

President:
David Grant

Commissioners:
Brenda Holden
Fran Holmes
Dave McClung
Steve Scott



**Economic Development
Authority
November 23, 2020
5:30 p.m.
City Hall**

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.

**This meeting can be accessed remotely by joining via Zoom
To join the Zoom Meeting, click this link (or copy and paste it into a
new browser):**

<https://us02web.zoom.us/j/87084175676>

Address:
1245 W Highway 96
Arden Hills MN 55112

Phone:
651-792-7800

Website:
www.cityofardenhills.org

Agenda

CALL TO ORDER

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

2.A. October 22, 2018 Minutes

Documents:

[10-22-18 EDA.PDF](#)

3. NEW BUSINESS

3.A. 2021 EDC Work Plan

Mike Mrosła, Community Development Manager/City Planner

Documents:

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

4. EDA MEMBER COMMENTS

ADJOURN



Approved: November 23, 2020

**CITY OF ARDEN HILLS, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY MEETING
OCTOBER 22, 2018
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 6:00 p.m.

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

Absent: None

Also present: EDA Secretary Dave Perrault; Public Works Director Sue Polka; Finance Director Gayle Bauman; City Planner Jane Kansier (Bolton & Menk); and City Clerk Julie Hanson

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 (5-0).

2. APPROVAL OF MINUTES

A. April 23, 2018 EDA

MOTION: EDA Commissioner Holmes moved and EDA Commissioner Holden seconded a motion to approve the April 23, 2018, Economic Development Authority Meeting Minutes as presented. The motion carried unanimously (5-0).

3. NEW BUSINESS

A. Preliminary 2019 EDA Budgets

Finance Director Bauman discussed the budgets relating to EDA, TIF 3, TIF 4 and EDA Revolving fund.

A discussion ensued regarding the various funds.

Finance Director Bauman asked the Council if it is redundant to present this budget information each year at an EDA meeting as the EDA members are comprised of the exact same members as that of the City Council. She asked if discussion of the EDA Budgets could be presented to the City Council at a regularly scheduled City Council meeting in the future since the members are one in the same and ultimately the approving body.

EDA President Grant asked for clarification.

Finance Director Bauman stated that this request only pertains to the annual discussion about the EDA budgets and did include any other EDA-related business.

The EDA members agreed with this proposal.

MOTION: **EDA Commissioner Holmes moved and EDA President Grant seconded a motion to accept the preliminary 2019 EDA budgets as outlined in the report. The motion carried unanimously (5-0).**

B. Gateway Sign

City Planner Jane Kansier, Bolton & Menk, stated that one of the conditions of the Primrose daycare development project was that the property owner would work with City staff to provide an easement in order to install a small gateway sign at the corner of Lexington Avenue and County Road F. She also indicated that the City must obtain permission for an easement encroachment from Xcel Energy.

City Planner Kansier stated that Bolton & Menk was asked to provide a high-level cost estimate for information gathering and packaging for submittal to Xcel Energy. She said the estimated cost would be between \$3,000 and \$5,000 and the bulk of the work entailed surveying and CAD work. She noted that a 6' x 10' sign would be appropriate at this location and offered a spec sheet from a sign company as an example. She noted she was asking for authorization to proceed in preparing the necessary paperwork for submittal to Xcel Energy for permission to encroach on their easement.

Councilmember Holden asked if an easement encroachment is good forever considering if permission is granted now by Xcel Energy but the City does not move forward with the actual installation until sometime in the future.

City Planner Kansier stated she believed the approval for the encroachment would never expire.

A discussion ensued regarding the potential cost and possible design of a sign at this location.

Public Works Director Polka indicated that the documents from Xcel Energy require plans be submitted before they will approve an encroachment. She stated a survey was necessary now, but a specific design was not needed at this time.

MOTION: **EDA Commissioner Holmes moved and EDA Commissioner McClung seconded a motion to authorize funds to prepare a plan for a gateway sign at the southwest corner of County Road F and Lexington Avenue in the estimated amount of \$3,000 - \$5,000. The motion carried unanimously (5-0).**

4. EDA MEMBER COMMENTS

None.

5. ADJOURN

MOTION: **EDA President Grant moved and EDA Commissioner Holmes seconded a motion to adjourn the Economic Development Authority meeting. The motion carried unanimously (5-0).**

EDA President Grant adjourned the Economic Development Authority meeting at 6:35 p.m.

Julie Hanson
City Clerk

David Grant
EDA President



MEMORANDUM

DATE: November 23, 2020
TO: EDA Chair and Commissioners
Dave Perrault, City Administrator
FROM: Mike Mrosla, Community Development Manager/City Planner
SUBJECT: 2021 Economic Development Commission Work Plan

Budgeted Amount:	Actual Amount:	Funding Source:
NA	NA	NA

EDA Chair and Commissioners Should Consider

Review the Economic Development Commission (EDC) 2021 Work Plan.

Background

Historically the EDA has reviewed and approved EDC work plans. However, at its March 16, 2020 work session meeting the City Council reviewed and approved a 2020 work plan for the EDC (Attachment A). The work plan was not implemented due to COVID 19. At this time staff is looking at implementing the plan for 2021 and wants to make sure the EDA is comfortable with the plan. The EDC meets one more time this year in December and at that time the work plan for 2021 will be provided.

Discussion:

Staff requests the EDA provide feedback on the EDC 2021 work plan.

Budget Impact

N/A

Attachments:

- A. 2021 Work Plan



2021 Economic Development Commission Work Plan

Tier 1

1. Review and discuss updates to the Arden Hills community page on Ramsey County Means Business webpage.
2. Formalize a plan for visiting businesses during Small Business Week or another time during the year. The intent of the visit is to drop off candy to show our appreciation and provide businesses with informational brochures. The EDC briefly discussed this at their last meeting and at that time they only wanted to focus on small business. Note - This item depends on COVID19 and current regulations.

Tier 2

3. Select questions from U of MN Business Retention and Expansion (BRE) questionnaire that are relatable to Arden Hills businesses. Then utilize the questions selected to create an eSurvey. The eSurvey would be distributed to businesses on the business registration list. Then analyze results and identify warning flags. Then coordinate in-person site visits.

Tier 3

4. Discuss an economic development strengths, weaknesses, opportunities, and threats (SWOT) analysis and make a recommendation to the EDA to process with the study. Completing the SWOT analysis would be a precursor to creating an Economic Development Strategic Plan.