Services
Delkor	Manufacturing	Food Processing Equipment
Flaherty's Arden Bowl	Entertainment	Bowling Center/Restaurant
Frandsen Financial Corporation	Professional & Business Services	Banking and Financial Services
Galil Medical Inc	Manufacturing	Cryotherapy and Cryosurgery Equipment
Gradient Financial	Professional & Business Services	Financial Services
Grainger	Distribution	Tools and Equipment
Grotto Foundation	Educational & Health Services	Nonprofit - ECE and Native Languages
Health Partners	Educational & Health Services	Health Clinic
Hood Packaging	Manufacturing	Packaging Products
Innovative Special Education Services	Educational & Health Services	Services to Charter Schools
International Paper	Manufacturing	Paper Products
IntriCon	Manufacturing	Body-worn Devices
Kelly Services	Professional & Business Services	Temporary Staffing Agency
Laird Plastics	Manufacturing	Plastics Fabricating & Finishing
Land O'Lakes	Manufacturing	Farm Products - Raw Materials
Leggette Brashears & Graham	Professional & Business Services	Environmental Engineering Consultants
Lindey's Steak House	Entertainment	Restaurant
Lorton Data Inc	Professional & Business Services	Marketing
Nott Company	Manufacturing	Industrial Products & Rubber Fabrication
Now Bike & Fitness	Retail	Bicycles
Oziama Company Inc	Distribution	Cargill Products
Pace Industries	Manufacturing	Alumimum Die Casting
Powder Technology Inc	Manufacturing	Particle Processing
Resolution Graphics	Professional & Business Services	Printing
Siemens Industry Inc	Professional & Business Services	Water Treatment Equipment & Supplies
Spedco	Professional & Business Services	SBA 504 Lendor
Split Rock Studio	Professional & Business Services	Exhibit Design & Fabrication
Staples	Distribution	Office Supplies
Streamworks/New Era Incentives	Professional & Business Services	Marketing
Team Informatics Inc	Professional & Business Services	IT Consulting
Therarising Inc	Professional & Business Services	Workplace Conflict Resolution

Top Case	Manufacturing	Custom Cases
Ulteig Engineers Inc	Professional & Business Services	Civil Engineering & Survey Consulting
UTC Fire and Security	Manufacturing	Security Equipment & Systems
Venture Solutions Inc	Professional & Business Services	Compliance Communications
Walgreens	Retail	Health Care Goods & Services
Wilkerson Guthman	Professional & Business Services	Accounting & Financial Services

MEMORANDUM

DATE: January 25, 2016 **New Business – 3B**

TO: Economic Development Authority President and Commissioners

FROM: Jill Hutmacher, Community Development Director

SUBJECT: 2015 EDC Annual Report and 2016 Work Plan

Requested Action

Review the 2015 EDC Annual Report and approve the 2016 Work Plan.

Discussion

The Economic Development Authority approved the 2015 EDC Work Plan at the January 26, 2015 joint meeting with the Economic Development Commission. The EDC made significant progress on its 2015 goals as summarized below.

New Member Recruitment

- Three new members have been appointed to the EDC in 2015.

Business Retention and Expansion Program

- Recommended to the EDA that the City obtain consulting services from the St. Paul Chamber of Commerce (SPACC)
- Worked with SPACC to compile a list of all businesses in the City of Arden Hills
- Created an interview questionnaire
- Selected businesses to interview based on industry and job growth
- Participated in BRE interviews
- Monitored process of BRE program
- Received the Leaders in Local Government Award from the St. Paul Area Chamber of Commerce in the category of Business Retention and Expansion

Marketing and Outreach

- Worked with the Communications Committee to assign business-related newsletter topics
- Edited, finalized, and posted the City Video Tour on the City's website and YouTube channel

- Provided feedback on installed Gateway Signs and possible locations for additional signs
- Planned and promoted State of the City events on September 29 and October 1

The EDC approved a 2016 Work Plan on January 6, 2016. EDA review and approval of the work plan is requested.

Attachment

- 2016 EDC Work Plan

Economic Development Commission
Draft 2016 Work Plan

2016 EDC Goals	Work Tasks	Timeline
New Member Recruitment	Promote membership at business visits	Q1 – Q4
	Contact Arden Hills business associates	Q1 – Q4
Business Retention and Expansion (BRE) Program	Analyze findings of the BRE Program	Q1
	Communicate program findings to the EDA and community	Q1 – Q2
	Work with EDA to identify and execute action items	Q2 – Q4
Revolving Loan Fund	Reevaluate program goals	Q2 – Q3
	Consider costs of underwriting and administration in comparison to program fund and goals	Q2 – Q3
	Consider findings of the BRE Program	Q2 – Q3
	Make recommendations to the EDA	Q3 – Q4
Marketing and Outreach	Work with the Communications Committee on business-focused articles	Q1 – Q4
	Plan and promote State of the City events	Q2 – Q3
	Work with staff to plan additional small business outreach events	Q1 – Q4
	Expand and update business contact list	Q1 – Q4
	Visit new and existing businesses	Q1 – Q4