

**CITY OF ELKO NEW MARKET
ECONOMIC DEVELOPMENT AUTHORITY
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, JANUARY 23, 2020**

6:00 P.M.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Adoption of Agenda**
- 4. Consent Agenda**
 - a. No items
- 5. Public Hearings**
 - a. None scheduled
- 6. Continued Business**
 - a. None
- 7. New Business**
 - a. Resolution #20-01 Concerning Annual Organizational Matters of the Elko New Market Economic Development Authority
 - b. I-35/CSAH 2 Interchange Utility Extension Discussion
- 8. Executive Director's Report**
- 9. Adjournment**



STAFF MEMORANDUM

SUBJECT:	2020 Annual Organizational Matters
MEETING DATE:	January 23, 2020
PREPARED BY:	Renee Christianson, Economic Development Coordinator
REQUESTED ACTION:	Approve Resolution 20-01 Concerning Annual Organizational Matters of the Elko New Market Economic Development Authority

COMMUNITY VISION:

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
- Promote a diverse commercial base including light industrial and facilitating planned redevelopment which will be aesthetically pleasing with architectural standards that promotes quality development
- Provide a full range of municipal services to its residents. The City will allocate sufficient resources to meet the growing needs of the community
- A comprehensive park and trails system that will have sufficient facilities, play fields and open space to meet the needs of residents
- An effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate
- Provide community oriented local government and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on tax payers

5 YEAR GOALS:

- Diverse tax base, employment opportunities, additional businesses and services, promote high quality broad spectrum of residential development
- Advance "shovel ready" status of areas guided for commercial and industrial development
- Acquisition of land for public purposes, position City to take advantage of land acquisition opportunities
- Enhance quality of life through parks, trails, recreational programming and cultural events
- The development of residential lots and an increase in residential building permit activity

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement
- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

BACKGROUND:

In order for the Economic Development Authority to proceed into 2020, it is necessary for the Economic Development Authority to approve some general organizational matters for the year, as required by the By-Laws.

DISCUSSION:

The Economic Development Authority is being asked to review attached Resolution 20-01 and make the appropriate appointments and designations.

The Economic Development Authority is being asked to make the following appointments:

Chair. Pursuant to Section I, Subd. 3 of the Economic Development Authority By-Laws, the Authority shall designate a Chair. Commissioner _____ is appointed Chair of the Economic Development Authority.

Vice-Chair. Pursuant to Section I, Subd. 3 of the Economic Development Authority By-Laws, the Authority shall designate a Vice-Chair. Commissioner _____ is appointed Vice-Chair of the Economic Development Authority and is to perform the duties of the Chair during the absence or in case of a vacancy in the office of Chairperson.

Secretary. Pursuant to Section I, Subd. 3 of the Economic Development Authority By-Laws, the Authority shall designate a Secretary. Renee Christianson, Community Development Coordinator, is appointed Secretary of the Economic Development Authority.

Treasurer. Pursuant to Section I, Subd. 3 of the Economic Development Authority By-Laws, the Authority shall designate a Treasurer. Kellie Stewart, City Accountant, is appointed Treasurer of the Economic Development Authority.

Regular Meeting Schedule. Pursuant to Section I, Subd. 1 of the Economic Development Authority By-Laws, regular meetings of the Economic Development Authority shall be held on the fourth (4th) Thursday of January, April, July and October at 6:30 PM. Any regular meeting falling upon a holiday shall be held on the next City Council Meeting at the same time and place. All meetings, including special and adjourned meetings, shall be held in the City Hall unless otherwise designated. Pursuant to Section I, Subd. 3 of the Economic Development Authority By-Laws, the Authority shall establish a meeting schedule for the year. Unless otherwise modified, the 2018 regular meeting schedule is established as follows:

January 23, 2020	6:00 p.m. at the Elko New Market City Hall
April 23, 2020	6:00 p.m. at the Elko New Market City Hall
July 23, 2020	6:00 p.m. at the Elko New Market City Hall
October 22, 2020	6:00 p.m. at the Elko New Market City Hall

Any additional special meetings as may be scheduled

Attachments:

- Approve Resolution 20-01 Concerning Annual Organizational Matters of the Elko New Market Economic Development Authority

RESOLUTION 20-01

RESOLUTION CONCERNING ANNUAL ORGANIZATIONAL MATTERS OF THE ELKO NEW MARKET ECONOMIC DEVELOPMENT AUTHORITY

BE IT RESOLVED by the City of Elko New Market Economic Development Authority as follows:

Section 1. **Chair.** Pursuant to Section I, Subd. 3 of the Economic Development Authority By-Laws, the Authority shall designate a Chair. Commissioner _____ is appointed Chair of the Economic Development Authority.

Section 2. **Vice-Chair.** Pursuant to Section I, Subd. 3 of the Economic Development Authority By-Laws, the Authority shall designate a Vice-Chair. Commissioner _____ is appointed Vice-Chair of the Economic Development Authority and is to perform the duties of the Chair during the absence or in case of a vacancy in the office of Chairperson.

Section 3. **Secretary.** Pursuant to Section I, Subd. 3 of the Economic Development Authority By-Laws, the Authority shall designate a Secretary. Renee Christianson, Community Development Specialist, is appointed Secretary of the Economic Development Authority.

Section 3. **Treasurer.** Pursuant to Section I, Subd. 3 of the Economic Development Authority By-Laws, the Authority shall designate a Treasurer. Kellie Stewart, City Accountant, is appointed Treasurer of the Economic Development Authority.

Section 4. **Regular Meeting Schedule.** Pursuant to Section I, Subd. 1 of the Economic Development Authority By-Laws, regular meetings of the Economic Development Authority shall be held on the fourth (4th) Thursday of January, April, July and October at 6:30 PM. Any regular meeting falling upon a holiday shall be held on the next City Council Meeting at the same time and place. All meetings, including special and adjourned meetings, shall be held in the City Hall unless otherwise designated. Pursuant to Section I, Subd. 3 of the Economic Development Authority By-Laws, the Authority shall establish a meeting schedule for the year. Unless otherwise modified, the 2018 regular meeting schedule is established as follows:

January 23, 2020	6:00 p.m. at the Elko New Market City Hall
April 23, 2020	6:00 p.m. at the Elko New Market City Hall
July 23, 2020	6:00 p.m. at the Elko New Market City Hall
October 22, 2020	6:00 p.m. at the Elko New Market City Hall

Any additional special meetings as may be scheduled

Adopted this 23rd day of January, 2020

CITY OF ELKO NEW MARKET ECONOMIC
DEVELOPMENT AUTHORITY

BY: _____
Its Chair

ATTEST:

Its Executive Director



STAFF MEMORANDUM

SUBJECT:	I-35/CSAH 2 Interchange Utility Extensions
MEETING DATE:	January 23, 2020
PREPARED BY:	Renee Christianson, Community Development Specialist
REQUESTED ACTION:	Receive Information and Provide Feedback Regarding I-35/CSAH 2 Interchange Utility Extension Project

COMMUNITY VISION:

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
- Promote a diverse commercial base including light industrial and facilitating planned redevelopment which will be aesthetically pleasing with architectural standards that promotes quality development
- Provide a full range of municipal services to its residents. The City will allocate sufficient resources to meet the growing needs of the community
- A comprehensive park and trails system that will have sufficient facilities, play fields and open space to meet the needs of residents
- An effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate
- Provide community oriented local government and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on tax payers

5 YEAR GOALS:

- Diverse tax base, employment opportunities, additional businesses and services, promote high quality broad spectrum of residential development
- Advance "shovel ready" status of areas guided for commercial and industrial development
- Acquisition of land for public purposes, position City to take advantage of land acquisition opportunities
- Enhance quality of life through parks, trails, recreational programming and cultural events
- The development of residential lots and an increase in residential building permit activity

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement
- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

DISCUSSION:

City staff has been in discussions recently with staff from Scott County and the Scott County Community Development Agency regarding the City's lack of municipal utilities at the I-35/CSAH 2 interchange area. In 2011 SCALE identified the interchange area as one of the County's "Top Ten" areas for economic development potential, with an emphasis on the potential job creation. Based on this "Top Ten" designation, there has been a significant amount of planning work completed, particularly on properties commonly known as the Adelman property and the Park I-35 property, to advance these sites toward a 'pad ready' status. The work completed also involved a significant amount of financial investments, over \$900,000.

One of the last obstacles to further development at the interchange is the lack of City sanitary sewer and water infrastructure. City staff has developed a potential solution that would require financial support from Scott County partners. A joint meeting of the Elko New Market City Council, Scott County Board of Commissioners, and the Scott County Community Development Agency Board has been scheduled for Monday, January 27, 2020 at 5:30 p.m. City staff has prepared a presentation outlining the topic, the obstacles, and potential solution.

At the EDA meeting on 1/23/20 City staff will be reviewing the draft presentation and discussing the utility extension funding concepts to the EDA. City staff is seeking feedback from the EDA on the draft presentation.