

**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA
MONDAY, MARCH 13, 2017 @ 5:30 P.M.
Arlington Community Center - Council Chambers**

1. Call to Order.
2. Official Oaths: Tim Kloeckl, Angelica Rose
3. Pledge of Allegiance.
4. Approval of Agenda.
5. Approval of Minutes.
 - A. January 9, 2017
 - B. February 13, 2017
6. Approval of Financial Reports.
 - A. November 2016
 - B. December 2016
 - C. Year End 2016
 - D. January 2017
 - E. February 2017
7. New Business.
 - A. Business Visits Presentation Recap
 - B. Gaylord Medical School Recap
 - C. Marketing of Former TSE Building
 - D. Industrial Park Development Status
 - E. Workforce Housing Team
8. Old Business.
 - A. Residential Rental Rehabilitation Program Policy
 - B. 2017 EDA Goals
9. Board Announcements.
 - A. City Administrator Donabauer – NovusAgenda
 - B. Open Meeting Law Memo
 - C. April 20th Sibley County Business Expo/April 27th Spring into Arlington Chamber Event
10. 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>
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**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
MARCH 13, 2017 @ 5:30 P.M.**

The meeting was called to order by President Dean Bergersen at 5:30 p.m.

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

Member Absent: Larry Sorenson

Also Present: Director Holly Kreft, Mayor Rich Nagel, City Administrator Liza Donabauer & Kurt Menk.

Director Kreft administered the Official Oath of Office to re-appointed member Tim Kloeckl and newly appointed member Angelica Rose.

Motion by Thomes, seconded by Kloeckl, 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 January 9, 2017 & February 13, 2017 meetings as presented.

The November and December 2016, January and February 2017 Financial Reports were reviewed.

Motion by Thomes, seconded by Battcher, and passed by unanimous vote to approve the November 2016, December 2016, Year End 2016, January 2017 & February 2017 Financial Reports as presented.

Director Kreft gave a recap of Sibley County Community Development Program Manager Amy Newsom's presentation that was given at the February meeting. Director Kreft commented that the three priority projects Ms. Newsom had presented were in line with the goals that Mayor Nagel and the EDA had set at a previous meeting. Those goals included Downtown Buildings, work with the County, and selling the Seneca Building. Discussion was held on the status of the Seneca building and who is responsible for finding a business to go in there.

Director Kreft gave a recap on the Gaylord Medical School Presentation hosted by the City of Arlington and the Arlington Chamber of Commerce on February 2, 2017. The meeting was very well attended by the public. Kloeckl stated there will be another medical school meeting on Thursday, March 16, 2017 and he will bring a report from that meeting to the next EDA meeting.

Discussion was held on the marketing of the former TSE building. It was consensus that, at the April meeting the EDA will tour the building at the start of the meeting.

Motion by Kloeckl seconded by Hatlestad and passed by unanimous vote to approve staff to move forward with the marketing of the former TSE building.

Director Kreft provided an update on the status of the Industrial Park. She had contacted a representative from DEED; there are no funds available right now. She had also contacted a representative from the MN Valley Regional Railroad Authority to see if they can offer any assistance. The first step is finding a funding source for the \$200,000 for the Seneca 14.64 acre agreement. No action is needed at this point.

Director Kreft provided an update on the ad hoc Sibley County Workforce Housing Team. It was determined at the first meeting, that a County-wide housing study is needed. There is a grant available to

offset the cost of the study. At the ad hoc meeting, discussion included a potential cost sharing with the County covering 50% of the cost of the study and the remainder split between the cities. Discussion was held on whether the City of Arlington needed to be included, as they had a housing study done in conjunction with their comprehensive plan a few years ago.

Discussion was held at length on the Residential Rental Rehabilitation Program Policy. Questions were brought up about the renovation piece of the policy and how to market the program. It was decided to reach out to the County to get a full listing of non-homestead properties in Arlington. It was recommended to talk to City Attorney Ross Arneson and Building Official Darin Haslip about legalities within the policy and to potentially include a rule about following the proper state building statutes for safety updates. The policy will be revised and brought back to the April meeting.

2017 EDA goals were discussed. Goal number five was discussed on developing business spotlights in the Arlington Enterprise. A motion by Thomes and seconded by Hatlestad to receive a proposal from the Arlington Enterprise for the cost of business spotlight ads. Tim Kloeckl volunteered for goal number five. Director Kreft explained goal number eleven, Host a Manufacturer's Week in October. She explained it as, businesses open their facility to the City and Chamber to see what they do, as a way to highlight the businesses in town. Manufacturer's Week is a state wide program. Angelica Rose volunteered to help with Manufacture's week. The goals will remain on future agendas.

Administrator Donabauer explained how to access Novus Agenda (paperless packets) and demonstrated how it worked. She stated that if anyone had questions or problems with the next agenda packet to let her know and she and/or City Staff will help.

Administrator Donabauer explained the Open Meeting Law and discussion was held on this topic.

Director Kreft stated that the 2nd Annual Sibley County Business Expo would be held on April 27th at the Arlington Community Center and said the EDA will have a booth. "Come grow with us" is the EDA's theme.

Director Kreft talked about "Spring in to Arlington", a Chamber event for Arlington Businesses. The City and EDA will have a booth, potentially the TSE building will be open for tours that evening.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 7:00 p.m.

EDA Director Holly Kreft

EDA President Dean Bergersen