

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. 2015 EDC Annual Report And 2016 Work Plan

Jill Hutmacher, Community Development Director

Documents: [MEMO.PDF](#), [ATTACHMENT.PDF](#)

4. EDA MEMBER COMMENTS

ADJOURN



DRAFT

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
Treasurer

David Grant
EDA President



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