

Chair:
Dan Erickson

Commissioners:
David Radziej
Liz Johnson
Evan Cordes
Rob Williams
Sheila Bennett
Kilander
Brendan O'Meara

Council Liaison:
Brenda Holden



**Economic Development
Commission
June 6, 2018
8:00 am to 9:30 am
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. Call To Order

2. Approval Of The Agenda

3. Minutes

3.A. 03-07-18 EDC Minutes

Documents:

[03-07-2018 EDC MINUTES.PDF](#)

3.B. 05-02-18 EDC Minutes

Documents:

[05-02-2018 EDC MINUTES.PDF](#)

4. Unfinished And New Business

4.A. Small Business Networking Events

Documents:

[MEMO.PDF](#)

4.B. Business Retention And Expansion Program

Documents:

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

5. Updates

5.A. Council Liaison

5.B. Commission Members

5.C. Staff Comments

6. Adjourn

ADJOURN

A quorum of the City Council may be present at this meeting.



DRAFT

**CITY OF ARDEN HILLS, MINNESOTA
ECONOMIC DEVELOPMENT COMMISSION
MARCH 7, 2018 8:00 AM
CITY HALL -- 1245 WEST HIGHWAY 96**

1. CALL MEETING TO ORDER

Chair Dan Erickson called the meeting to order at 8:02 a.m.

ROLL CALL

Present: Chair Dan Erickson, Commissioners Liz Johnson, Evan Cordes, and Brendan O'Meara

Also Present: City Planner Matthew Bachler, Deputy Clerk Jolene Trauba and WSB & Associates Senior Planner Eric Zweber

2. APPROVAL OF AGENDA

It was the consensus of the Commission to accept the agenda as presented.

3. APPROVAL OF MINUTES

It was the consensus of the Commission to accept the February 7, 2018 meeting minutes as presented.

4. UNFINISHED AND NEW BUSINESS

A. 2040 Draft Comprehensive Plan

WSB & Associates Senior Planner Eric Zweber provided three maps: Map 6.1 – 2030 Future Land Use, which is the existing Land Use Map currently being used, Map 6.3 – 2040 Proposed Land Use Map, and Map 6.4 – Areas of Interest Map.

Mr. Zweber noted there are three chapters that are the most relevant to the EDC: Chapter 5 – TCAAP, Chapter 6 – Land Use, and Chapter 8 – Economic Development. In the fourth quarter of 2016, the City updated the TCAAP Redevelopment Code including a Comprehensive Plan Amendment. The Commercial, Industrial and Higher Education Study was done in 2017 and a number of those recommendations have been included into Chapter 8 of the Comp Plan. He noted the EDC should look at the Comp Plan as a 10-year work plan.

Mr. Zweber reviewed other changes to the plan. He also noted there is a large vacant property in the Gateway Business District that has potential.

City Planner Bachler said Roberts Management owns the property in the Gateway Business District. He said there are two other properties adjacent to the site not owned by Roberts Management where a telecommunications tower is located.

Mr. Zweber mentioned that the B-4 Zoning District is currently identified as Retail Center but the Council expressed that office and other commercial uses may be better in the area than the industrial use shown on the draft Land Use Map. The Council directed staff to change the designation of the properties on Dunlap Street to Mixed Business.

Chair Dan Erickson inquired about developing a database to assist businesses in identifying appropriate and available locations within the city, and asked about mechanisms and processes to keep a database up to date.

Mr. Zweber said usually a strong Chamber of Commerce would assist with the database.

Discussion ensued concerning what the City currently has on the website, and what could happen in the future and how to ensure the information is accurate.

B. New Business Visits

City Planner Bachler distributed a draft pamphlet to hand out to new businesses during visits and asked for feedback.

Discussion ensued and several suggestions made for changes to the pamphlet.

City Planner Bachler stated a revised version should be available in next week and he will send an email once the changes are complete. He will let EDC members know when they are available to pick up at City Hall.

C. Business Retention and Expansion Program

City Planner Bachler noted that the EDC will be completing BRE visits in the Red Fox/Grey Fox area for 2018. He discussed the list of businesses and the EDC member responsible for the visit, as well as the business survey and sample interview questions.

City Planner Bachler stated that he would send out an updated version of the BRE visit list to the group as well as an electronic copy of the survey and sample interview questions.

5. UPDATES

A. Commission Members

None

B. Council Liaison

Not present

C. Staff Comments

City Planner Bachler mentioned the State of the City planning will begin at the April or May meeting, and the Communications Coordinator will be working with the EDC in the process.

ADJOURNMENT

The meeting adjourned at 8:56 a.m.

Dan Erickson, Chair

Jolene Trauba, Deputy Clerk



DRAFT

**CITY OF ARDEN HILLS, MINNESOTA
ECONOMIC DEVELOPMENT COMMISSION
MAY 2, 2018 8:00 AM
CITY HALL -- 1245 WEST HIGHWAY 96**

SUMMARY OF MEETING – NO QUORUM

Present: Commissioners Brendan O’Meara and Rob Williams

Also Present: City Planner Matthew Bachler and City Administrator Dave Perrault

Meeting opened at 8:15 a.m.

City Planner Matthew Bachler stated that there was an absence of a quorum of EDC Commissioners. He noted that no motions or voting would occur until a quorum was recognized.

1. APPROVAL OF AGENDA

No quorum present

3. APPROVAL OF MINUTES

No quorum present

4. UNFINISHED AND NEW BUSINESS

A. State of the City

City Planner Bachler provided background information on the State of the City event and discussed the attendance numbers, cost, and focus areas of the event in recent years.

City Planner Bachler asked whether the EDC supported holding a morning and evening State of the City event in 2018.

Discussion ensued regarding the format of the morning and evening events. The EDC supported holding a morning event that focused on business topics. The EDC recommended that the evening event have a format and cover topics more suited to residents instead of businesses.

City Planner Bachler asked whether the EDC had recommendations on locations for the event.

The EDC was supportive of holding the morning event at the Tavern Grill restaurant. It was suggested that the evening event could be held at Mounds View High School or Valentine Hills Elementary School.

City Planner Bachler requested that the EDC provide any other feedback on how to improve the success of the State of the City.

The EDC suggested ways to improve the Q&A section at the morning event. One suggestion was to have question forms that could be filled out during the presentation and reviewed by staff. Responses could be provided for general questions relevant to local businesses, and staff could be directed to follow-up on more specific questions or concerns.

B. Business Retention and Expansion Program

City Planner Bachler reviewed the priority visit list for the BRE program. He asked the EDC about the progress on setting up business visits.

Commissioner Williams noted that he had a phone conversation with the owner of Northwestern Foods. He added that he would be sending Northwestern Foods an email with follow-up questions.

C. New Business Visits

City Planner Bachler noted that staff had finished the new business brochure. He requested volunteers to visit two new businesses that recently opened.

Commissioners Williams and O'Meara volunteered to visit the new businesses and provide them with a copy of the brochure.

5. **UPDATES**

A. Commission Members

None

B. Council Liaison

Not present

C. Staff Comments

None

ADJOURNMENT

The meeting adjourned at 8:45 a.m.

Dan Erickson, Chair

Matthew Bachler, City Planner



MEMORANDUM

DATE: June 6, 2018 **EDC Agenda Item 4.A**

TO: Economic Development Commission Chair and Commissioners

FROM: Matthew Bachler, City Planner

SUBJECT: Small Business Networking Events

Discussion

The Economic Development Commission's work plan for 2018 includes exploring opportunities to partner with adjacent communities to organize small business networking events. Based on its review, the cities of Shoreview and Roseville hold regular events for local businesses. It does not appear that Mounds View or New Brighton have these types of events regularly scheduled.

Shoreview holds a Business Exchange event that allows for informal networking and for businesses to share issues with representatives of the City.

Roseville has a Business Council meeting each month from January through October. The Business Council meetings focus on different topic areas and bring in guest presenters. Roseville also partners with the St. Paul Area Chamber of Commerce on a quarterly small business series seminar.

The Twin Cities North Chamber of Commerce holds a quarterly meeting for the North Metro Business Council, which is comprised of Arden Hills, Mounds View and Shoreview. The meetings are open to all businesses and are held in March, June, September, and December each year. Similar to the small business series in Roseville, these events focus on topic areas meant to benefit local businesses. The City currently promotes the North Metro Business Council meetings on the business page of the City's website.

Staff is requesting that the EDC provide further recommendations on small business networking events in Arden Hills and possible partnerships with adjacent communities.



MEMORANDUM

DATE: June 6, 2018 **EDC Agenda Item 4.B**
TO: Economic Development Commission Chair and Commissioners
FROM: Matthew Bachler, City Planner
SUBJECT: Business Retention and Expansion Program

Discussion

The Economic Development Commission (EDC) will be focusing on completing Business Retention and Expansion (BRE) visits in the Red Fox-Grey Fox Business District in 2018. The priority business visit list is provided in Attachment A.

Staff would recommend that one person serve as the coordinator responsible for contacting a business and checking on the availability of EDC members for the interviews. Staff would recommend a minimum of two people attend each visit.

Commissioner Williams has completed an interview with Northwestern Foods at 1260 Grey Fox Road.

Attachments

- A. Red Fox-Grey Fox BRE Visit List

Attachment A

2018 BRE Visit List - Red Fox-Grey Fox District (05-02-18)

Business Name	Responsible for Contact	Sector & Business	Business Address
Caerus	Dan Erickson	Manufacturing - Animal Casts, Splints, and Braces	1251 Red Fox Road (Red Fox Business Center)
Asdco/API	David Radziej	Distribution - Industrial and Construction Materials	1230 Grey Fox Road
Pace Industries	David Radziej	Manufacturing - Die Casting	3737 Lexington Avenue
Adherent Laboratories	Dan Erickson	Professional & Business Services - Adhesive Laboratory and Consulting	3804 Dunlap Street
Top Case	Liz Johnson	Manufacturing - Custom Cases	1243 Red Fox Road (Red Fox Business Center)
OrthoCor	Liz Johnson	Product Development - Medical Devices	1251 Red Fox Road (Red Fox Business Center)
FireFly	Brendan O'Meara	Technology - Computing Solutions	1271 Red Fox Road (Red Fox Business Center)
Red Fox Innovations		Manufacturing - Industrial Sewing	1247 Red Fox Road (Red Fox Business Center)
The Alpine Factory		Indoor Downhill Skiing Training Facility	1237 Red Fox Road (Red Fox Business Center)
CM Jarvis Furniture Leasing		Professional & Business Services - Furniture Leasing	1241 Red Fox Road (Red Fox Business Center)
Etail Solutions	Brendan O'Meara	Technology - Business Software	1200 Red Fox Road
The Goodprinter		Professional & Business Services - Printing Services	3769 Dunlap Street
Northwestern Foods	Rob Williams	Manufacturing - Food Ingredient Dry Blending	1260 Grey Fox Road