

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA
MONDAY, APRIL 10, 2017 @ 5:30 P.M.
EDA will tour former TSE building (108 NW 5th Ave)
at beginning of the meeting
Arlington Community Center - Council Chambers**

1. Call to Order.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Approval of Minutes.
 - A. March 13, 2017
5. Approval of Financial Reports.
 - A. March 2017
6. New Business.
 - A. Discussion of Former TSE Building Tour
 - B. Succession Planning Visits/Outreach
7. Old Business.
 - A. Residential Rental Rehabilitation Program Policy
 - B. Industrial Park/Seneca Update
 - C. Workforce Housing Team Update
 - D. Gaylord Medical School Update
 - E. 2017 EDA Goals – Business Spotlight Update
8. Board Announcements.
 - a. April 20th Sibley County Business Expo/April 27th Spring into Arlington Chamber Event
9. Adjourn

<p>A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING. NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING</p>

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
APRIL 10, 2017 @ 5:30 P.M.**

The meeting was called to order by President Dean Bergersen at 6:05 p.m. following a tour of the former TSE building.

Members Present: Larry Sorenson, Richard Thomes, Tim Kloeckl, Dean Bergersen, Councilmember Tom Hatlestad, and Councilmember Michelle Battcher.

Member Absent: Angelica Rose

Also Present: Director Holly Kreft.

Motion by Battcher, seconded by Thomes, and passed by unanimous vote to approve the agenda.

Motion by Thomes, seconded by Hatlestad, and passed by unanimous vote to approve the minutes from the March 13, 2017 meetings as presented.

Motion by Kloeckl, seconded by Battcher, and passed by unanimous vote to approve the March 2017 Financial Report as presented.

President Bergersen noted that previous to tonight's meeting a tour was held at the former TSE building, it was consensus that the EDA should try to sell the building. Director Kreft stated that there has been a flyer created to that will help market the building. Battcher mentioned that staff should place a flyer in the window of the building.

Discussion was had on what exactly Succession Planning was and Thomes explained that Succession Planning, which the EDA had discussed in the past, is helping "older" business owners in town with planning for the future of their businesses. It was also intended to help the business owners find potential owners when the current business owner plans to retire. Director Kreft created a list of twenty potential business owners this will affect in the next few years. It was consensus of the EDA to have Director Kreft send out letters to the identified business owners and within that letter explain that there are resources in the area to help them with Succession Planning.

Director Kreft talked with Building Official Darin Haslip & City Attorney Ross Arneson about legalities within the Residential Rehabilitation Program Policy (RRPP) and potentially needing to include a rule about following the proper state building statutes for safety updates. She was informed by both parties that the EDA/City would not be liable in either instance. Kreft also contacted Sibley County in regards to how many non-homestead properties there are within the City of Arlington. She found out as of 2015 there are 18 properties, with 10 units or less, within the city limits.

Kloeckl made a motion, seconded by Hatlestad and passed by unanimous vote to recommend approval of the Residential Rehabilitation Program Policy to the City Council.

Director Kreft provided an update on the status of the Industrial Park/Seneca. At the March meeting there was discussion of a purchase agreement between the City and Seneca for a 14.64 acre piece of land for access in to the Industrial Park. It has since been voted on by the City Council to not purchase that piece of land. Director Kreft noted there is a purchase agreement with Seneca and Dave Siwek, with a closing scheduled at the end of April. Discussion was had on what the current status is on accessing the Industrial Park. More information is to come after Dave Siwek purchases the former Seneca site.

Director Kreft provided an update on the ad hoc Sibley County Workforce Housing Team. At the most recent meeting, there was a Request for Proposals, for a County-wide Comprehensive Housing Study. More information to come in future meetings.

Kloeckl distributed three press releases that had been published recently in regards to the Gaylord Medical School. He explained that the Medical School group has acquired a few new professionals to their group who are knowledgeable in the medical school field. Discussion was had on the press releases and whether funding and accreditation has been provided yet. Kloeckl believed this has not been done yet. Kloeckl believes the school completion date will not be ready to start until August 2019.

Director Kreft gave an update on partnering with the Chamber on Business spotlights. The Chamber approved to move forward with the partnership and Kreft will be working with Chamber President Leah Prahll to get this project started in May. Kloeckl offered his help with the business spotlights. Kreft had discussed also partnering with the Chamber, which they approved, to host a Women in Business event.

Director Kreft stated that the 2nd Annual Sibley County Business Expo would be held on April 20th from 4:00 p.m. – 8:00 p.m. at the Arlington Community Center and said the EDA will have a booth.

Director Kreft stated “Spring in to Arlington”, a Chamber event for Arlington Businesses, is on April 27th from 5:00 p.m-8:00 p.m. at several chamber businesses and at the EMS building. The City will have a booth at the EMS building, and the EDA will be set-up at the former TSE building for tours that evening.

Motion by Thomes, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 7:05 p.m.

EDA Director Holly Kreft

EDA President Dean Bergersen