



ECONOMIC DEVELOPMENT AUTHORITY

MEETING AGENDA

MONDAY, JANUARY 13 @ 5:30 P.M.

Arlington Community Center - Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Oath of Office: Larry Sorenson
4. Election of Officers
 - A. President
 - B. Vice President
 - C. Secretary
5. Approval of Agenda
6. Approval of Minutes
 - A. December 9, 2019
7. Approval of Financial Reports
 - A. December 2019
8. New Business
 - A. Presentation by Charlie Levine of Minnehemp
 - B. Review draft of 2019 EDA Annual Report
9. Old Business
 - A. Approve/Deny Resolution 01-2020 Sign Program
 - B. 2020 EDA Goals
 - C. One Million Cups – October 14, 2020
10. Planning and Zoning update
 - i. Chef Craig's
 - ii. Plan to update/simplify zoning applications
11. EDA Director update on businesses and housing
 - i. Arlington Enterprise new location on Main Street
 - ii. MN Valley Vet moving to 402 W Alden
 - iii. SAC/WAC waiver request from Alan and Cindy Mosbeck 705 Olive Street
12. Director and Board Comments
13. Adjourn



OFFICIAL OATH

State of Minnesota
County of Sibley

I, **Larry Sorenson**, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Minnesota, and the Charter of the City of Arlington, and to discharge faithfully the duties devolving upon me as Economic Development Authority Commissioner of the City of Arlington to the best of my judgment and ability.

Economic Development Authority Commissioner

Subscribed and sworn to before me this 13th day of January 2020.

Economic Development Authority Director



**ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
MONDAY, DECEMBER 9, 5:30 P.M.
Arlington Community Center - Council Chambers**

Members in attendance: Kurt Menk, Larry Sorenson, Tom Hatlestad, Dean Bergersen, Michelle Battcher, Howard Brinkman, Tim Kloeckl

Members Absent: None

Staff: Amy Newsom

Guests In attendance: Mayor Rich Nagel, Matt Nelson

1. Call to Order at 5:30 pm.
2. Pledge of Allegiance
3. Approval of Agenda – Motion by Battcher second by Sorenson to approve the agenda, motion carried.
4. Approval of Minutes
 - A. November 18, 2019 – Motion by Battcher, second by Hatlestad to approve the minutes, motion carried.
5. Approval of Financial Reports – motion made by Kloeckl, second by Brinkman to approve the November Financial Report, motion carried.
 - A. November 2019
6. New Business
 - A. Approve/Deny Development Agreement with Hemp Heaven
Motion by Hatlestad, second by Brinkman to approve the development agreement and move to Council, motion carried unanimously.
 - B. Review Draft of Sign Policy/Application (resolution next month)
Recommendation by EDA Board to include the whole city. Newsom to edit and bring resolution in January.
 - i. Façade Program -Consensus to keep the Façade Program in addition to the Sign Program.

- C. One Million Cups
EDA Board in support of hosting One Million Cups in the fall of 2020. Newsom to work with Menk, Hatlestad, Sorenson, and Bergersen on the project.
 - D. Review of 2019 EDA goals
EDA Board discussed their goals for 2020 and review/approve at January meeting.
7. Old Business
8. Planning and Zoning Update
- i. Chef Craig – Newsom reported that she is reviewing a zoning application for Chef Craig to open across the street.
 - ii. Minnesota Valley Vet Services – P&Z will be having a public hearing on December 30 to consider a CUP for the vet clinic to move into 402 West Alden Street.
9. EDA Director Update on Businesses and Housing
- i. Morreim Pharmacy closing December 10. – The Board discussed the closing of Morreim Pharmacy.
 - ii. Grand Opening in former TSE building (Austin Fraundienst Trucking, 5th Street Fusion, Circle F Farms Trucking, Lindsay Thomes – True Real Estate) – Newsom reported that there are currently 13 jobs in the building. An open house was held on December 6. Newsom, Mayor Nagel, EDA Member Menk, and Administrator Melvin attended.
 - iii. Siwek home sold – 746 7th Ave \$219,000 (closes 1/12/2020)/close to signing another purchase agreement on other home. Requesting another WAC/SAC waiver from Council for Olive Street.

Menk left at 6:26 pm

13. Board and Director Comments

Board member Brinkman reported that he has another couple businesses for the incubator space including Gwen Scharpe photography business and Rae Lueth business.

Board member Bergersen stated that he heard the Quick Shop has sold. Matt Nelson confirmed that. He stated that Wendell Terlinden reported that the business has sold at the Chamber meeting. He also stated that the new owners will be opening some type of sandwich shop.

The Board also discussed that several homes in Arlington have been improved recently.

14. Adjourn

Motion to adjourn by Boettcher second by Kloeckl. Motion carried; board adjourned at 6:35 pm.

9.A.



ARLINGTON ECONOMIC DEVELOPMENT AUTHORITY

EDA RESOLUTION NO. 01-2020

A RESOLUTION ESTABLISHING THE ARLINGTON ECONOMIC DEVELOPMENT SIGN PROGRAM

Motion by Commissioner _____ Seconded by Commissioner _____

WHEREAS, one of the 2019 EDA goals was to improve business retention and attraction; and

WHEREAS, the Arlington EDA has identified a need to help local business promote and market their businesses by having appropriate signage; and

THEREFORE, the Arlington EDA created the following Sign Program Policy;

Sign Program Policy

This program is intended to provide commercial property owners with a resource and incentive to add, improve, and / or replace signage in the City of Arlington.

Eligibility

- Properties must be in the City of Arlington.
- Funds can be used only for the purchase of new signs and/or the repair, improvement or replacement of existing signs.
- Only one loan per business will be awarded.

Requirements

- Businesses who lease space must get written approval from the owner of the property.
- Work cannot commence until the loan has been approved, and should be completed within 180 days, weather permitting.

Rates/Terms

- Loans range up to \$1,000 with an equal match from the business.
- Loans will be in the form of a 0%, 3-year deferred loan. A deferred loan means that you have no monthly payment. If you maintain your business in that building and continue to own the building for the next three

years, the loan will be forgiven. If you sell your building or it is no longer used as your principle place of business before the three-years is up, you simply pay back what you owe without interest.

- Improvements must be completed before any funds can be disbursed.

NOW, THEREFORE, BE IT RESOLVED, that the Arlington Economic Development Authority hereby establishes the EDA Sign Program Policy. This resolution shall be effective as of the date hereof.

Yes No Abstain Absent

Bergersen
Brinkman
Gilman
Hatlestad
Kloeckl
Menk
Sorenson

Adopted by the Economic Development Authority of the City of Arlington this 13th day of January 2020.

Signed: _____
Dean Bergersen, President

Attest: _____
Amy Newsom, EDA Director



Sign Program Policy

This program is intended to provide commercial property owners with a resource and incentive to add, improve, and / or replace signage in the City of Arlington.

Eligibility

- Properties must be in the City of Arlington.
- Funds can be used only for the purchase of new signs and/or the repair, improvement or replacement of existing signs.
- Only one loan per business will be awarded.

Requirements

- Businesses who lease space must get written approval from the owner of the property.
- Work cannot commence until the loan has been approved, and should be completed within 180 days, weather permitting.

Rates/Terms

- Loans range up to \$1,000 with an equal match from the business.
- Loans will be in the form of a 0%, 3-year deferred loan. A deferred loan means that you have no monthly payment. If you maintain your business in that building, and continue to own the building for the next three years, the loan will be forgiven. If you sell your building or it is no longer used as your principle place of business before the three-years is up, you simply pay back what you owe without interest.
- Improvements must be completed before any funds can be disbursed.

Contact

Contact the EDA Director Amy Newsom at (507) 720-8586, or send an email to anewsom@arlingtonmn.com, for a loan application and additional information.



Arlington EDA Sign Loan Program: Application

Property Owner Name: _____

Property Owners Address: _____

Address to be improved: _____

Phone: _____ Date: _____

Short Project Description:

Total Improvement Cost: _____ Loan Request: _____

The amount of the loan cannot be more than \$1,000. Limit of one per business.

Contractor Name	Bid Amount
1. _____	
2. _____	

Have you received a loan from the Sign Loan Program in the past? _____

Your application is not complete if you do not include:

- 1. Bid/Quote**
(If you are doing the work yourself, attach a copy of the material costs on letterhead form the material supplier)
- 2. Sketch/Image of Project**
- 3. Sign Permit**
(You may apply without permit; EDA needs it before you receive funds.)

I AGREE with and UNDERSTAND the following:

I have read and am within the guidelines for the Sign Program. I understand that if any information is incorrect or incomplete, my chances of receiving funding will be delayed and/or hindered.

SIGNATURE: _____ DATE: _____

Applications will be reviewed in the order they are received.

Arlington EDA Sign Program

Overview:

This program is intended to offer funds to property owners in the City of Arlington for the purpose of adding, improving or replacing signage. Signage should be designed to enhance and compliment the character of buildings in the City of Arlington.

Loan Rates/Terms:

Loans up to \$1,000 are available. Loans will be in the form of a 0%, 3-year deferred loan. A deferred loan means that you have no monthly payment. If you maintain your business in that building and continue to own the building for the next three years, the loan will be forgiven. If you sell your building or it is no longer used as your principle place of business before the three-years is up, you simply pay back what you owe without interest. No more than one loan will be allowed per business during an eight-year time period. No property owner investment is required for this program.

Eligible Properties:

Eligible properties must be located within the Arlington City Limits.

Eligible Improvements:

Eligible improvement include new signs or the replacement and improvement of existing signs. All signs must follow the City's Zoning Ordinance.

Ineligible Improvements:

Ineligible improvements are signs that are not in compliance with the City's Zoning Ordinance.

Work by loan recipient:

The loan recipient can perform the work, although funds can only be used to compensate for materials. Materials must be purchased, installed and inspected prior to disbursement of the loan proceeds. In either case, a two-party check will be issued payable to both the loan recipient and the materials provider. All permits must be obtained by the loan recipient and work inspected by the City of Arlington and / or other appropriate personnel when required by City Ordinance.

Application Processing:

The EDA Board of Directors will review all applications for final approval. This can take up to one month depending on when you turn in your application. For the fastest service, turn in applications by the first week in a given month.

Contractor / Permits:

A minimum of two bids per project must be obtained from contractors, the lower of which will be reimbursed, unless the work is done by the applicant. All required permits must be obtained, are the responsibility of the loan recipient and must be obtained prior to work commencing on the project.

Total Project Cost:

The EDA will contribute up to \$1,000 towards the cost of replacing, repairing or purchasing new signs. Business must match the amount of the award.

Work Completion:

Weather permitting; all projects must be completed within 180 days of the date the grant is awarded.

Disbursement Process:

After an inspection by the City and / or the EDA to verify completion of the work, a two-party check will be issued payable to both the loan recipient and the contractor or materials supplier. Before funds can be released, the following must be received by the EDA:

- 1) Final, original invoice from contractor (or material list from supplier).
- 2) Completion certificates signed by the loan recipient and the contractor, if there is one.
- 3) Copies of all required city permits (also indicating final inspection by the city when necessary).
- 4) Final inspection by the EDA.

Please allow a minimum of 31 days from the time invoices are submitted for reimbursement checks to be issued. The Arlington EDA approves all expenditures on the 2nd Monday of each month and invoices must be received the Friday prior to the EDA meeting for their consideration. Please advise your contractors of this schedule.

Applications can be dropped off at City Hall or mailed to:
Arlington Economic Development Authority
204 Shamrock Drive
Arlington, MN 55307

The following are some Sign Contractors located in the surrounding area, but you are not limited to these companies:

Signs Plus
2400 South Broadway Street
New Ulm, MN 56073
Phone: (507) 276-8331

New Ulm Signs & Graphix
1901 N Washington Street
New Ulm, MN 56073
Phone: (507) 359-5247

Sign Solutions
1230 N Broad Street
Mankato, MN 56001
Phone: (507) 388-6596

Sid's Signs on Broadway
700 North Broadway Street
New Ulm, MN 56073
Phone: (507) 359-9536

Peter's Signs
2724 9th Street Ease
Glencoe, MN 55336
Phone: (320) 864-2998

**Please call the Arlington Economic Development Authority
at (507) 720-8586 if you have any questions or need additional information.**



**ECONOMIC DEVELOPMENT AUTHORITY
2020 EDA Goals**

1. Business and Industrial Development Goals

- a. Continue to improve business retention and attraction.
- b. Continue to conduct business retention visits and follow-up on previous visits.
- c. Actively promote available commercial sites – privately and publicly owned.
- d. Work toward purchasing industrial park land.
- e. Work to attract professionals to town – i.e. dentists, lawyers.

2. Housing Goals

- a. Work with developers to stimulate housing.
- b. Work with trailer park and consider housing alternatives.

3. Marketing Goals

- a. Update Economic Development page on City website (ongoing).
- b. Economic Development updates on City Facebook and City newsletter.
- c. Collaborative projects with regional partners.
- d. Work with DEED to participate in MN Manufacturers week.