

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

1. Call to Order.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Approval of Minutes.
  - A. October 23, 2017
5. Approval of Financial Reports.
  - A. October 2017
6. New Business.
  - A. Future Industrial Park Property – Farm Lease
  - B. 2018 Goals
  - C. Façade Improvement Grant Request – Resolution 1-2017
7. Old Business.
  - A. Sibley Housing Team Update – Recommendation on Memorandum of Understanding
  - B. 2017 Goals
  - C. Potential Gaylord Medical School Update
8. Board Announcements.
9. Adjourn.

<b>A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING. NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING</b>
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**ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
NOVEMBER 13, 2017 @ 5:30 P.M.**

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

Members Present: Council Member Michelle Battcher, Councilmember Tom Hatlestad, President Dean Bergersen, Richard Thomes, Larry Sorenson and Tim Kloeckl (arrived at 5:38pm).

Members Absent: Angelica Rose.

Also Present: Director Holly Kreft, Mayor Richard Nagel and Howard and Deb Brinkman.

Motion by Battcher, seconded by Hatlestad and passed by unanimous vote to approve the agenda as presented.

Motion by Thomes, seconded by Sorenson and passed by unanimous vote to approve the minutes from the October 23, 2017 meeting as presented.

Motion by Thomes, seconded by Hatlestad and passed by unanimous vote to approve the October 2017 Financial Reports as presented.

Director Kreft provided an update on the status of the City-owned future industrial park property. She noted that the lease expires on December 31, 2017, but there is a clause for the current renter, Doehling Farms, to continue the lease if work has not started on the industrial park. She noted that access to the property still needs to be secured. Director Kreft stated that based on discussions with Aaron Doehling, he requested a reduction in the rent to reflect current market prices. Councilmember Battcher questioned what the reduction would amount to. Kreft replied that it was a reduction from \$260 per acre to \$250 per acre, so a total reduction of \$120 annually.

Motion by Sorenson, seconded by Thomes and passed by unanimous vote to approve a recommendation to the Council that the farm lease continue at a rate of \$250 per acre for 2018.

Director Kreft noted that the discussion on the 2018 was tabled to this meeting. The EDA discussed the goals, and specifically the marketing of the former TSE building. Director Kreft noted that no offers had been made on the building to date. Thomes stated that based on his conversations with a local realtor that the price may be set too high. Battcher questioned if the price should be set lower and then re-advertised. The consensus of the EDA was that two local realtors, Bruce Pinske and Leah Prah, should be asked to jointly list the property as they have the knowledge of the local market. There was discussion on setting the price and the EDA recommended that the realtors provide a recommended price.

Motion by Thomes, seconded by Sorenson and passed by unanimous vote to approve a recommendation to the Council that the former TSE building be listed with two local realtors, Bruce Pinske and Leah Prah, with a recommended price.

Director Kreft provided an overview of a request to utilize Façade Improvement Loan Funds to update the exterior the rental property located at 209 Main Street West. She noted that Howard and Deb Brinkman, owners doing business as Grand K LLC, requested funds to replace the siding and brick façade. She also noted that although the program stated businesses that the intent is to improve building facades within the downtown and the request meets the intent of the program. Director Kreft stated that if Grand K LLC

maintains ownership of the building for one year that the loan will be forgiven. The EDA discussed that this building was greatly in need of improvements and thanked the Brinkmans for their investment in downtown.

Bergersen introduced the following resolution and moved for its adoption:

**EDA RESOLUTION NO. 1-2017**

**A RESOLUTION APPROVING TERMS OF A LOAN TO GRAND K, LLC  
FROM THE ARLINGTON EDA FAÇADE IMPROVEMENT LOAN PROGRAM  
FOR A PROJECT AT 209 MAIN STREET WEST**

**WHEREAS**, Brandon, Howard & Deb Brinkman, d.b.a. Grand K, LLC, has applied for a Façade Improvement Loan available through the EDA; and

**WHEREAS**, the Applicant requests a forgivable loan in the amount of \$2,500 or fifty (50) percent of the actual project cost, whichever is less; and

**WHEREAS**, the purpose of the loan is to replace the front window, reside the structure, add dimension to the roof and redo the brick on the building at 209 Main Street West in the Central Business District; and,

**WHEREAS**, the EDA has reviewed the loan application to determine compliance with loan policies and procedures.

**NOW, THEREFORE, BE IT RESOLVED**, that the Arlington Economic Development Authority hereby approves a façade improvement loan in the amount of \$2,500 to Grand K, LLC as follows:

1. The City and the EDA previously approved the EDA’s Façade Improvement Loan Program which is administered by the Arlington EDA.
2. Brandon, Howard & Deb Brinkman, d.b.a. Grand K, LLC (the “Borrower”) have submitted an official application form requesting financial assistance from the EDA Façade Improvement Loan Program (the “Loan”) in the amount of \$2,500 or fifty (50) percent of the project cost, whichever is less in order to finance replace the front window, reside the structure, add dimension to the roof and redo the brick on the building (the “Project”) at 209 Main Street West (the “Property”).
3. The Loan is to be made from the EDA Façade Improvement Loan Program and will be forgiven provided the Borrower remains in business on the Property for at least one year following the disbursement of the Loan and the Project is substantially completed within a reasonable period of time defined as one hundred eighty (180) days.
4. The Board hereby approves the Loan proposed to be provided to the Borrower contingent on:
  - a. Execution of a Promissory Note by the Property Owner.
  - b. Submittal of valid invoices from a licensed contractor relating to the window replacement, residing, and awning placement.
5. The Board has had an opportunity to review the Note to be executed by the Borrower. The Board hereby approves the form of Note.
6. Effective Date. This resolution shall be effective as of the date hereof.

The motion for the adoption of the foregoing resolution was duly seconded by Hatlestad, and upon poll being taken thereon the following voted in favor thereof: Bergersen, Thomes, Tim Kloeckl, Larry Sorenson, Councilmember Battcher, Councilmember Hatlestad; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Rose.

Adopted by the Economic Development Authority of the City of Arlington this 13<sup>th</sup> day of November, 2017.

Signed: /s/ Dean Bergersen  
Dean Bergersen, President

Attest: /s/ Holly Kreft  
Holly Kreft, EDA Director

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

Director Kreft provided an update on the Workforce Housing Team (WHT). She noted that the Team is ready to move forward with the Housing Study and will need approvals for three documents in order to move forward. She noted that the cities will enter into a Memorandum of Understanding, authorize the Team to enter into the contract with AdMark, and authorize the City of Arlington to accept the grant from Compeer Financial. Thomes asked if the City would be getting what it wanted out of the Study. Director Kreft replied that the study would be comprehensive and meet the needs of the City. He also questioned the timeframe for completion. Director Kreft stated it was anticipated to take 6 months.

Motion by Thomes, seconded by Kloeckl and passed by unanimous vote to approve all of the recommendations as written in the staff report which included:

1. City Council to authorize the Mayor and City Administrator to enter into a Memorandum of Understanding with the Cities of Gaylord, Gibbon, and Winthrop for the completion of a Comprehensive Housing Study.
2. City Council to authorize the Sibley Housing Team to enter into an Agreement with AdMark to complete the study.
3. City Council to authorize the Mayor and City Administrator to execute the Sponsorship Agreement with Compeer Financial.

Discussion was had on the status of the Medical School. Kloeckl noted that there would be a meeting the following night, so he will learn more at that meeting and then report back at the December EDA meeting.

Director Kreft stated that there is a ribbon cutting planned for Alice's Family Hair Care Center on Monday, November 27<sup>th</sup> at 4:30 p.m. She also noted that the Chamber discussed the ribbon cuttings at their monthly meeting today and may decide to no longer hold them jointly.

Motion by Thomes, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 6:10 p.m.

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EDA Director Holly Kreft

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EDA President Dean Bergersen