



**ECONOMIC DEVELOPMENT AUTHORITY  
MEETING AGENDA  
MONDAY, JANUARY 8, 2018 @ 5:30 P.M.  
Arlington Community Center - Council Chambers**

1. Call to Order
2. Pledge of Allegiance
3. Oath of Office: Dean Bergersen and Kurt Menk
4. Election of Officers
  - A. President
  - B. Vice-President
  - C. Secretary
5. Approval of Agenda
6. Approval of Minutes
  - A. December 11, 2017
7. Approval of Financial Reports
  - A. November 2017
8. New Business
  - A. EDA Expectations
  - B. 2018 Goals
  - C. Northland Drying Update
  - D. Successfully Selling Your Business
  - E. One-on-One Website and Facebook
  - F. Marketing Hometown America
  - G. Façade Loan & Grant Program *(added)*
9. Old Business
  - A. Former TSE Building Update
  - B. Arlington Housing Options (Hattlestad)
10. Board Announcements
11. Adjourn

**A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING.  
NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING**

**ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
JANUARY 8, 2018 @ 5:30 P.M.**

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

Members Present: President Dean Bergersen, Councilmember Tom Hatlestad, Council Member Michelle Battcher, Richard Thomes, Larry Sorenson, Tim Kloeckl and Kurt Menk.

Members Absent: None

Also Present: Director Amy Newsom, City Administrator Pat Melvin and Mayor Richard Nagel.

Director Newsom administered the Official Oath of Office to re-appointed member Dean Bergersen and newly appointed member Kurt Menk.

Motion by Thomes, seconded by Hatlestad, and passed by unanimous vote to approve keeping the officers the same as last year. Dean Bergersen to serve as President and Tom Hatlestad as Vice-President, with the change of Director Amy Newsom as Secretary.

Motion by Battcher, seconded by Hatlestad and passed by unanimous vote to approve the agenda with the following addition:

Add item under New Business- G. Façade Loan & Grant Program.

Motion by Sorenson, seconded by Kloeckl and passed by unanimous vote to approve the minutes from the December 11, 2017 meeting as presented.

Motion by Thomes, seconded by Hatlestad and passed by unanimous vote to approve the November 2017 financial report meeting as presented.

There was discussion on the 3-in-1 Learning Center's façade improvement project. It has been a year since the improvement was made. It was consensus of the board, now that a year has passed, the loan may be forgiven.

Director Newsom asked each commissioner for their expectations for the EDA Director and their expectations for the EDA as a whole.

Thomes- Director is to be a resource for citizens

Kloeckl- Director is to try and attract new businesses to town

Battcher- Director is to talk with new & current businesses and keep communication transparency

Hatlestad-agrees with others

Bergersen- help business people become established & help with business financing

Sorenson- agrees with others, but wishes for more communication prior to the meeting on big topic items

Menk- Director to be the face of the EDA, more visible and to have Arlington's EDA be put first

Director Newsom went over the 2017 EDA goals. The committee discussed which 2017 goals to keep for 2018 and which goals to remove from the list.

- Update Economic Development page on City website- Newsom felt the website still needed some improving and that it is an on-going project.
- Economic Development updates for City FB page- EDA would like to add Newsom as an admin on the City's Facebook page to be able to add EDA related items.
- Quarterly Newsletters highlighting economic development and business events- The committee felt the Sibley County newsletter was a good resource but they would like to see it included quarterly with the City's utility bills.
- ~~Work with Arlington Enterprise to develop Business Spotlights~~- Chamber would like to take this on as their own.
- Promote available sites through website, MnCAR - Continue in to 2018, committee feels it is an on-going project.
- Finalizing the access route to Southwest Industrial Park- Newsom says there is a grant, but the City needs to close on the Cemstone site before moving forward with Industrial Park.
- Brainstorm uses for former Cemstone property- Kloeckl has an interested party, he will try to do more research.
- Host a Manufacturer's Week in October- Didn't happen last year, Newsom will work with DEED.

- ~~Conduct ribbon cuttings and groundbreaking to welcome new or expanded businesses~~- Chamber would like to take this on as their own.
- Promote the RLF Program and Façade Program- Committee feels this needs to be on website.
- Actively promote available commercial sites (privately and publicly owned) - Currently, only publicly owned are on website. Will add private owned on website.
- Sell the former TSE administration building- currently listed with Fahey Sales.
- Support the Chamber of Commerce- Committee feels that Newsom should attend meetings and that the communication should remain open.
- ~~Coordinate at least one joint meeting with Council, EDA and P & Z~~
- ~~Work with new Sibley County Community Development Manager on joint economic development projects~~
- Identify the need for future housing development- Very important.
- Retention and succession planning for existing businesses- Very important, Business secession meeting on January 23<sup>rd</sup>.
- Conduct business retention visits and follow-up on previous visits- Very important.

Newsom provided an update on Northland Drying. Administrator Melvin & Director Newsom toured the facility in late December. Northland Drying is hoping to have twenty employees by the end of January. Northland Drying was looking for state funds or grants, but because they have already started work on the site, they no longer qualify for those grants. Mayor Nagel mentioned that a year ago when Northland Drying approached the City about purchasing the property, the Mayor and past Administrator Donabauer asked Northland Drying if they wanted help with any funding. Northland Drying at that time said no, that they had enough capital funds, and they did not need any financial assistance. Newsom feels the way the EDA can help them, is by helping them find qualified employees.

Newsom explained the Successfully Selling your Business event on January 23<sup>rd</sup> at the Arlington Community Center. There will be a panel of experts here to help aging business owners start thinking about how they will sell their business. Thomes would like to see an invitation flyer mailed out to all of the businesses.

Newsom would like the commissioners to spread the word of one-on-one website/Facebook help. The cost is \$60 for up to 4 hours of consultant time. This will help business owners create their business Facebook and/or websites.

Newsom provided an update on the Marketing Hometown America. Director Newsom would like the committee's thoughts on whether the EDA should move forward with this program or not. Battcher thought this program could be piggy-backed with the strategic planning process. Newsom thinks the Arlington Chamber, and Arlington Industry should be included in this process. The committee felt it would be beneficial to discuss this with the other organizations and see if they are interested. Then it should be brought back for discussion at a future meeting.

Thomes had a local business owner ask him if the Business façade loan was only to be used on Main Street. After some discussion it was consensus that the wording on the policy is Central Business district and not Main Street. Thomes will tell the business owner to apply. The committee would like Newsom to look at the rules and see if some of wording can be changed so that any business within City limits can utilize this program.

Newsom was able to find the former TSE building listing on the MLS by Fahey Realtors for \$170,000. Newsom and Melvin toured the building and found that the building needed some light house-keeping. City Staff will work on cleaning it up a bit.

Hatlestad explained that the City Council decided to pass on the joint housing study with Gaylord and Winthrop. In talks with County Administrator Roxy Traxler, Hatlestad realized that the City, for almost the same price, can get a housing study done on our own. Battcher thought that former EDA Director Cynthia Smith-Strack has good notes on housing options available in town. Newsom explained that there is a MN Housing grant available through the state to pay for up to 25% of the building costs, of new market rate rental properties. A housing study is not needed to apply for this grant. There was much discussion on housing options in Arlington. The committee felt the City has assets within the City, who

could compile a listing of housing options. Then would then look to Bob Streetar and students come in and do a housing study/comprehension study. Newsom thought the EDA could apply for a Compeer/AgStar grant to help cover the costs associated with the housing study.

Motion by Hatlestad second by Sorenson, and passed by unanimous vote to have Director Newsom look in to the Compeer/AgStar grant for the purpose of the housing study and recommend the City Council to apply for the grant.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote to adjourn the meeting at 7:03 p.m.

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EDA Director Amy Newsom

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EDA President Dean Bergersen