

President:
David Grant

Commissioners:
Brenda Holden
Fran Holmes
Dave McClung
Steve Scott



**Economic Development
Authority Joint Meeting with
Economic Development
Commission
January 22, 2018
6:15 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. July 24, 2017 Minutes

Documents:

[07-24-17 EDA.PDF](#)

3. NEW BUSINESS

3.A. EDC 2017 Annual Report And 2018 Work Plan

Matthew Bachler, City Planner

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)

4. EDA MEMBER COMMENTS

ADJOURN



Approved: January 22, 2018

**CITY OF ARDEN HILLS, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY MEETING
JULY 24, 2017
6:00 PM – CITY HALL**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, President Grant called to order the Economic Development Authority meeting at 6:00 p.m.

Present: EDA President David Grant; EDA Commissioners Fran Holmes, Dave McClung and Steve Scott

Absent: Commissioner Brenda Holden (excused)

Also present: EDA Secretary William S. Joynes, Sr.; Interim Director of Finance and Administrative Services Dave Perrault; Senior Planner Matthew Bachler; and City Clerk Julie Hanson

1. APPROVAL OF AGENDA

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

2. APPROVAL OF MINUTES

A. February 13, 2017 Special EDA

MOTION: EDA Commissioner Holmes moved and EDA Commissioner McClung seconded a motion to approve the February 13, 2017, Special Economic Development Authority Meeting Minutes as presented. The motion carried unanimously (4-0).

3. NEW BUSINESS

A. Preliminary Budget

Dave Perrault, Interim Director of Finance and Administrative Services, reviewed the preliminary 2018 EDA Budget.

Discussion ensued about the EDA preliminary budget.

Commissioner McClung commented that the proposed 2018 EDA budget would be further discussed at a future special work session prior to adopting the final budget. He stated that the EDA appeared to be in good shape for 2018 and 2019, but once a Community Development Director was on board, the EDA may need to take a closer look. He stated the preliminary EDA budget looked good.

Commissioner Holmes asked for an explanation of miscellaneous revenues and for more information about the dollar figures relating to salaries (approximately \$70,000) versus gateway signs (approximately \$45,000). She indicated she thought gateway signs were on hold.

Senior Planner Bachler stated that he and **Public Works Director Polka** were working on preliminary designs for the gateway sign at Highway 96 and Lexington Avenue in preparation for construction in 2018.

Commissioner Scott indicated he had no comments.

President Grant talked briefly about the EDA's purpose.

MOTION: **EDA Commissioner McClung moved and EDA Commissioner Holmes seconded a motion to accept the EDA Bylaw change. The motion carried unanimously (4-0).**

B. Minnesota Investment Fund – EDA Revolving Loan Fund

Senior Planner Bachler stated that the 2017 State legislature passed a bill that gives cities more flexibility in the use of their revolving loan funds received from an investment loan grant years ago. He stated the City has not used the funds for business expansion projects since 2003 and that there currently is a balance in this fund of approximately \$166,000. He said there are limits as to the use of these funds that are established by State Statute and by guidelines the City adopted back in the late 1990's.

Senior Planner Bachler indicated that cities have a one-time opportunity to return 20% back to the State's general fund and use the remaining 80% for general purposes. He said that the City has until June 30, 2018, to decide if they want to participate in this one-time exception. If the City decides to participate, it would retain approximately \$133,000. He also stated that once the funds are transferred, the City must report to the state by February 2019 regarding the use of the funds.

Commissioner Scott asked what the general purposes options are.

Senior Planner Bachler replied that the funds can be used for any lawful expenditure.

EDA Secretary Joynes asked for clarification as to any lawful expenditure versus any lawful expenditure given the EDA's purpose.

Senior Planner Bachler stated he believed the funds could be used for any expenditure and do not need to be exclusive to the EDA.

A discussion ensued about the revolving loan and potential use for these funds.

Commissioner Holmes stated she would like to pursue the option of retaining 80% and returning 20% to the State.

EDA Secretary Joynes commented that he and **Senior Planner Bachler** were going to be meeting with representatives from a company interested in leasing space at the former Smiths Medical building.

Commissioner McClung asked Senior Planner Bachler to provide the language from the bill.

Discussion continued regarding the investment loan fund.

4. EDA COMMISSIONER COMMENTS

Commissioner Scott commented about a joint EDA meeting with the Economic Development Commission (EDC).

5. ADJOURN

MOTION: **EDA President Grant and EDA Commissioner Holmes 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 6:20 p.m.

Julie Hanson
City Clerk

David Grant
EDA President



MEMORANDUM

DATE: January 22, 2018

TO: Economic Development Authority President and Commissioners

FROM: Matthew Bachler, City Planner

SUBJECT: EDC Annual Report and 2018 Work Plan

Budgeted Amount:	Actual Amount:	Funding Source:
\$	\$	\$

Economic Development Authority Should Consider the Following

Review the EDC Annual Report and proposed 2018 Work Plan. Provide staff with direction what items the EDA would like the EDC to focus on in 2018.

Discussion

The EDC was established by the City Council to facilitate positive interaction with the business community and to advise the City Council and EDA on economic development, redevelopment, and related community development issues. The EDC made significant progress on its 2017 goals as summarized below:

New Member Recruitment

- Three new members were appointed to the EDC in 2017

Commercial, Industrial, and Higher Education Study

- Reviewed typical employment and economic activity for allowed commercial and employment uses
- Examined current amount of land and building space available in commercial and employment zones

2040 Comprehensive Plan

- Reviewed possible changes to the Land Use chapter to support economic development

Marketing and Outreach

- Planned and promoted State of the City events on September 28 and October 3
- Worked with staff to visit new and existing businesses

- Provided recommended topics to the Communications Committee for the Arden Hills newsletter

The EDC discussed their Work Plan for 2018 on November 1, 2017. A copy of the proposed Work Plan is included in Attachment A. The EDC has two main goals for the upcoming year:

- Improve communications with the business community through the State of the City, networking events, articles, and new business handouts
- Develop a long-term plan for the City's Business Retention and Expansion program and complete visits at priority businesses

Attachment

A. EDC 2018 Work Plan



Economic Development Commission Draft 2018 Work Plan

2018 EDC Goals	Work Tasks	Timeline
Marketing and Outreach	Develop strategy with the Communications Coordinator to improve communications with business community	Q1
	Explore opportunities to partner with adjacent communities to organize small business networking events	Q1 – Q4
	Work with Communications Coordinator to plan and promote State of the City events	Q2 – Q3
	Develop handouts for new businesses and visit new businesses throughout the year	Q1 – Q4
	Work with Communications Coordinator on business-focused articles for community newsletter	Q1 – Q4
Business Retention and Expansion Program	Discuss strategy and develop long-term plan for Business Retention and Expansion visits	Q1
	Develop priority list for business visits and informational handouts	Q1 – Q2
	Complete business visits	Q2 – Q4
	Analyze results of business visits and complete year-end report	Q4