

**CITY OF ELKO NEW MARKET
ECONOMIC DEVELOPMENT AUTHORITY
ELKO NEW MARKET AREA HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, January 28, 2016**

1. CALL TO ORDER

The meeting was called to order by Chair Julius at 6:30 p.m. with the following members present: Chair Julius, Bob Crawford, Josh Berg, Patricia Timmons and Bob Vogel. Absent: Jason Stern.

Also Present: Executive Director Tom Terry, Economic Development Coordinator Renee Christianson, and Secretary Sandra Green.

2. ADOPT/APPROVE AGENDA

Tom Terry requested an item be added to the agenda under New Business, the item being discussion on Park I-35 Utilities. It was moved by Crawford, seconded by Timmons to approve the agenda noting the addition. Motion carried (4-0).

3. APPOINTMENT OF OFFICERS FOR 2016

It was moved by Crawford, seconded by Timmons to adopt resolution 16-01, appointing Commissioner Julius as Chair and Commissioner Timmons as Vice-Chair, City Clerk Sandra Green as Secretary and Treasurer of the Economic Development Authority, and establishing regular meeting dates for 2016. Motion carried (4-0).

4. CONSENT AGENDA

It was moved by Berg, seconded by Timmons to approve the consent agenda as presented. Motion carried (4-0).

- a. Approve Minutes of the November 12, 2015 Meeting of the Economic Development Authority.

5. PUBLIC HEARINGS

- a. None

6. CONTINUED BUSINESS

a. Staff Updates

A list of projects that city staff has been working on was included in the EDA packet. Christianson noted the Letter of Understanding with Avant Garde, the sale of the Lakeview Bank property, interest in the Leander Wagner property, the Quarter Cup Café anticipated opening, and possible rezoning of the Kowalski property.

There was discussion on the City owned lots in Windrose 8th Addition. The EDA recommended that the lots be listed on the MLS. Staff was directed contact a realtor about listing the properties.

b. Scott County CDA Grant for Branding Proposal

Renee Christianson informed the EDA that staff has prepared a grant application to the Scott County CDA. The grant request is for \$13,250 and would be used to off-set the cost of the Branding project. Awards are expected in late February.

c. City Development Fee Comparison

Renee Christianson noted that one of the adopted goals/action items for 2016 is to complete a comparison of industrial development fees. Staff reached out to Ryan Companies and CBRE for a recommendation on what cities they considered to be major competition for Elko New Market in terms of industrial development. Staff completed a comparison of Rogers, Shakopee, Lakeville and Dayton.

Christianson noted that fees are typically divided into three sections: planning application fees, development fees that are paid by the developer at the time of plat approval/development, and building permit related fees that are paid at the time of building permit. The majority of fees are development fees related to sanitary sewer, water, and storm sewer area charges and lateral fees. Other fees that come into play at the time of development are street oversizing/transportation fees, park fees, and sidewalk or trail fees.

The results of the comparison do not show Elko New Market's fees to be substantially higher than the comparison cities, but rather on the lower end. Lakeville, located in closest proximity to Elko New Market, showed the lowest development fees. The suggestion was made to revisit the fee comparison annually.

7. NEW BUSINESS

a. Park I-35 Utilities

Tom Terry explained to the Commissioners that the next item to be completed towards the advancement of the Park I-35 industrial park was the completion of engineering plans and specifications for sanitary sewer and water infrastructure to serve the site. The City's engineering company, Bolton and Menk, has provided a cost estimate of \$114,485 to prepare the plans and specifications. City staff had a conference call with Ryan Companies on the afternoon of January 28th, and they verbally committed to paying for half of the cost of plan preparation. Tom requested feedback from the Commissioners on whether the City should explore options to fund the remaining portion of the design project. All commissioners were in agreement about the importance of having the plans completed, and recommended the City explore all options for funding 50% of the design cost which is estimated at \$57,243.

8. EXECUTIVE DIRECTOR'S REPORT

There was no report.

9. ADJOURNMENT

It was moved by Timmons, seconded by Berg to adjourn the meeting at 7:23 p.m. Motion carried (4-0).

Respectfully Submitted,

Renee L. Christianson

Renee L. Christianson
Economic Development Coordinator