

**CITY OF ELKO NEW MARKET
ECONOMIC DEVELOPMENT AUTHORITY
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, JULY 26, 2018**

6:30 P.M.

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Consent Agenda**
 - a. Approve Minutes of the April 26, 2018 Meeting of the Economic Development Authority
- 4. Public Hearings**
 - a. None scheduled
- 5. Continued Business**
 - a. 2018 Fast Track Business Challenge
- 6. New Business**
 - a. Presentation by Dan Mueller, Ryan Companies US
 - b. Community Development Updates
 - c. Vacant Lot Inventory
- 7. Executive Director's Report**
- 8. Adjournment**

**CITY OF ELKO NEW MARKET
ECONOMIC DEVELOPMENT AUTHORITY
ELKO NEW MARKET AREA HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, APRIL 26, 2018**

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, Kate Timmerman and Patricia Timmons.

Also Present: Executive Director Tom Terry, City Clerk Sandra Green and Community Development Coordinator Renee Christianson.

Absent: Josh Berg and Bob Vogel.

2. ADOPT/APPROVE AGENDA

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

3. CONSENT AGENDA

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

4. PUBLIC HEARINGS

- a. None

5. CONTINUED BUSINESS

- a. None

6. NEW BUSINESS

a. 2018 Fast Track Business Challenge - FSS

Jo Foust with the Scott County CDA First Stop Shop was present and presented an overview of the 2017 Fast Track Business Challenge and also announced the kick-off to the 2018 Fast Track Challenge. The Challenge is an entrepreneurial business competition, created to:

- Assist entrepreneurs and put their business ideas on the fast-track to success
- Match entrepreneurs to resources
- Enhance economic development and create jobs in Scott County
- Increase the success rate of start-up businesses

The winner of the Fast Track Challenge may receive free services including accounting, tax preparation, website and graphic art design, marketing assistance, mentorship, and a free virtual membership to Technology Village business incubator program. The free services are donated by professionals/sponsors within the County.

Foust stated the program is currently being advertised and that they will begin accepting applications in June, with the final competition to be held on October 25th. She concluded her presentation by requesting City assistance in marketing the program and encouraging sponsorship.

b. Countywide Incubator Plan - FSS

Jo Foust with the Scott County CDA First Stop Shop presented information on a business incubator program that the CDA is considering hosting on a County-wide basis.

She explained that the City of Prior Lake has been hosting an incubator program for six years, which includes an option for either renting physical space at city hall or a virtual program that offers meeting rooms, mentorship, networking and educational programs. The Scott County CDA is now considering expanding this program to a County-wide program that would be available to all residents of Scott County. She requested input from the EDA as to whether there would be interest to participate on a County-wide level.

There was discussion about the possible re-use of the New Market Bank building as incubator space. It was noted that the option for a virtual program may be more beneficial to Elko New Market start-up businesses at this time, due to lack of available space within the City. Following discussion, there was support by the EDA to participate in a County-wide incubator program.

7. EXECUTIVE DIRECTOR'S REPORT

There was no report by the Executive Director. Chairman Julius asked about the status of the Barsness development. There was discussion regarding the access points into the property, and the City and County requirements regarding the design.

8. ADJOURNMENT

It was moved by Timmons, seconded by Timmerman to adjourn the meeting at 7:28 p.m. Motion carried (4-0).

Respectfully Submitted,

Renee L. Christianson

Renee L. Christianson
Community Development Specialist



STAFF MEMORANDUM

SUBJECT:	2018 Fast Track Challenge
MEETING DATE:	July 26, 2018
PREPARED BY:	Renee Christianson, Community Development Specialist
REQUESTED ACTION:	Informational - No Action Required

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:

At the April, 2018 EDA meeting the Scott County First Stop Shot was present to do a short presentation regarding the Fast Track Business Challenge. This agenda item is intended to remind the EDA that the program is currently accepting applications. A Facebook page has been created at <https://www.facebook.com/scottcountyfasttrack/>.

THE NEXT BEST IDEA COULD BE YOURS.

Compete for Business Assistance Services donated by Sponsors/Service Providers to help FAST-TRACK your business.

Free assistance with Business Planning and preparation for the Challenge.



- August 15: Judges Announced
- August 18: Application Deadline
- September 15: Finalists Announced
- October 25: Final Event/Winner Announced

*For more information,
contact 952-496-8830
or jfoust@scottfss.org*



STAFF MEMORANDUM

SUBJECT:	Dan Mueller Presentation
MEETING DATE:	July 26, 2018
PREPARED BY:	Renee Christianson, Community Development Specialist
REQUESTED ACTION:	Presentation - No Action Required

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5 YEAR GOALS:

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- 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:

Dan Mueller with Ryan Companies US has agreed to attend the July 26, 2018 EDA meeting to talk about industrial development. Dan has been involved with the Park I-35 industrial development for many years and has worked on many industrial leads for the site. We have asked Dan to not only speak about Park I-35 and his experience working with the City and County, but to also educate the EDA regarding what he expects to see in Park I-35, the process for receiving/pursuing leads, the industrial market in the region, and possible comparisons to other industrial site in the metro area.

PROJECTS
(/PROJECTS)
PEOPLE

PEOPLE
(/PEOPLE)

OFFICES
(/OFFICES)

ABOUT
(/ABOUT)



Dan Mueller

Director of Real Estate Development

[Minneapolis, MN \(/offices?tid=2#Minnesota - Minneapolis\)](/offices?tid=2#Minnesota - Minneapolis)

[612-492-4867 \(tel:612-492-4867\)](tel:612-492-4867)

[dan.mueller@ryancompanies.com \(mailto:dan.mueller@ryancompanies.com\)](mailto:dan.mueller@ryancompanies.com)

Dan is a resourceful and knowledgeable developer with a track record of successfully completing even the most complex deals. As Director of Real Estate Development, Dan is involved in everything from responding to RFPs and drafting pro formas to lease negotiations, development agreements and the coordination of design and construction efforts. With a background in finance and real estate, Dan brings together multiple parties and countless details to accomplish a central goal. He has over five years of experience working as a broker on a wide range of transactions, representing landlords, tenants, buyers and sellers, which gives him valuable insight into the individual roles and motivations associated with development deals.

Affiliations & Memberships

- NAIOP
- Minnesota Commercial Association of Realtors (MNCAR)
- Leadership Campaign Cabinet, United Way
- University of St. Thomas Real Estate Alumni Committee

SHARE THIS CONTACT:

 (MAILTO:?BODY=HTTPS://WWW.RYANCOMPANIES.COM/PERSON/DAN-MUELLER)

 (HTTP://WWW.FACEBOOK.COM/SHARER/SHARER.PHP?

U=HTTPS://WWW.RYANCOMPANIES.COM/PERSON/DAN-MUELLER) 

(HTTP://TWITTER.COM/SHARE?TEXT=TEXT GOES

HERE&URL=HTTPS://WWW.RYANCOMPANIES.COM/PERSON/DAN-MUELLER) 

(HTTPS://WWW.LINKEDIN.COM/SHAREARTICLE?

MINI=TRUE&URL=HTTPS://WWW.RYANCOMPANIES.COM/PERSON/DAN-MUELLER)

**WE DON'T JUST BUILD BUILDINGS,
WE BUILD STORIES.**



601 Main Street
Elko New Market, MN 55054
phone: 952-461-2777 fax: 952-461-2782

MEMORANDUM

TO: CITY COUNCIL, PLANNING COMMISSION, EDA & CHAMBER OF COMMERCE
FROM: RENEE CHRISTIANSON, COMMUNITY DEVELOPMENT SPECIALIST
SUBJECT: COMMUNITY DEVELOPMENT UPDATES
DATE: JULY 17, 2018

Background / History

The purpose of this memo is to provide updates regarding miscellaneous projects and activities being worked on by Community Development staff. Below is a summary of projects that are currently being worked on, inquiries received, and miscellaneous information:

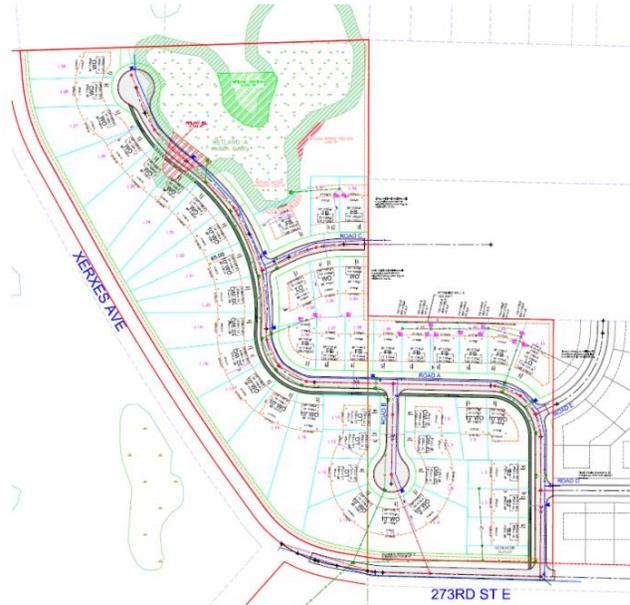
KL Group, LLC (Former Barsness Site) – Staff has met on multiple occasions with the property owners of this commercially zoned property to better understand the site, zoning regulations and access restrictions related to the site. Staff also met with the real estate broker who now has a listing agreement on the property.



Boulder Pointe 7th Addition The recently approved plat of Boulder Pointe 7th Addition, containing 11 single-family residential lots and 8 detached residential townhome lots has now been recorded with the Scott County recorder. The lots are now eligible for building permits. The owner / developer is Bjorn Vogen, RAV Holdings and the lots are located along Oxford Lane.



Pete’s Hill Park – On June 12, 2018 staff met with the real estate broker and a potential developer / contractor regarding this potential residential development. The property is located immediately south of Pete’s Hill Park along the east side of Xerxes Trail. The current concept plan shows 46 potential single family residential lots. Staff has continued to correspond with the developer regarding possible timelines for annexation and development of the property since the time of the meeting. The project requires annexation of property from New Market Township.



Dakota Acres / City Owned Property – On June 14th the City Council approved a purchase agreement for the sale of a 3.1 acre City-owned property in Dakota Acres. The property can reasonably be used for medium or high density residential development. The buyer’s intended use of the property is a 56-unit apartment development (three separate buildings). Below is a rendering of a proposed sixteen-unit building. The purchaser is currently in their due-diligence period and staff would expect a closing on the property in approximately September/October, 2018.



Dakota Acres / Syndicated Properties – On May 15th the City issued building permits to construct 13 townhome units in Dakota Acres. Construction is expected to take approximately four months. All units contain three bedrooms and are expected to be rental units.



Dakota Acres 1st Addition – On June 26th the City’s Planning Commission considered a request for rezoning and preliminary plat approval of Dakota Acres 1st Addition, a townhome development containing 28 units. The Planning Commission has recommended approval of the development to the City Council, who is expected to consider final approval of the development on August 9, 2018.



Elko New Market Retail Center - There are currently two vacant spaces within the retail center. The owner representative for the retail center has reported that he is currently negotiating leases with three potential tenants.



China City – The owner of China City has reported that they intend to open in approximately two weeks (early August).

Building Permits – The City issued permits for three single family homes in June, 2018.

Roundabout Project – The final report for the initial evaluation phase of the roundabout project was accepted by the City Council on July 12, 2018. The initial phase identified components to be included in the final engineering design of the project, which is currently scheduled for construction in 2020, pending final approval by the City Council. The City Council also authorized the next phase of engineering design for the project.



Industrial Lead – Ryan Companies is currently working on a large industrial lead for Park I-35, a user that would construct a 1.5 million square foot distribution center. The City has not currently been asked to provide any information for this particular lead; staff was informed through Ryan Companies of the potential lead.

Ordinance Updates – Staff has not actively worked on any ordinance amendments/updates over the past month. There has been some initial research (spring 2018) regarding reducing minimum residential lot size requirements and food truck regulations, however, the topics have not advanced due to limited staff resources.



601 Main Street
Elko New Market, MN 55054
phone: 952-461-2777 fax: 952-461-2782

MEMORANDUM

TO: MAYOR AND CITY COUNCIL, EDA, PLANNING COMMISSION
FROM: RENEE CHRISTIANSON, COMMUNITY DEVELOPMENT SPECIALIST
SUBJECT: 2018 VACANT LOT INVENTORY: RESIDENTIAL, COMMERCIAL, INDUSTRIAL
DATE: JULY 26, 2018

Background / History

I have completed an inventory of all vacant lots (residential, commercial, industrial) within the city limits as of July 17, 2018. As part of the analysis I identified only those lots that have municipal utilities available to them and are nearly building permit ready. Attached to this memo are maps showing the vacant lots in each of the three categories.

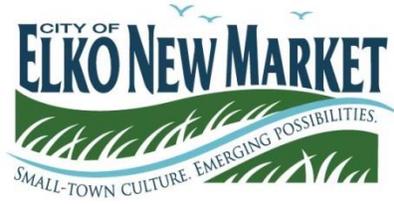
Residential Lots: There are currently a total of 122 vacant residential lots available in the city limits. It is noted that 53 of these platted lots are within the Boulder Heights development and although they are platted, they are not yet ready for construction because the street and utility construction has not been completed. There are 38 lots available for single family home construction and 31 lots available for detached townhome construction (part of an association).

Commercial Lots: There are currently 7 vacant commercial lots available in the city limits. The total acreage of the commercial lots is 27.3 acres. It is noted that all commercial lots identified on the attached map need to be further platted into lots and blocks before being eligible for building permits. With the exception of platting, the lots are relatively close to being building permit ready. All of the identified lots have municipal utilities available to them.

Industrial Lots: There are currently no vacant industrial lots available within the city limits.

Staff Recommendation:

Staff recommends that the City Council, EDA and Planning Commission review the reports as information.



City of Elko New Market Vacant Lot Inventory

Residential, Commercial & Industrial Properties

July, 2018

Contacts for Vacant Residential Land

Bernie Mahowald
612-369-5341
Owner/developer for various lots in:
The Farm development (multiple phases)

Luke Israelson
KJ Walk
952-826-9068
Owner/developer for various lots in:
Boulder Heights development

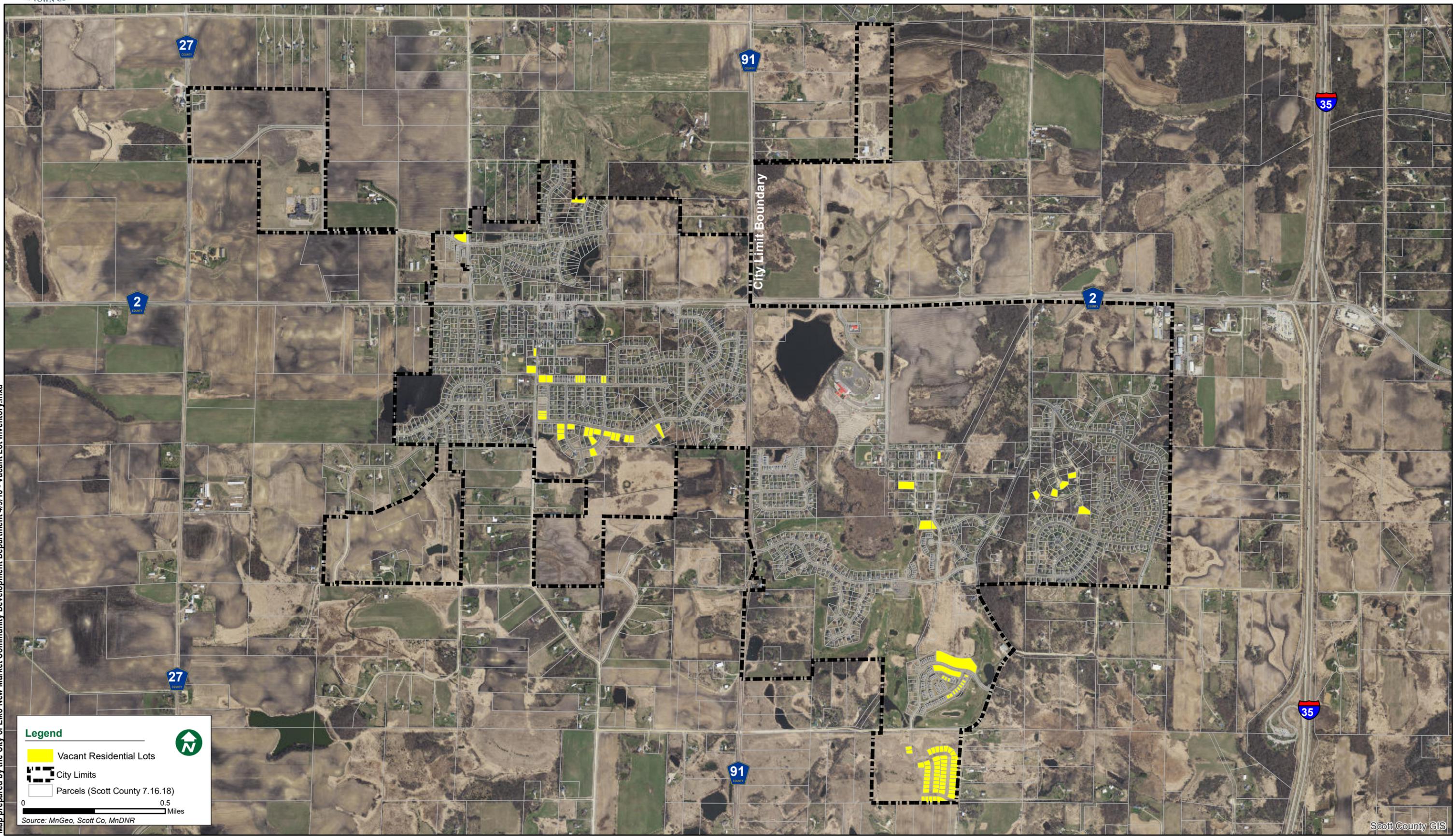
Bjorn Vogen
RAV Holdings, LLC
612-393-2123
Owner/developer for various lots in:
Boulder Pointe 6th & 7th Additions

Many local realtors are also able to help in your search as well.

Contacts for Vacant Commercial Land

1. Dan Ringstad
New Market Bank
952-223-2319
2. Bart Winkler
952-432-7101
3. Linda Zweber
612-987-1549
4. Linda Zweber
612-987-1549
5. Dan Ringstad
New Market Bank
952-233-2319
6. Northfield Hospital
Jerry Ehn
507-646-1515
7. Tom Ryan
612-282-4330

Map prepared by the City of Elko New Market Community Development Department 4/9/18 - Vacant Lot Inventory.mxd

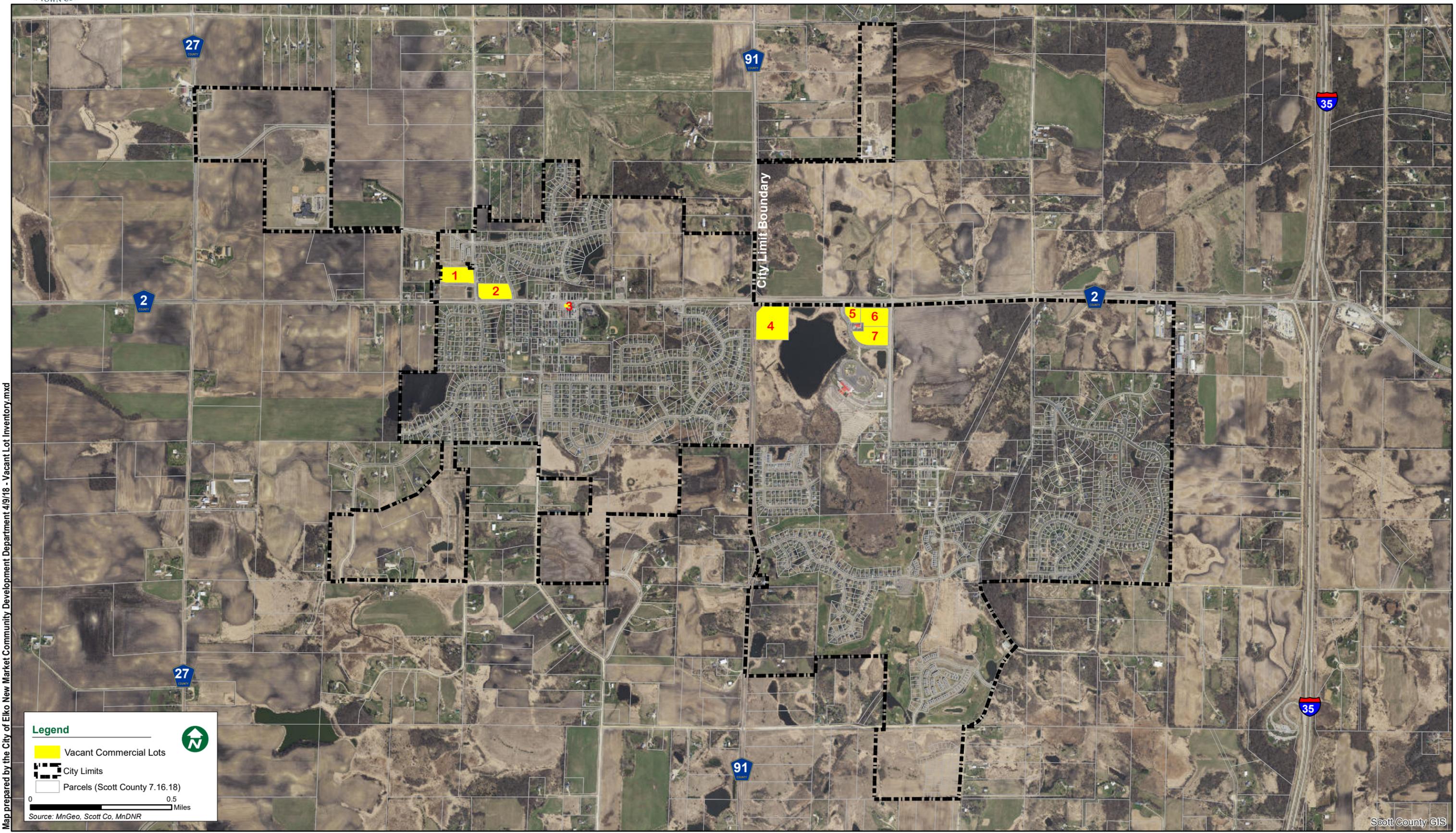


Legend

- Vacant Residential Lots
- City Limits
- Parcels (Scott County 7.16.18)

0 0.5 Miles

Source: MnGeo, Scott Co, MnDNR



Map prepared by the City of Elko New Market Community Development Department 4/9/18 - Vacant Lot Inventory.mxd