THE MEETING OF THE EDA BOARD HELD ON OCTOBER 19, 2017, AT 6:00 P.M.,
AT THE CITY HALL COUNCIL CHAMBERS
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The meeting was called to order by Thom Walker. Members present were Charles Snustead,
Sharon Sandberg, Jules Zimmer, Troy Minske, and Victoria Hallin. Staff present were Jolene
Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent was Genny Reynolds.

AGENDA ADDITIONS / DELETIONS:

HALLIN MOVED, SECOND BY SNUSTEAD, TO APPROVE THE AGENDA. UPON THE VOTE, THERE
WERE 6 AYES, 0 NAYS. MOTION CARRIED.

APPROVAL OF MINUTES FROM REGULAR MEETING ON SEPTEMBER 21, 2017
HALLIN MOVED, SECOND BY MINSKE, TO APPROVE THE SEPTEMBER 21, 2017 EDA BOARD
MINUTES. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED / OLD BUSINESS:
A. “Dream It. Work It” Update
Community Development Director Memo:

Events

Friday, October 6th – MN Manufacturer’s Week Appreciation Breakfast – Completed

Thursday, October 12th – Chamber General Membership Meeting – Completed

Wednesday, October 18th – Rotary Luncheon

Thursday, October 19th – Community Connect United Way Event

Purchases and Fees

Booth Fee for Community Connect - $15.00

Business Cards - $22.30

Ice Scrapers - $444.00

Promotion

Digital Community Sign - 2 weeks
Foss said the purchases and fees have increased since writing the memo. There was bottles of water and then the Chamber lunch so the cost spent will be approximately $1,000. With her leaving the City, the Chamber will take over the website. There was an article in the local newspaper today about the website. Foss said there was approximately 39 invited to the Manufacture’s Breakfast and about 15 attended. She spoke about it there and also at the Rotary meeting. The United Way meeting in Elk River today there was approximately 120 attendees they spoke to about the website. It cost $39 to post a job opening, but there are funds available to cover the cost.

Minske said he went to the website and to see how it works. He asked Foss for the promo code so he can post a job opening.

**B. MN Housing Finance Agency Update**

Foss said that Central MN Housing Partnership has been officially approved to receive the low income financing and rehab of the existing 24 West Birch units and construction of building a 16 unit facility. This is at the old Arcadian Home site that was purchased with the NSP funds. Central MN Housing Partnership has been denied a few times so the letters of support from the Senator and State Representatives has been very helpful. If the City had to pay the NSP funds back it would have been very costly. Deanna from Central MN Housing Partnership said the closing will be done next year. They will not have time this year. Once they own the land, we are done with the project. There is a possibility that we may have to do yearly reporting on it.

Foss said we are moving forward with the Habitat for Humanity projects also.

**NEW BUSINESS:**

**A. Community Economic Development Strategy Survey (CEDS)**

Community Development Director Memo:

Comprehensive Economic Development Strategy, CEDS, is a strategy-driven plan for regional economic development.

A CEDS is the result of a regionally-owned planning process designed to build capacity and guide the economic prosperity and resiliency of an area or region. It is a key component in establishing and maintaining a robust economic ecosystem by helping to build regional capacity.
(through hard and soft infrastructure) that contributes to individual, firm, and community success.

The CEDS provides a vehicle for individuals, organizations, local governments, institutes of learning, and private industry to engage in a meaningful conversation and debate about what capacity building efforts would best serve economic development in the region.

The CEDS should take into account and, where appropriate, integrate or leverage other regional planning efforts, including the use of other available federal funds, private sector resources, and state support which can advance a region’s CEDS goals and objectives.

Regions must update their CEDS at least every five years to qualify for EDA assistance under its Public Works and Economic Adjustment Assistance programs. In addition, a CEDS is a prerequisite for designation by EDA as an Economic Development District (EDD).

Please review our CEDS for 2016 and determine if it is still a valid document.

Foss suggested either they can review the five projects now or if the EDA Board wants to review them on their own and get back to her with any changes to let her know. This is to apply for Federal funds.

The EDA Board wanted to go through each of the five projects.

Project 1: Walker would like the word “purchase” removed. Maybe replace it with the word “facilitate”.

Project 2: Remove the wording “marketing analysis” and replace with “ongoing marketing until development occurs or all lots are sold”.

Project 3: Remove the 4R Board and the PAVC. They are no longer in effect.

Project 4: Remove the word “opportunity” at the end of the first sentence. Add continued education in any means that would support credited organization and mentorship and apprenticeship programs should be added to the end of the first sentence.

Project 5: Hallin would like that workforce housing opportunities and redevelopment of substandard housing is included in this paragraph.

Zimmer said to add senior housing and memory care facilities.
Foss will make the changes and review the checklist also. The Industrial Park will change because we do not have the 200 acres anymore. She will be here for one more meeting and will bring the revisions to the next meeting.

**B. EDA Check List**

This is just a checklist where Carla Vita who works for North Branch uses as a tool if an employer comes to her she reviews this with them.

Walker said with Foss leaving the City for another job, the next person who fills her job can make their own checklist.

**MISCELLANEOUS:**

**A. EDA Balance Sheet**

The EDA Board had no comments.

**B. Verbal Report**

1) **Indoor Heated Storage**

Foss said she had seen something like this in Sauk Rapids by Highway #10 and found out it was a single family home. She believes a heated garage facility for storage would go well here. She came across this article and wanted to share it.

Walker said something like this is in Corcoran, MN.

Foss said this is for their information only.

**C. City Council and Planning Commission Minutes for September, 2017**

The EDA Board had no comments.

Sandberg said she has been hearing about other airports getting ready for the airplane traffic that will be coming to the area for the Super Bowl. Flying Cloud and Anoka are expecting over 600 jets at their airport. They are shutting down runways to help the jets land there. It would be nice if we have something at our airport to help with the amount of jets and even a rental car facility where they could drive to the Super Bowl.

Walker suggested Public Works should have a heads up with our airport. Maybe we could find a charter bus for transportation to the Super Bowl and listing of lodging.

Sandberg said she has a connection at the Anoka Airport and will contact them and see what they are doing with the Super Bowl.
Foss said the new Airport Engineer did ask if we are doing anything at our airport for the Super Bowl.

Sandberg suggested the City could post an ad in the Aeronautical website and the Flyer magazine. The City could contact the Super Bowl Committee also.

Minske said there is approximately 10 – 12 tie downs at our airport. There are other areas that could be used for aircrafts if more parking is needed.

HALLIN MOVED, SECOND BY ZIMMER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 6:46 P.M.

ATTEST:

Thom Walker, President
Mary Lou DeWitt, Comm. Dev. Assistant