



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA
MONDAY, FEBRUARY 12, 2018 @ 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. January 8, 2018
5. Approval of Financial Reports
 - A. December 2017
 - B. Year End 2017
 - C. January 2018
6. New Business
 - A. Consider waiving WAC & SAC fees (Mayor Nagel)
 - B. Approve/Deny 2018 Goals
 - C. Approve/Deny JB Services Façade Loan Program application
 - D. Economic Development "Think Tank" (Admin. Melvin)
 - E. Rural Child Care Innovation project update
 - F. Social Media Breakfast
 - G. Tour of Scott Equipment
7. Old Business
 - A. Housing Study update
 - B. Succession Planning review
 - C. Approve/Deny Marketing Hometown America
 - D. Façade Loan Program Changes
8. Board Announcements
9. 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
FEBRUARY 12, 2018 @ 5:30 P.M.**

The meeting was called to order by Vice-President Tom Hatlestad at 5:34 p.m.

Members Present: Councilmember Tom Hatlestad, Councilmember Michelle Battcher, Richard Thomes and Kurt Menk.

Members Absent: President Dean Bergersen, Larry Sorenson & Tim Kloeckl

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

Commissioner Thomes directed the meeting as Vice-President Hatlestad was without a voice.

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

Motion by Hatlestad, seconded by Battcher and passed by unanimous vote to approve the minutes from the January 8, 2018 meeting as presented.

There was discussion on the revolving loans and façade loan improvement fund.

Motion by Battcher, seconded by Thomes and passed by unanimous vote to approve the December 2017, Year End 2017 & January 2018 financial reports as presented.

Mayor Nagel gave a presentation on the WAC (water access charge) and SAC (sewer access charge) fees and why he felt those fees should be waived. A few years ago, in Henderson, the City acquired quite a few empty buildable lots. In order to quickly get rid of those lots, they have chosen to waive the WAC & SAC fees and new homes are being built. Currently for the City of Arlington, the water access charge fee is \$1,325 and the sewer access charge fee is \$3,500 totaling \$4,825. Mayor Nagel would like to see Arlington's WAC & SAC fees waived for a certain time frame (a year or two) to see if any new building occurs.

Motion by Thomes, seconded by Menk and passed by unanimous vote to recommend to the City Council to waive the WAC & SAC fees for the physical year 2018 on all new construction within the City of Arlington.

Director Newsom presented the 2018 EDA Goals (asterisk means Council goal):

1. Business and Industrial Development Goals

- a. Take steps to improve business retention and attraction*
- b. Conduct business retention visits and follow-up on previous visits
- c. Conduct a housing study to identify the type of housing needed within the City*
- d. Promote the RLF Program and Façade Program
- e. Actively promote available commercial sites – privately and publicly owned
- f. Sell the former TSE Admin building
- g. ~~Acquire access to the south~~ Industrial Park* (Battcher wanted to have this goal be named Industrial Park).
- h. Brainstorm uses for former Cemstone property

2. Marketing Goals

- a. Update Economic Development page on City website (ongoing)

- b. Economic Development updates on City Facebook page (ongoing)
- c. Participate in County Community Development newsletter each month
- d. Collaborate on projects with the Chamber of Commerce, Arlington Industries, and Sibley County
- e. Work with DEED to participate in MN Manufacturers week

Motion by Hatlestad, seconded by Battcher and passed by unanimous vote to approve the 2018 EDA goals with the following change:

- 1) g. Industrial Park

Motion by Thomes, second by Menk and passed by unanimous vote to recommend to the City Council to approve the JB Services Façade loan application.

Administrator Melvin would like to see a group (think-tank group) come together that can brainstorm new ideas for the EDA. He is unsure at this time who it add to the group but potentially adding business owners and committee members. This group would be a resource to the EDA to come up with new economic development ideas for the City of Arlington. The committee felt this was a good idea and would like Admin Melvin to create a diverse group.

Director Newsom gave an update on the Rural Child Care Innovation project. In November, there was a Town Hall meeting at the Community Center, about 75 people were in attendance. During that meeting four main goals were decided. The first and most important is creating a child care center in Arlington, as Arlington has the highest daycare shortage. The second idea is to create another option for daycare outside of people's homes (i.e. church basement). The third option is to highlight childcare openings in Sibley County. Currently, the childcare providers of Sibley County have a Facebook page, but that needs to be promoted more along with other ideas for finding childcare openings in Sibley County. The final goal is to create a fund (through the County) to offer incentives for childcare providers. The fund would be for things they would need to start up their childcare business. The County is considering working with SMIF to create a community development fund for this along with other community projects. Newsom wanted to bring this to the EDA to see if they had any ideas for the City of Arlington portion of these ideas. There was much discussion on this and potential options of creating a grant specifically for new daycare providers to help with start-up costs.

Newsom would like everyone to spread the word on the Social Media Breakfast that the County is hosting on Friday, February 23 from 8:00 am- 9:30 am, in the Commissioners Room at Sibley County Courthouse. It is free and open to the public.

Newsom is doing a business visit at Scott Equipment tomorrow (2/13/18) at 1:00 pm. She also invited the Chamber president to go and thank them for the donation of fireworks for Arli-Dazzle. Any EDA members are welcome to join in the tour.

Newsom provided an update on the Housing Study. She has sent in the application to Compeer financial for a grant for the housing study. Admin Melvin had contacted Compeer because the City already has an open grant through them for the City strategic planning session. He wanted to make sure that wouldn't affect this grant opportunity. Compeer said that wouldn't affect the grant. But she was quick to say that they are helping to fund the multi-city housing study and the City of Arlington could've been a part of that. She did say, that the City should move forward with applying and see what happens.

Newsom provided an update on the Succession Planning meeting from January. Some of the takeaways from that meeting were:

- 1) how to keep business here
- 2) how can the City get grant money
- 3) how are we going to get people from other Cities to shop Arlington businesses

Motion by Hatlestad, seconded by Battcher and passed by unanimous vote to approve a \$500 donation towards the Marketing Hometown America Program.

There was discussion at the last meeting about the Façade Loan program and potentially allowing it for the entire City, and not just in the Central Business district. Consensus of the committee was to find out how much money was originally allocated for this project and how much money is left for future projects. Once the committee knows where the program is at financially they will make a decision about expanding throughout the entire City.

Motion by Hatlestad, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 6:36 p.m.

EDA Director Amy Newsom

EDA Vice-President Tom Hatlestad