



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA**

MONDAY, MAY 14, 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. April 9, 2018
5. Approval of Financial Reports
 - A. March 2018
 - B. April 2018
6. New Business
 - A. Discussion on Industrial Park needs
 - B. Consider commercial lots policy/resolution #2018-7
 - C. Marketing SAC/WAC waiver
 - D. SE MN Together Community Design
 - E. Ben Winchester presentation at Hahn's Dining in Winthrop
7. Old Business
 - A. Marketing Hometown America update
 - B. Housing Study update
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
MAY 14, 2018 @ 5:30 P.M.**

The meeting was called to order by Commissioner Richard Thomes at 5:30 p.m.

Members Present: Larry Sorenson, Richard Thomes, Tim Kloeckl, Kurt Menk & Councilmember Michelle Battcher.

Members Absent: President Dean Bergersen, Councilmember Tom Hatlestad.

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

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

Motion by Kloeckl, seconded by Sorenson and passed by unanimous vote to approve the minutes from the April 9, 2018 meeting with the following change:

Change signature lines from Commissioner Richard Thomes to President Dean Bergersen.

Administrator Melvin addressed the commission. He wished to express his gratitude to the EDA for the flower arrangement provided at his father's funeral.

It was noted that the Heiland loan had been paid off.

Motion by Kloeckl, seconded by Battcher and passed by unanimous vote to approve the March 2018 & April 2018 financial reports as presented.

Director Newsom has received three RFI's this week. RFI's are requests for information for potentially bringing new businesses to Arlington. All three companies were looking for City owned industrial park land. The first business was looking for 15 acres of City owned land. Newsom showed them one area within the current industrial park, but because it has no access point they said no to that. She also showed them one other parcel not owned by the City, but they too said no to that because they did not want to work with a third party. That company is not moving forward in Arlington. The second business is looking for 7 acres and would likely bring 15 jobs, paying at least \$18.50 an hour. They also requested their land needed to be within MVEC electric territory. Newsom showed them the County 9 & Highway 5 parcel on the northwest side of town, next to the Prairie Winds storage buildings, which is 10 acres. They were interested in moving forward with that land. The third business was also looking for City owned land and Newsom showed them the 14 acre EDA farm land, off of County road 9 in the northwest quadrant behind the racetrack. This business seemed receptive to this property. There was much discussion on industrial park needs and what the EDA can propose to the City Council for acquiring new industrial park land and what they can do with the current inaccessible industrial park.

Motion by Menk, second by Kloeckl and passed by unanimous vote to have Administrator Melvin and Director Newsom look in to selling the current 22 acre industrial park and the costs for purchasing two or three parcels of land for an accessible industrial park.

Newsom expressed the need for a policy in place so she had incentives to offer potential businesses to choose Arlington.

Commissioner Menk introduced the following resolution and moved for its adoption with the change of calling it Commercial Building and Lots Policy and conditions of the sale of buildings and lots with an assessed value of less than \$250,000:

EDA RESOLUTION NO. 2018-7

A RESOLUTION APPROVING THE COMMERCIAL BUILDING AND LOTS POLICY

WHEREAS, the Arlington EDA strives to promote growth through the addition of businesses and jobs in the community, and

WHEREAS, the City of Arlington has acquired buildings and lots for the purpose of economic development. The intention of this policy is to set the price of commercial buildings and lots. The goal of the City of Arlington is to increase the tax base for the City, and

WHEREAS, it is the purpose of this policy to outline the terms and conditions of the sale of buildings and lots with an assessed value of less than \$250,000.

NOW, THEREFORE, BE IT RESOLVED by the Arlington EDA:

1. Sale of buildings and lots will be approved by the Arlington Council.
2. Commercial Lots will be sold for \$1 per lot when the business meets the following criteria:
 - A. Will create at least 15 full-time equivalent (FTE) positions based in the City of Arlington.
3. Commercial Lots will be sold for \$10,000 when the business meets the following criteria:
 - A. Will create at least 5 full-time equivalent (FTE) positions.
4. If a lot(s) is purchased for \$1 or \$10,000 and construction is not started within 180 days of closing, the lot(s) will be returned to the City of Arlington. Purchase price will be refunded, minus closing costs.
5. Commercial Lots that do not meet any of the above criteria will be sold at the Assessed Value.
6. Closing will occur within 4 months of signing the purchase agreement.
7. A Development Agreement must be approved by City Council and both parties must adhere to the terms of the agreement.

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

Adopted by the Economic Development Authority of the City of Arlington this 14th day of May, 2018.

Signed: /s/ Dean Bergersen
Dean Bergersen, EDA President

Attest: /s/ Amy Newsom
Amy Newsom, EDA Director

Newsom would like approval to market the waiving of the WAC/SAC fees policy. There is \$460 in the advertising budget. The commission gave their approval and would like to see this advertised more outside of Arlington, in the surrounding counties.

SE MN Together Community Design is a facilitation grant that Newsom was informed of. She needs two to three committed upfront leaders. The group felt with the Strategic Planning and Marketing Hometown America already happening, this not a good idea at this time.

Administrator Melvin wanted to know if anyone was interested in attending the Ben Winchester EDA presentation at Hahn's Dining in Winthrop. No interest at this time.

Newsom gave an update on Marketing Hometown America. The kickoff meeting was held on April 26th, Battcher & Menk attended. Battcher explained that it was a good meeting and they were looking for 7 facilitators to lead smaller groups. The facilitator from Hometown America will train the leaders of the small groups and provide them with all of the information they will need to move the program forward. The goal is to have seven groups of 10 people. Kloeckl would like to be a part of one of the groups.

The graduate students from the University of Minnesota who are working on the housing study came down last week. Newsom showed them around town and they met with a local relator to get a feel of the town. They've created a current resident housing survey that will be going out with the June utility bills.

No board announcements.

Motion by Kloeckl, seconded by Sorenson and passed by unanimous vote to adjourn the meeting at 6:20 p.m.

EDA Director Amy Newsom

EDA Member Richard Thomes