



**ECONOMIC DEVELOPMENT AUTHORITY  
MEETING AGENDA  
DECEMBER 14 @5:30 P.M.  
Arlington Community Center - Council Chambers**

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1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
  - A. November 9, 2020
5. Approval of Financial Reports
  - A. November 2020
6. New Business
  - A.
7. Old Business
  - A. Marketing Ideas – Haile Tegegne
  - B. Update on orderly annexation/projects
  - C. 2021 Goals
8. Planning and Zoning update

9. EDA Director update on businesses and housing - new businesses in town.

10. Director and Board Comments

11. Adjourn



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

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1. Call to Order – meeting was called to order at 5:30 by President Dean Bergersen.  
Present: Kurt Menk, Larry Sorenson, Dean Bergersen, Matt Scharpe, Howard Brinkman, Laura Gilman by RingCentral  
Absent: Tim Kloeckl  
Staff Present: EDA Director Amy Newsom, P&Z Administrator Tim Scanlon-Johnson  
Guests Present: Rich Nagel, Rhonda Buerkle by RingCentral
2. Pledge of Allegiance – All recited the Pledge of Allegiance
3. Approval of Agenda – Motion by Brinkman to approve the agenda, second by Sorenson. Motion carried.
4. Approval of Minutes
  - A. October 12, 2020 – Motion by Bergersen to approve the October minutes, second by Brinkman. Motion carried.
5. Approval of Financial Reports
  - A. October 2020 – Motion by Sorenson to approve the October financial reports, second by Bergersen. Motion carried.

6. New Business
  - A. Generations Home Care Services – Rhonda Buerkle provided information to the EDA on her new business serving the needs of area seniors; they provide rides, shopping, cleaning, home visits. Non-medical assistance. Self-pay. EDA members are willing to share information with their churches. EDA also requested copies of the brochure in Spanish. Buerkle will get some additional brochures to Director Newsom.
  
7. Old Business
  - A. Marketing Ideas – Newsom reported that she has contacted the State of MN to advertise in some of their publications. Waiting to hear back from them.
  - B. Discussion on orderly annexation – Newsom reported that she, Scanlon-Johnson and Mayor Nagel would be presenting information to the Arlington Township on two areas/projects that are requesting possible annexation into the City.
  - C. Update on dog park- Scanlon-Johnson stated that the dog park received a cold reception from the Park Board, but support from P&Z and Council. The best location was decided as the land near the wastewater treatment plant. Scanlon-Johnson and hopes to open a dog park next spring or early summer.
  - D. 2021 Goals – New goals identified for 2021 include continuing to work on amenities for the City including: parks and trails; also building townhomes.
  
8. Planning and Zoning update – Scanlon-Johnson reported that Siwek is moving forward with building villas near the racetrack. Scanlon-Johnson reported that Siwek plans to build 4 of the villas in 2020.
  
9. EDA Director update on businesses and housing - Newsom reported that Derrick Bushman from Hemp Heaven signed the development agreement extension and plan to build in 2021. We look forward to having the business in Arlington. Newsom has been working with a consultant from RCEF to help a few of our local businesses, the possible hotel near the community center is on hold until at least 2022. Board member Brinkman reported that he has an open space in his incubator if anyone is looking or knows someone that would like business space.
  
10. Director and Board Comments - Sorenson congratulated Matt Scharpe on his Council victory. Newsom reported that Kurt Menk's spot on the EDA is up this year and encouraged him to fill out an application to be re-appointed to the EDA.
  
11. Adjourn – Motion by Menk to adjourn the meeting at 6:36 pm, second by Scharpe. Motion carried.

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EDA Director

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EDA President

**ARLINGTON ECONOMIC DEVELOPMENT AUTHORITY**  
**Financial Report**

As of November 30, 2020

**General Fund:**

<b>Econ. Develop. Dept.</b>	<b>Annual Budget</b>	<b>Expenses for November</b>	<b>YTD Exp. as of Nov. 30</b>	<b>Budget Balance</b>	<b>%</b>
Other Pay (Per Diems)	1,250.00	0.00	0.00	1,250.00	0.0%
Wages & Benefits	27,275.00	1,893.14	22,651.46	4,623.54	83.0%
Prof. Services	0.00	0.00	0.00	0.00	0.0%
Legal	500.00	0.00	30.00	470.00	6.0%
Postage/Printing/Advertising	1,900.00	0.00	89.28	1,810.72	4.7%
Other/Office/Phone	1,000.00	0.00	1,110.00	-110.00	111.0%
Reimbursible Exp.	100.00	0.00	0.00	100.00	0.0%
<b>Econ. Dev. Dept. Total:</b>	<b>\$32,025.00</b>	<b>\$1,893.14</b>	<b>\$23,880.74</b>	<b>\$8,144.26</b>	<b>74.6%</b>

**Capital Equipment Fund #401**

Capital Outlay - EDA	\$0.00	\$0.00	\$0.00	0.00
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**EDA Fund #410**

Beginning Balance	January 1, 2020	4,336.34
+ Interest		121.61
- WAC/SAC Waivers		0.00
<b>Ending Balance</b>	<b>November 30, 2020</b>	<b>\$4,457.95</b>

<b>Special EDA Funds #204</b>	<b>Allocation</b>	<b>Loans Outstanding</b>	<b>Balance</b>	<b>YTD Loan</b>	<b>YTD Fund</b>	<b>Actual Fund Balance</b>
				<b>Interest Received</b>	<b>Interest Earned</b>	
RRR Loan & Subsidy (See below)	\$151,873.05	\$40,000.00	\$111,873.05	0.00	\$1,569.94	\$113,442.99
Façade & Sign Imp.Loans (See below)	\$23,387.75	\$1,987.72	\$21,400.03	0.00	\$301.21	\$21,701.24
Child Care Loans (See below)	\$3,148.14	\$0.00	\$3,148.14	0.00	\$41.83	\$3,189.97
Property Development Fund	\$12,449.41		\$3,504.14	0.00	\$95.57	\$3,599.71
+ Land Rent	\$1,800.00					
+ Land sale	\$1.00					
- Land Refund	-\$5,000.00					
- Professional Services	-\$3,671.15					
- Property Taxes	-\$1,802.00					
- Land advertising	-\$273.12					
COVID- Small business grants	\$33,815.09	\$33,815.09	\$0.00			
<b>Totals:</b>	<b>\$224,673.44</b>	<b>\$41,987.72</b>	<b>\$139,925.36</b>	<b>\$0.00</b>	<b>\$2,008.55</b>	<b>\$141,933.91</b>

<b>Revolving Loan Fund #205</b> (see detail below)	\$169,721.81	\$74,193.72	\$95,528.09	\$1,731.13	\$1,548.12	\$98,807.34
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**Individual Loan Detail**

	<b>Original Loan Amount</b>	<b>Outstanding Principal Amount</b>	
<b>#204 Special EDA Funds Detail</b>			
<b>R-R-R Loan Program:</b>			
	\$0.00	\$0.00	
<b>Business Subsidy</b>			
Scott Equipment Co. Forgivable after 5 years      Mar-20	\$40,000.00	\$40,000.00	
	\$40,000.00	\$40,000.00	
<b>Façade Improvements:</b>			
R&R Auto Forgivable after 1 year      Dec-18	\$2,500.00	\$0.00	Forgiven 2/10/20
Hip Hop Shop (Allison) Forgivable after 1 year      May-19	\$909.45	\$0.00	Forgiven 6/8/20
	\$3,409.45	\$0.00	
<b>Sign Loan Program:</b>			
Fredin Construction Forgivable after 3 years      May-20	\$150.22	\$150.22	
Arlington Animal Clinic Forgivable after 3 years      Jun-20	\$1,000.00	\$1,000.00	
Lindsay Sjostrom Forgivable after 3 years      Jul-20	\$837.50	\$837.50	
	\$1,987.72	\$1,987.72	
<b>Child Care Providers:</b>			
	\$0.00	\$0.00	
<b>#205 Revolving Loan Fund Detail</b>			
Arlington Auto & Farm Supply 5%-15 Years      Jul-10	\$40,000.00	\$15,769.41	
Bullert Hospitality Group 4.75 %-10 Years      Apr-20	\$60,000.00	\$58,424.31	
<b>TOTAL</b>	<b>\$100,000.00</b>	<b>\$74,193.72</b>	



## **ECONOMIC DEVELOPMENT AUTHORITY 2021 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 with P&Z on creating an Orderly Annexation
- f. Work to attract professionals to town – i.e. dentists, lawyers.
- g. Work to attract specific businesses to town – i.e. meat market.
- h. Work to sell existing businesses – i.e. – bakery
- i. Work to build hotel/motel in Arlington.

### **2. Housing Goals**

- ~~a. Work with developers to stimulate housing.~~
- b. Work with trailer park and consider housing alternatives.
- c. Work with developer on rental properties.
- d. Work with Dave Siwek on housing projects.

### **3. Marketing Goals**

- ~~a. Update Economic Development page on City website (ongoing).~~
- b. Work with City on new website.

- ~~e. Economic Development updates on City Facebook and City newsletter.~~
- d. Collaborative projects with regional and local partners.
- ~~e. Work with DEED to participate in MN Manufacturers week.~~
- f. Completion of dog park.
- g. Develop other areas that would drive people to live in Arlington.