



### **Economic Development Authority Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Modifications
2. Consider Adoption of Resolution Approving Organization of Advisory Bodies per City Ordinance 181
  - a. Oath of Office (For New Members)
  - b. Election of 2016 President
  - c. Election of 2016 Vice-President
  - d. Election of 2016 President Pro-Tem
  - e. Election of 2016 Secretary
  - f. Election of 2016 Treasurer
  - g. Adoption of 2016 Meeting Schedule (already approved 12.1.15)
3. Approve Minutes of December 1, 2015 Regular Economic Development Authority Meeting
4. Open Meeting Law and Conflict of Interest Policy
5. 2014-2015 Minnesota Manufacturing Week Summary Report
6. Consider Establishment of Meetings with Isanti Businesses in 2016
7. Other Business / Updates / Communications
  - a. Business Prospects
  - b. 2016 Tourism Market Study Update
  - c. GPS 45:93
  - d. EDAM- Winter Conference
  - e. Housing Starts in 2015
  - f. Business Arrivals and Departures in Isanti 2015
8. Adjournment



**To:** Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** January 5, 2016

**Subject:** Organization of Advisory Bodies as per Ordinance 181

## MEMO

*Economic Development Authority Members for 2016 include: Tara Hallberg, Keith Dragisich, Dan Collison (City Council), Paul Bergley (City Council), Adam Johnson (City Council), Steve Lundeen (City Council) and Mayor George Wimmer (City Council).*

According to Ordinance 181 and the By-laws of the EDA, the first meeting of the year is time to choose new officers of the Economic Development Authority. The **new** elected or appointed Authority members must also take an oral "Oath of Office" and sign the "Oath of Office" sheet.

- A. Oath of Office (Not Required in 2016 as there are no new members)
- 1) Verbal Oath  
"I, (state your name), do solemnly swear to support the Constitution of the United States of America, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the Economic Development Authority of the City of Isanti, Minnesota, to the best of my judgment and ability."
  - 2) "Oath of Office" signatures – Form to be provided (Only Commissioners Wimmer, Collison, Bergley and Dragisich are required to take oath of office for EDA")
- B. Election of 2016 EDA President  
Member Wimmer was appointed in 2015. Role: Preside at all meetings; sign EDA documents; submit recommendations and information as considered proper concerning the business affairs and polices of the Authority. Staff recommends selection of a President for 2016 and adopting this in attached Resolution 2016-1.
- C. Election of 2015 EDA Vice-President  
Member Lundeen was appointed in 2015. Role: Perform duties in the absence of the President. Staff recommends selection of a Vice President for 2016 and adopting this in attached Resolution 2016-1.
- D. Election of 2015 EDA President Pro-Tem (Not Required as this position is utilized as needed)  
In 2015 no member was designated as President Pro-Tem. Member Dragisich was appointed in 2014 prior to the reconfiguration of membership. Role: Preside in the absence of the President and Vice-President. The Bylaws and Enabling Resolution imply that this done at the time of need. This is not an Officer position and is not addressed in the attached resolution.

E. Election of 2015 EDA Secretary (typically Staff)

Economic Development Director Sullivan was appointed Secretary in 2015. Role: Keep minutes and maintain records. Staff recommends election of a Secretary and adopting this in attached Resolution 2016-1

F. Election of 2015 EDA Treasurer

Finance Director Sarah Cotton was appointed in 2015. Staff would recommend appointing Finance Director Brenda Frechette for 2016. Role: Signatory of the Authority. Books are maintained by the City of Isanti Staff (Finance Director). Staff recommends election of a Treasurer and adopting this in attached Resolution 2016-1.

G. Adoption of Bylaws and Official Seal

No Changes were made to the Bylaws and no formal action is requested. A copy of the existing Bylaws are attached to Resolution 2016-1 for reference purposes only.

H. Adoption of 2016 Meeting Schedule

Staff recommends adoption Resolution 2016-1 which includes the meeting dates for the 2016 EDA meetings.

Action Requested:

- 1) Consider Adoption of Resolution 2016-1 inserting names of elected officers attached hereto

**Attachments:**

- 1) EDA Resolution 2016-1

**CITY OF ISANTI ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION 2016-1**

**RESOLUTION ORGANIZING THE ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF ISANTI MINNESOTA**

IT IS HEREBY RESOLVED by the Board of Commissioners (the "Board") of the Economic Development Authority of the City of Isanti Minnesota (the "EDA") as follows:

1. Recitals.

(a) On February 18, 2014 the City of Isanti Minnesota (the "City"), acting through its City Council, adopted a modified enabling resolution amending the membership of the governing body of the EDA pursuant to Minnesota Statutes, Sections 469.090 through 469.108 and the EDA adopted its Bylaws on March 4, 2014 incorporating changes to the membership structure and meeting times and dates.

(b) The Board wishes to provide for the basic organization of the EDA, including appointment of officers.

2. Appointment of Officers. The Board hereby appoints and approves the following officers of the Economic Development Authority:

President	_____
Vice-President	_____
Secretary	_____
Treasurer	Brenda Frechette, Finance Director

The President shall be the chief presiding officer of the Board and shall have such other responsibilities as may be required by law or conferred on the President by resolution of the Board. In the absence of the President, the Vice-President shall assume all of said responsibilities of the President. The offices of President, Vice President, Treasurer, and Secretary shall be elected annually, as required by law. The Secretary shall act as the chief recording officer for the Board and shall maintain a file of minutes of Board meetings and resolutions.

In accordance with Minnesota Statutes, Section 469.096, Subdivision 8, all checks of the EDA shall be signed by the Treasurer shall state the nature of the claim for which the check is issued. As required by law, the EDA shall adopt an official seal.

Regular Meetings of the Board. The Board shall hold regular meetings immediately following the 1<sup>st</sup> City Council Meeting on the 1<sup>st</sup> Tuesday of every month at Isanti City Hall. In the event that the 1<sup>st</sup> City Council Meeting of the month is moved due to a conflict (e.g. Election Day or precinct caucuses) the Authority meeting date will move to the same day as the 1<sup>st</sup> City Council Meeting of the month. The Board's regular meetings shall be held at such times as the Board may designate. For 2016, the following meeting dates are attached on Exhibit A:

3. Bylaws. A copy of the EDA Bylaws adopted on March 4, 2014 are attached hereto on Exhibit B. No amendments to the Bylaws are being presented for adoption at this time.

The following Commissioners were present: \_\_\_\_\_

and the following were absent: \_\_\_\_\_

The motion for the adoption of the foregoing resolution was introduced by Commissioner \_\_\_\_\_ and was duly seconded by Commissioner \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_

and the following voted against the same: \_\_\_\_\_

whereupon the resolution was declared duly passed and adopted and was signed by the President and Secretary.

Adopted by the Board of Commissioners on January 5, 2016.

By \_\_\_\_\_  
President

Attest \_\_\_\_\_  
Secretary

Official Seal

## **Exhibit A**

### **2016 ECONOMIC DEVELOPMENT AUTHORITY MEETING SCHEDULE**

The Economic Development Authority shall hold regular meetings immediately following the 1<sup>st</sup> 7:00 p.m. City Council Meeting on the 1<sup>st</sup> Tuesday of every month at Isanti City Hall. All meetings are held at Isanti City Hall at 110 1<sup>st</sup> Avenue NW, Isanti, MN 55040 in the City Council Chambers. The 2016 scheduled meeting dates are below:

January 5, 2016

February 2, 2016

March 2, 2016 (Wed.)

April 5, 2016

May 3, 2016

June 7, 2016

July 5, 2016

August 3, 2016 (Wed.)

September 6, 2016

October 4, 2016

November 1, 2016

December 6, 2016

**BYLAWS OF THE ISANTI  
ECONOMIC DEVELOPMENT AUTHORITY**

**ARTICLE 1 - THE AUTHORITY**

**Section 1. Name of Authority.** The name of the Authority shall be the "City of Isanti Economic Development Authority" (hereinafter the "Authority"), and its governing body shall be called the Board of Commissioners (hereinafter, the "Board").

**Section 2. Seal of Authority.** The Authority shall have an official seal, as required by Minnesota Statutes, Section 469.096, Subdivision 1. That seal shall be the seal of the City of Isanti Economic Development Authority attached hereto as Exhibit A-1.

**Section 3. Office of Authority.** The principal office of the Authority shall be at Isanti City Hall, 110 First Avenue NW, PO Box 428, Isanti, MN 55040 - 0428.

**ARTICLE 2 - ORGANIZATION**

**Section 1. Officers.** The officers of the Authority shall be a President, Vice President, Secretary, Treasurer. The President, Vice President, Secretary, Treasurer shall be elected each year at the annual meeting. No Commissioner may serve as President and Vice President at the same time. The offices of Secretary and Treasurer need not be held by a Commissioner.

**Section 2. President.** The President shall preside at all meetings of the Board. Except as otherwise authorized by Board resolution, the President and the Executive Director (the Vice President in either officers absence or incapacity) shall sign all contracts, deeds, and other instruments made or executed by the Authority. At each meeting, the President shall submit such recommendations and information as considered proper concerning the business affairs and policies of the Authority.

**Section 3. Vice President.** The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the Board selects a new President.

**Section 4. President Pro-Tem.** In the event of the absence or inability of the President and Vice President to preside at any meeting, the Board may appoint any remaining Commissioner as the President Pro-Tem to preside at such meeting.

**Section 5. Secretary.** The Secretary shall keep or cause to be kept minutes of all Board meetings and shall maintain or cause to be maintained all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

**Section 6. Treasurer.** The Treasurer shall serve as a signatory of the Authority only. The actual books of the Authority shall be maintained by the Finance Department of the City of Isanti.

**Section 7. Executive Director.** The Executive Director shall be designated from time to time by the Authority, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe. The Executive Director shall serve at the pleasure of the Board.

**Section 8. Advisory Committees.** The Authority may by resolution establish one or more committees which are advisory to the Authority.

**Section 9. Ex-Officio Board Members.** The Authority shall be empowered to appoint up to two Ex-Officio members to the Authority for the purpose of advising the board. Said members shall not have voting rights and shall be appointed annually to one year terms.

**Section 10. Vacancies.** Should an office become vacant for any reason, the Board shall elect a successor from its membership at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer.

**Section 11. Unexcused Absences.**

Absence by any Commissioner from any three meetings in a twelve (12) month period, unless excused in advance by the Chair, constitutes a vacancy. In the event of any vacancy, the Mayor with the approval of the City Council shall appoint a person to complete the unexpired term"; and

**Section 12. Board Composition.**

The EDA's governing body (Board of Commissioners) shall consist of a total of Seven (7) Commissioners, Five (5) of which shall be members of the City Council. All Commissioners shall be appointed by the Mayor with the approval of the City Council. The terms for those appointed shall be for six-years, except that City Council members shall be appointed annually. A vacancy is created, whenever a sitting member leaves the Board. The EDA has all powers and duties set forth in Section 469.090 to 469.108 of the Act and other law, except as limited by this resolution.

The Board of Commissioners shall be composed of adults 18 years or older that live within the City limits of the City of Isanti; own a business within the City of Isanti; and / or have a significant management role in running a business in the City of Isanti that gives them insight on the role of economic development in the City, overall community and business environment, or shall be members of the City Council of the City of Isanti.

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## ARTICLE 3 - MEETINGS

**Section 1. Regular Meetings.** The Board shall hold regular meetings at 7:30 p.m. or immediately following the 1<sup>st</sup> City Council Meeting on the 1<sup>st</sup> Tuesday of every month at Isanti City Hall. In the event that the 1<sup>st</sup> City Council Meeting of the month is moved due to a conflict (e.g. Election Day or precinct caucuses) the Authority meeting date will move to the same day as the 1<sup>st</sup> City Council Meeting of the month.

**Section 2. Special Meetings.** Special Board meetings may be called by the President, the Executive Director, or any two Board members. The Special Board Meeting shall be posted and/or publish notice of a special meeting as required by law. No other business other than that indicated on the posted notice shall be discussed at a special meeting.

**Section 3. Annual Meeting.** The annual meeting of the EDA Board shall be the first regular meeting of each year.

**Section 4. Quorum.** A quorum of the Board shall consist of a majority of total members of the board. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Authority.

**Section 5. Adoption of Resolutions.** Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions need not be read aloud prior to a vote taken thereon and final execution upon passage.

**Section 6. Rules of Order.** Board meetings shall be governed by the most recent edition of Robert's Rules of Order.

## ARTICLE 4 - MISCELLANEOUS

**Section 1. Fiscal Year.** The fiscal year of the Authority shall coincide with the fiscal year of the City of Isanti.

**Section 2. Treasurer's Bond.** The Secretary and Treasurer shall not be required to be bonded. The City Treasurer and the members of the Finance Department shall be bonded.

**Section 3. Financial Statement.** The Authority's books shall be audited in conjunction with the City of Isanti's annual audit.

**Section 4. Report to the City.** The Authority shall annually meet and report to the Isanti City Council to inform and coordinate regarding the goals of the community.

**Section 5. Budget to City.** The Authority shall annually send its budget to the City Council, whose budget includes a written estimate of the amount of money needed by the Authority from the City in

order for the Authority to conduct business during the upcoming fiscal year. The Authority shall comply with all City budgeting timelines.

**Section 6. Employees.** The Authority may select and recommend for employment to the City Council employees as it may require and determine their duties, qualifications, and compensation in accordance with the budget.

**Section 7. Services.** The Authority may contract for the services of consultants, agents, public accountants, and others as needed to perform its duties and exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority. These contracts for service must be in accordance with the budget as approved by the City Council.

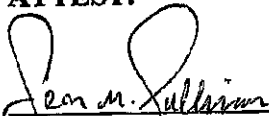
**Section 8. Supplies, Purchasing, Facilities, and Services.** The Authority may purchase the supplies and materials it needs in accordance with the budget. The Authority may use the facilities of the City's purchasing department. The City may furnish offices, structures, and space, stenographic, clerical, engineering, and other assistance to the Authority.

**Section 9. Expenditures.** The Authority purchases, shall be paid by check, issued by the Finance Department and signed by authorized signatories of the City of Isanti.

Approved by the Isanti Economic Development Authority this 4th day of March 2014.

  
\_\_\_\_\_  
Board President

ATTEST:

  
\_\_\_\_\_  
Board Secretary

**Exhibit A-1**

**Form of Official Seal**



**City of Isanti  
Economic Development Authority  
Regular Meeting Minutes of  
December 1, 2015  
Isanti City Hall**

**1. Call to Order**

The meeting was called to order by President Wimmer at 9:55 p.m.

Sullivan distributed Jump Drives to EDA members present.

**a. Pledge of Allegiance**

**b. Roll Call**

Members Present: Tara Hallberg, Keith Dragisich, Paul Bergley, George Wimmer and Steve Lundeen

Members Absent: Dan Collison, Adam Johnson

Staff Present: Economic Development Director Sean Sullivan

**c. Agenda Modifications**

None.

**2. Approval of Agenda**

Motion to approve Agenda as presented by Lundeen, second by Bergley, motion carried unanimously.

**3. Approve Minutes of November 3, 2015 Regular Economic Development Meeting**

Motion to approve minutes as presented by Bergley, second by Hallberg, motion carried unanimously.

**4. Update on Outside Storage Containers in Commercial and Industrial Zoning Districts**

President Wimmer provided an update to the EDA on how the visits with business have been going. He indicated that the visits were going well and that a consistent comment from the businesses was to be treated fairly and equally. He also indicated that the visits outlined that the City was only looking to enforce what is currently on the books. There is still one business that needs to be met with but as of now this business is in compliance and a meeting may not be necessary.

No action was requested or taken on this informational item.

**5. Economic Development Authority – 2016 Meeting Schedule (Tentative)**

Economic Development Director Sullivan went of the tentative schedule for 2016 highlight the two Wednesday dates due to Precinct Caucuses and National Night Out. Sullivan instated that the schedule was usually approved at the first meeting in January but the consensus of the EDA was to adopt it now.

Motion to adopt the following meeting schedule for the EDA for 2016:

## **2016 ECONOMIC DEVELOPMENT AUTHORITY MEETING SCHEDULE**

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May 3, 2016

June 7, 2016

July 5, 2016

August 3, 2016 (Wed.)

September 6, 2016

October 4, 2016

November 1, 2016

December 6, 2016

By Bergley, second by Hallberg, motion carried unanimously.

### **6. Consider Review of Business Subsidy Policy and Business Incentives**

Economic Development Director updated the EDA that Isanti County was in the process of revising its Tax Abatement Policy. He indicated that the City Business Subsidy policy was created in 2002 and there have

been subsequent policies adopted in regards to TIF, Tax Abatement and Revolving Loan incentives. Staff asked the EDA if it would be prudent to review the existing policies and to bring back suggestions, revisions, and / or updates to the EDA for consideration. Staff indicated this could take some time but that it would make sense so due to timing of potential Isanti County changes.

Motion to direct Economic Development Director Sullivan to review the existing Business Subsidy, Tax Abatement, TIF and RLF policies and applications and to bring back suggestions and potential revisions to the EDA for consideration by Lundeen, second by Hallberg, motion carried unanimously.

### **7. Discussion on the Johnson Parcel**

Economic Development Director Sullivan highlighted the staff memo. He indicated that the Johnson property was valuable real estate in the City of Isanti with its proximity to Hwy 65 and Heritage Blvd. He also explained that there were some challenges associated with the development and marketing of this property as well. The property is bisected by a natural gas distribution pipeline for Northern Natural Gas and it is not listed by a real estate broker. These items aren't necessarily a deterrent to development but the uncertainty of the pipeline and options to move and lack of marketing certainly does not help. Sullivan indicated that he discussed these issues with the landowner and a representative and they were attempting to contact Northern Natural Gas regarding movement of the pipeline, costs and were considering marketing options with a minimum of a for sale sign. Sullivan indicated that development of this parcel was important to the City and that the tax base it could generate would be significant. He indicated that working with the landowner to develop this parcel, and to work with all other parcels in the City was his job.

### **8. Other Business / Updates**

Economic Development Director Sullivan updated the EDA that the City of Isanti was the winner of the 2015 Business Recruitment Award from EDAM.

- a. Business Prospects
- b. Business Expansions
- c. Isanti County EDA
- d. EDAM Business Recruitment Award
- e. GPS 45:93
- f. Minnesota Real Estate Journal Conference – November 20, 2015
- g. Housing Starts in 2015
- h. Business Arrivals and Departures in Isanti 2015

### **9. Adjournment**

Lundeen motioned, seconded by Bergley to adjourn at 10:06 p.m. Motion carried unanimously.

Dated at Isanti, Minnesota, this 2nd day of December, 2015.

Respectively Submitted,

---

Sean M. Sullivan, Economic Development Director

A Community For Generations.



## MEMO

**To:** Economic Development Authority Members  
**From:** Sean M. Sullivan, Economic Development Director  
**Date:** January 5, 2016  
**Subject:** Open Meeting Law and Conflict of Interest Policy

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On January 6, 2015, the City Council of Isanti approved the attached resolution and policy. This policy is to ensure that each member of all boards and/or commissions preserves the integrity and ethics of each board authority and/or commission. The City Council wants to ensure that any conflict of interest is brought forth to promote the “faith and confidence of the Citizens of the City”.

Please read this policy and alert Staff to any Conflicts of Interest on any matter that arises before the Economic Development Authority. EDA members are required to fill out the attached Conflict of Interest Disclosure form by February 1<sup>st</sup> of each year or “thirty (30 days) after the acquisition or sale of any property” City Attorney, Clark Joslin will be in attendance at the meeting to review, discuss, and answer any questions that members of the authority may have regarding the Conflict of Interest Policy.

### Attachments

- Resolution 2015-010 Conflict of Interest Policy

## RESOLUTION NO. 2015-010

### CITY OF ISANTI CONFLICTS OF INTEREST POLICY

#### Purpose

The City Council of the City of Isanti confirms its determination that ethical standards among the Mayor and Council Members and members of the various Boards and Commissions and employees of the City (Public Officials) are essential to the proper conduct of City affairs. By eliminating conflicts of interest and providing a guide for conduct in City matters, the City Council strives to promote the faith and confidence of the citizens of the City in their government. The following standards of conduct are intended to serve as a guideline for Public Officials in carrying out their responsibilities. This Policy is in addition to any statutory requirements, Attorney General Opinions or court rulings, which prescribe allowable actions for Public Officials.

#### Definition

Public Officials shall be defined as follows:

Mayor  
City Council  
Planning Commission  
Economic Development Authority  
Parks, Recreation, and Culture Board  
City Administrator / City Clerk  
Human Resources / Deputy Clerk  
Finance Director / Treasurer / Asst. City Administrator  
Economic Development Director  
Community Development Director  
Public Works Director  
Chief of Police  
Liquor Store Manager  
Building Official  
City Attorney  
City Engineer  
Other employees of the City of Isanti

#### Standards of Conduct

1. Public Officials, City employees, and Police Reserve members:
  - a) Shall not use their positions to secure special privileges or exemptions for themselves or others to intentionally jeopardize the position of employment of others;

- b) Shall not engage in, solicit, negotiate for, or promise to accept private employment nor shall they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties;
  - c) Shall not participate in deliberations in any matter before the Council, Board or Commission, which affects that Public Official's, Public Official's spouse or minor child's financial interests directly or indirectly or those of a business, profession or occupation with which the Public Official is associated. Whenever such conflict is recognized, the affected Public Officials shall disclose in writing such interest prior to any discussion or vote and disqualify themselves from any further involvement pertaining to the issue;
  - d) Shall not act as agent or attorney for another in any matter before the Council or any Board or Commission or before any court or administrative board in any matter in which the City is a party;
  - e) Shall not directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity as an inducement to support or influence any matter or proceeding connected with, or related to, the duties of the office; The following types of gifts are permitted under exceptions to the law:
    - 1) Lawful campaign contributions.
    - 2) Services to assist an official in the performance of official duties.
    - 3) Services of insignificant monetary value.
    - 4) A plaque or similar item.
    - 5) A trinket or item of insignificant monetary value.
    - 6) Informational material of unexceptional value.
    - 7) Food or beverage given at a reception, meal, or meeting by an organization before whom the recipient makes a speech or answers questions as part of a program (this exception is only available if the location of the reception, meal, or meeting is away from the recipient's place of work).
    - 8) Gifts given because of the recipient's membership in a group.
    - 9) Gifts between family members.
  - f) Shall not disclose to others or use to further their personal interest confidential information acquired by them in the course of their official duties.
2. Any Public Official who is an officer, director, partner, agent, proprietor or employee of any firm or has a proprietary interest of 10 percent (10%) or more in any company,

business, enterprise or corporation, partnership, labor union or association doing business with the City shall make known that interest in writing as provided in the disclosure section of this Policy.

3. No Public Official nor business entity that the Public Official has a financial interest in, in excess of 10 percent (10%), shall enter into any contract with the City unless otherwise authorized by law.
4. Public Officials shall disclose to the governing body any relationship to another person or entity in any instance where there is a conflict of interest or could be the appearance of a conflict of interest.
5. Public Officials shall not have a personal financial interest in any sales, lease, or contract that they are authorized to make in their official capacities.
6. A Public Official shall not hold two positions if the positions' functions are incompatible with one another.

#### **Disclosures**

Public Officials, elected or appointed and employees serving as Department Heads or Supervisors, shall, no later than thirty (30) days following election or appointment to office and each year thereafter by February 1, complete the Disclosure Form and return it to the City Administrator. All subsequent applicants for appointment on Boards and Commissions shall file a completed Disclosure Form together with the application form. Within thirty (30) days after the acquisition or sale of any property, each Public Official shall file as a public record with the City Administrator, a list of all real property in the City owned by such person, that person's spouse, or minor child, or in which the Public Official has a beneficial interest, disclosing each individual item held, and by whom. Homestead shall be excluded from the above disclosure. Each Public Official shall disclose all positions as officer, director, partner, agent, proprietor or employee of any firm in which such Public Official has a proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City, and indicate with respect to each such relationship whether services are gratuitous or for compensation.

#### **Disclosure Form**

The disclosure information required by this Policy shall be set forth on a form which shall be made available by the City Administrator and is part of this Policy.

#### **Discipline**

Upon a signed written complaint of any person questioning adherence to this Policy or on the Council's own volition, the Council shall refer the matter to the City Attorney for investigation and the City Attorney shall report the results of the investigation to the Council within forty-five (45) days thereafter. A copy of such report shall be furnished to the person complained against. Such person may request a hearing on this matter before the Council which request shall be filed

with the City Administrator not later than ten (10) days following receipt by such person of the City Attorney's report.

Upon receipt of the City Attorney's report and at the conclusion of any hearing on the matter, the Council by majority vote may dismiss the complaint as having no merit, may adopt a resolution of censure, or with respect to members of Boards and Commissions, the Council may remove a member from such Board or Commission. In the event the complaint is against a member of the Council, such member shall not participate in the Council's deliberations or vote on the issue.


**Violations**

Any Public Official who violates the Conflict of Interest Law can be found guilty of a gross misdemeanor, be fined up to \$3,000, and imprisoned for up to one year. Any contract that has been made illegally is void.

This Resolution is hereby approved by the Isanti City Council this 6<sup>th</sup> day of January, 2015.

Attest:

  
\_\_\_\_\_  
Mayor George A. Wimmer

  
\_\_\_\_\_  
Donald C. Loring  
City Administrator / City Clerk

(SEAL)

**DISCLOSURE FORM**

All Public Officials for the City of Isanti are required to complete and file this Disclosure Form with the City Administrator in accordance with the provisions of the Conflicts of Interest Policy.

1. **Affiliations with Agencies Doing Business with the City**

Identify all positions as officer, director, partner, proprietor or employee of any firm or proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City.

<u>Name of Organization</u>	<u>Position Held</u>	<u>Compensation Involved</u>	
_____	_____	Yes _____	No _____
_____	_____	Yes _____	No _____
_____	_____	Yes _____	No _____

2. **Real Property Owned in the City of Isanti**

Identify real property items owned or being purchased by a Public Official, spouse, or child, or in which the Official has a beneficial interest. The actual value of any item is not required.

*(Exclude homestead property.)*

<u>Property Item</u>	<u>Address</u>	<u>PID #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Assets**

Identify all ownership or beneficial interests in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City where such interest exceeds ten percent (10%) of the total ownership.

**Name of Organization**

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\_\_\_\_\_   
Date

\_\_\_\_\_   
Public Official

Please also provide the following:

\_\_\_\_\_   
Current Address and Box Number if any

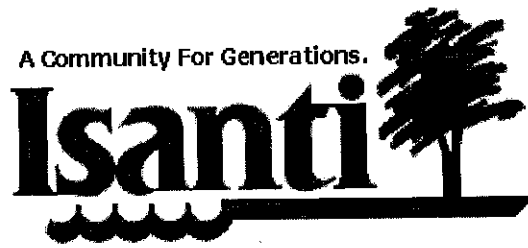
\_\_\_\_\_   
Home Phone Number

\_\_\_\_\_   
Work Phone Number

\_\_\_\_\_   
Cell Phone Number if Available

Received by the City Administrator/City Clerk on: \_\_\_\_\_

## MEMO



**To:** Economic Development Authority Members  
**From:** Sean M. Sullivan, Economic Development Director  
**Date:** January 5, 2016  
**Subject:** 2015 Minnesota Manufacturing Week Summary Report

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As of the date of this memo staff had conducted 20 Business Retention/Expansion Visits for manufacturers in Isanti. Visits have not been conducted for Colbaugh Country Cabinets due to scheduling and workload conflicts. Attached is a summary report that compares results from 2014 to 2015. Generally speaking the data suggests that 2015 was a solid year for local manufacturers. A few bullets worth noting are:

- Expectations for the number of jobs to increase from 2014 to 2015 were generally met.
- United States remained the most common primary market but Minnesota and Midwest Market increased.
- Most common investment plans include: major equipment purchases and renovation/expand current facilities.

**Community Business Climate Rankings (scale: 1 worst, 5 best)**

- Customized Training increased from 3.0 to 4.0
- Highway Infrastructure increased from 3.2 to 3.7
- Proximity to suppliers increased from 3.0 to 3.5
- City Permitting and Zoning increased from 2.8 to 3.3
- Assist from Local Govt / Non Profits fell from 4.5 to 3.8
- Higher Education fell from 3.7 to 3.3
- Lending by Local Lending Institutions fell from 3.9 to 3.3

All other items had a delta of less than 0.5. It should be noted that the following areas received a score less than 3 which signifies that businesses feel these areas are a negative for doing business in Isanti:

- Cultural Opportunities

- Local Taxes (fell from 3.1 to 2.7)
- Local Fees (increased from 2.5 to 2.9)

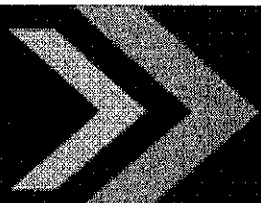
All other categories received at least a neutral or better rating for perceived business climate by Isanti manufacturers. The City of Isanti subscribed to Sales Force through Greater MSP which allows for the running of reports like the one attached.

**Attachments**

- 2014-2015 BRE Summary Report

# BRE

BUSINESS RETENTION  
& EXPANSION



City of Isanti

BRE Visits 2014-15

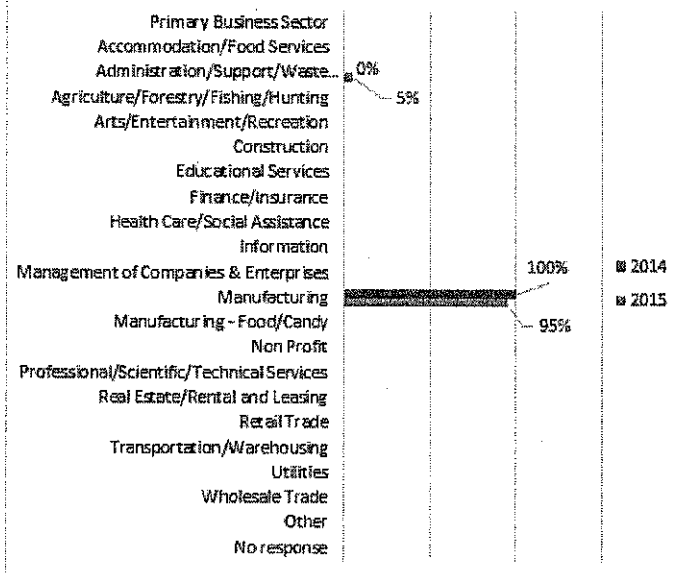
12.29.15



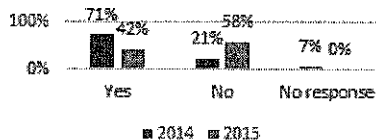
Report based on 14 BRE Surveys completed during 2014 and 20 BRE Surveys completed during 2015

## Business Details

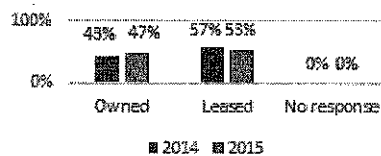
### Primary Business Sector



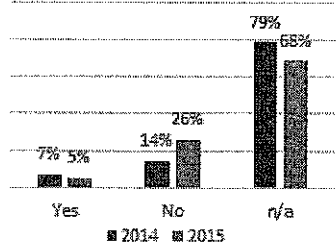
### Has this company introduced new products?



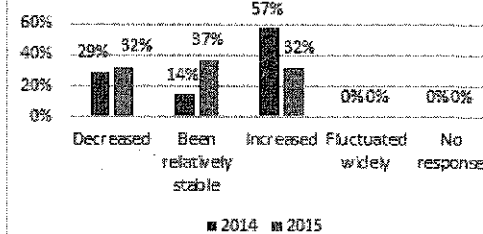
### Is the facility owned or leased?



### Does this company have a succession plan?



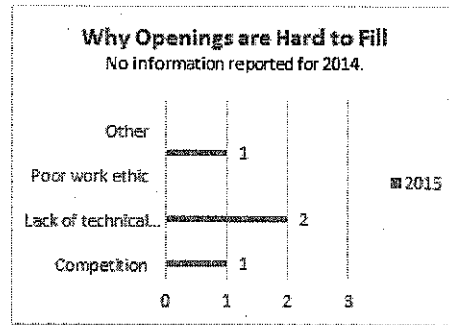
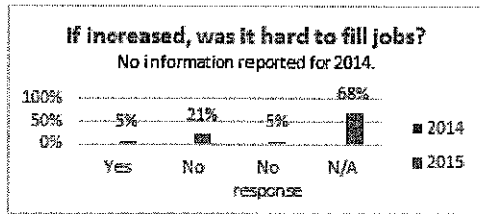
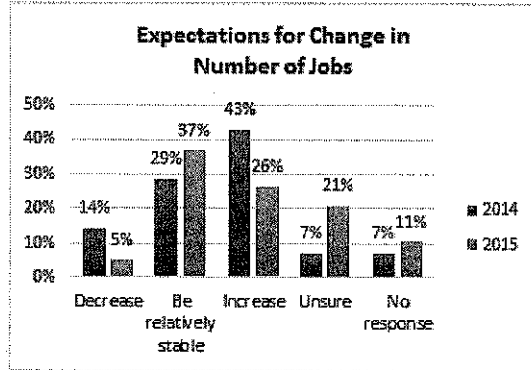
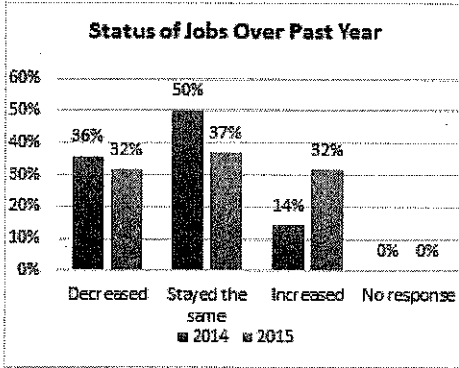
### Status of Company Sales Over Past Year



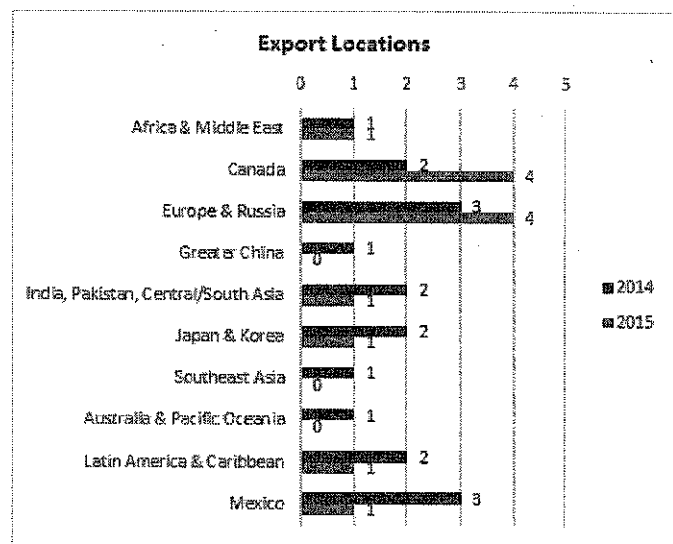
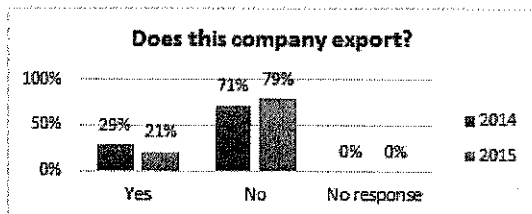
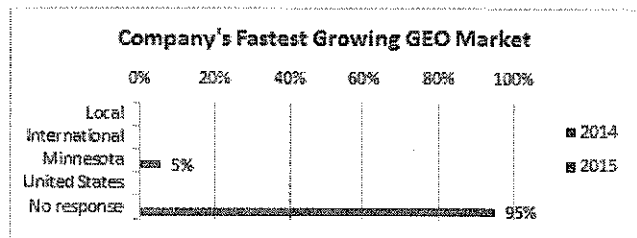
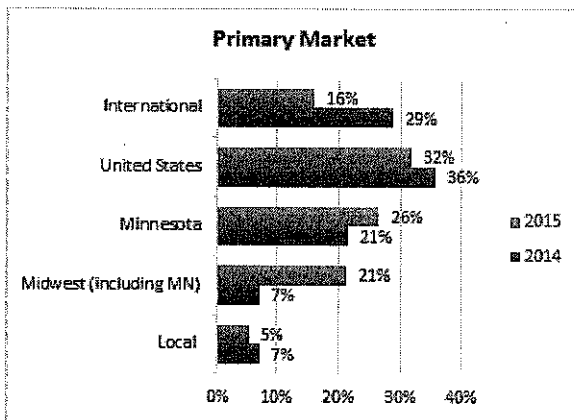
GREATER MSP™

Minneapolis Saint Paul Regional Economic Development Partnership

## Local Employment and Workforce



## Market Information

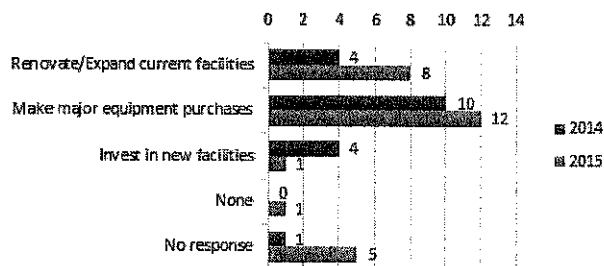


**GREATER MSP™**

Minneapolis Saint Paul Regional Economic Development Partnership

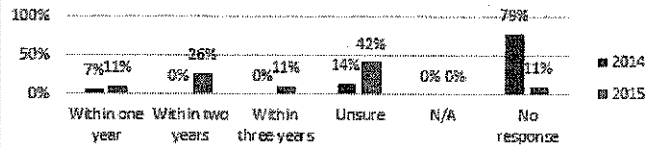
## Investment Plan

### Investment Plans



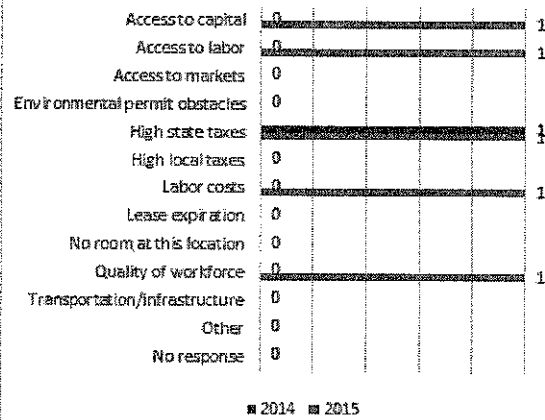
### Apx date of investment

Limited information reported for 2014.



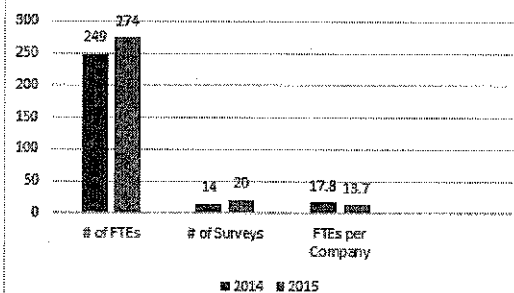
### If investing at new location, why?

No information reported for 2014.

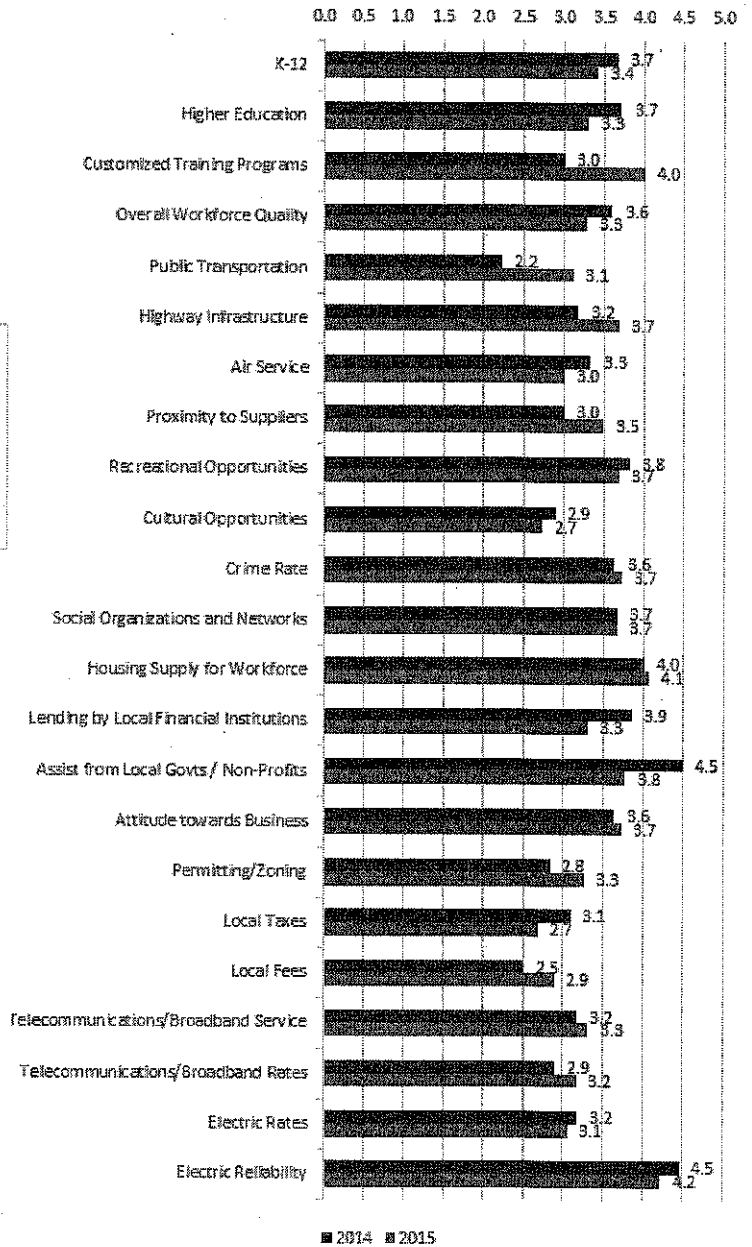


## Additional Information: FTE Comparison

### FTE Information for 2014-15



## Rankings



Questions? Contact Megan Barnett-Livgard at [megan.livgard@greatersp.org](mailto:megan.livgard@greatersp.org), 651-287-5812

This report has been compiled by GREATER MSP to reflect data entered into Salesforce.com from completed BRE surveys.

Every effort has been made to ensure that the information clearly reflects data entered by city reps.

**GREATER MSP | Minneapolis Saint Paul Regional Economic Development Partnership**

400 Robert Street North, Suite 1600 | Saint Paul, MN | [www.greatersp.org](http://www.greatersp.org)

## MEMO

A Community For Generations.



**To:** Economic Development Authority Members

**From:** Sean M. Sullivan, Economic Development Director

**Date:** January 5, 2016

**Subject:** Consider Establishment of Meetings with Isanti Businesses for 2016

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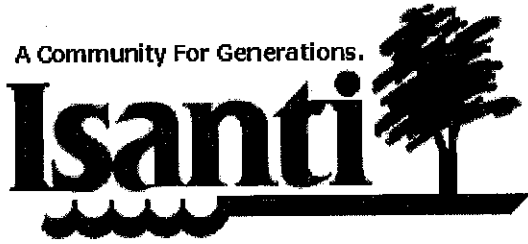
The City of Isanti has a good business retention and expansion program in place for its manufacturing businesses. This program involves a formal, yearly face to face meeting with these businesses in October and periodic stops throughout the year with specific recognition for the manufacturing sector. In addition, Mayor Wimmer hosts the Employer Appreciation Day in June that acknowledges all milestone business anniversaries for all businesses – not just manufacturing. The meetings and events are a way for the city to increase communication and goodwill with the business community. Businesses have very busy schedules and sometimes find it difficult to make these meetings and events. It makes sense to provide more opportunities for businesses to options to meet with City Officials to ask questions and have an open dialogue with City Hall. Isanti continues to grow in population and business diversity. Moving forward with input and open communication from the whole (retail, service and manufacturing) business community is important to the success of Isanti as a whole.

There are a numbers of ways to have communication with businesses. They include surveys, the Isantian, business visits, City Council Meetings, manufacturer's roundtable, City website and other methods. However, the opportunity to meet face to face with the Mayor, to get answers to questions, to have two way communication or just to be current on new information is another venue that can be effective too. Setting up opportunities to have these meetings would seem beneficial but staff needs some direction on how to make them the most effective. Here are some things to consider:

- **Purpose**
  - Information Sharing
  - Answer Questions
  - City Updates
  - Business Updates
  - How Do We Move Isanti Forward Positively
  - Other

- **Frequency**
  - Monthly
  - All Months aside from October and June
  - Bi-monthly
  - Quarterly
  - Other
- **Time**
  - AM (before 7:30)
  - AM (before 9:00)
  - Lunch
  - Afternoon
  - Evening
  - Varying Meeting Times
- **Location**
  - City Hall
  - Community Center
  - Wintergreens
  - Area Businesses
  - Other
- **Format**
  - All businesses Welcome to Attend
  - Should there be an Agenda?
  - Questions and Answer?
  - Structured Forum?
  - Questions Box?
  - Food?
- **Duration**
  - 15 minutes
  - 20 minutes
  - 30 minutes
  - 45 minutes
  - 1 hour
- **Notification**
  - Isantian
  - Website
  - Email
  - Bulletin Board
  - Other
- **City Officials Present**
  - Mayor
  - Economic Development Director
  - Other City Officials?
  - Other City Staff?

Staff is looking for direction on how to implement and structure a new opportunity for communication between the City and businesses.



**MEMO**

**To:** Economic Development Authority  
**From:** Sean M. Sullivan, Economic Development Director  
**Date:** December 29, 2015  
**Subject:** Project Updates / Informational Items

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**Business Prospects:**

SnoBear USA, Inc – Company is fully moved in, all required documents are executed and recorded. Staff will work with State of Minnesota and Finance Director to administer loans, monitor job creation and to work with developer on site plan for new building. The company has already made some hires and is well on its way to meeting its job/wage goals identified in the Development Agreement. Staff will coordinate a grand opening when SnoBear USA is ready. The City of Isanti received an Economic Development Award of Excellence for the Business Recruitment of this exciting business.

Coborn's Grocery Store – The City Council Approved the Site Plan for the 45,608 square foot project which includes a pharmacy, car wash, and coffee shop. To date permitted site grading work has commenced and plans for the foundation and building shell have been submitted for review. The opening is planned for the summer of 2016. The location of this project is directly south of Members Cooperative Credit Union (Formerly Lake State Federal Credit Union). Employment at this location should top 100 people.

Clinic - The City Council approved the Site plan for a building that is planned to be occupied by Allina Clinic. Allina anticipates employment at that location to be between 25-35 people. There are still some corporate approvals necessary to move this project forward. If the project moves forward as anticipated the clinic should open sometime in the Spring of 2017.

Hotel- The City, Investors and Contract continue to meet. Staff will continue to pursue this project vigorously. An update to the study has been ordered and should be complete in January 2016.

General - Staff has been contacted by other prospects but the discussions are preliminary in nature. Prospects include: commercial, SFR residential, senior housing, market rate apartments, restaurants, hospitality and industrial. Staff will continue to pursue options as they present themselves and will continue to work on business recruitment.

**2016 Tourism Market Study Update** – the City Council authorized an update to the Hotel Study. Staff is providing information to the company is requested. The City council will be looking at strategies to bring a hotel to Isanti at Goal Setting at the end of January.

**GPS 45:93:** Attached is the Agenda and Minutes.

**EDAM – Winter Conference** – On November 18, 2016 the City of Isanti received notice that it received an EDAM Excellence in Economic Development Award for Business Recruitment. Staff and the Mayor have worked on a video for the award presentation to be held at the EDAM Winter Conference on Thursday January 21, 2016. City Staff continues to serve on the EDAM Board and will attend the conference to receive the Award along with Mayor Wimmer.

**Housing Starts in 2015:** As of December 29, 2015, there have been 41 single family housing permits picked up. This has been an exceptional year for Isanti and more growth is projected in 2016

**Businesses Arrivals and Departures in Isanti 2015:** The City of Isanti is proud to recognize new businesses for choosing Isanti to be home in 2015. **Arrivals:** The Green Table (4 Enterprise), Eagle Crossing Adult Daycare (2 Enterprise), Blackjack Ops (401 East Dual Blvd NE), Lefebvre Catering (Replaced Spectacular Events at 1320 Heritage), Family Dollar Store (391 Cherrywood St NE), Motz and Motz LLC (Attorney at 210 6<sup>th</sup> Avenue) Bow Daddy Archery and Pro Shop (801 Hwy 65), Crossfit and Beyond (801 Hwy 65), etc.), Revival Boutique (12 Main St W), SnoBear USA (1 Enterprise) BMC British Automobile (444 E Dual Blvd NE) **Departures include:** Christina's Travel (Staff removed as they only have a PO Box in Isanti), Carrie Doom Law (moved to Cambridge), Spectacular Events Catering (Closed), Diamond Welding (Closed), Hair Gallery (Moved to Centerville).

## GPS Meeting Minutes

November 20, 2015

The meeting was called to order by Pres. Sauter at 10:04 a.m. @ Isanti City Hall located at 110 1<sup>st</sup> Avenue NW, Isanti, MN 55040.

### In attendance:

- Beth Thorp                      City of Mora
- Sara Treiber                    Mille Lacs Band Corporate Commission
- Diane Andersen-Sibley      Anoka-Ramsey/Anoka Tech
- Tom Willett                     Staff
- Stan Gustafson                City of Cambridge
- Sean Sullivan                  City of Isanti
- Carla Vita                        DEED
- Rebecca Perrotti              CMJTS
- Richard Baker                 Mille Lacs County
- Lezlie Sauter                  Lakes & Pines, CAC. Inc.
- Doyle Jelsing                 Neighborhood National Bank
- Nathan Johnson                City of Pine City
- Greg Anderson                 Isanti County
- Eric Champion                 North 65 Chamber of Commerce
- Sandy Voigt                     Region 5 Development Commission

Sean Sullivan welcomed GPS to Isanti and introductions of all committee members were conducted.

### Approval of the Agenda

The following changes were made to the agenda:

Under Vice Chair Report – Richard Baker: a.) Results of Bylaws Revision Meeting removed

Under Old Business: Consideration for Fiscal Agent was added as b.)

Under New Business: 2016 Meeting was added as c.)

Motion by Thorp, second by Jelsing to approve Agenda with changes. The motion carried unanimously with all ayes.

### Approval of Minutes

The minutes from the September 25, 2015 meeting were first edited as follows:

Under Attendance: Rick Olseen was in attendance, not Olsen

Under Old Business: "Jelsing will check with Nancy about whether or not it is okay to solicit members for this position" changed to Jelsing will check with Nancy Hoffman and the Chisago County HRA about being a Fiscal Host for GPS 45:93.

Minutes taken by Sean Sullivan, Economic Development Director, City of Isanti

Motion by Sullivan Second by Johnson to approve the October 30, 2015 with corrections. The motion carried unanimously with all ayes.

#### **Vice Chair Report – Richard Baker**

Discussion by executive board on whether to elect full ballot or just officers at this point due to ongoing discussion of bylaws by committee. Consensus was not to elect full ballot as done in past at this point.

Motion by Jelsing, Second by Sullivan to elect the following 2016 Officers via WHITE BALLOT: Richard Baker -President, Rebecca Perrotti – Vice President, Doyle Jelsing – Treasurer. The motion was carried unanimously with all ayes.

#### **Treasurer's Report**

Jelsing presented the financial report and went over outstanding fund balances and projections for the year end. He noted that the ending balance will be more than what was shown due to fact that some expected payments (MREJ and some committee web work) would be less than budgeted. Showing them allows us to keep a place holder for budget discussions for 2016. No motion was made regarding the budget.

Lezlie Sauter reviewed information found in the Economic Gardening (Initiative Foundation) and GPS 45:93 (Community Contributions) financial reports.

#### **Committee Reports**

Workforce: Carla Vita/Rebecca Perrotti- Wage analysis can be done by workforce center for incoming businesses. The HR/Admin Coop meeting took place on November 18 at the Workforce Center. The meeting was well attended and the next meeting is scheduled for 12/16/15. She asked committee members to let people know this is available for businesses. Topics discussed included Human Resources Tips, Cost of Commuting and current trends participating businesses are seeing.

Marketing/Web: Nathan Johnson reported that the committee had not met since the last meeting. He indicated that some communities were working with him to make revisions to their pages on website.

Housing: Pres. Sauter reported that Lakes and Pines is working on getting proposals for its website. Looking for a graphic designer (ARCC?, Pine Tech?) to do project at lower cost. Logo very expensive and intern could help lower that cost significantly. Utilizing East Central MN Housing study to leverage funds from Minnesota Housing Finance Agency to build housing in Mora. More will be doing a RFP for the housing project. If successful it would appear there would be an opportunity for more dollars. Housing Institute group continues to meet and to work with Study to get much needed housing in the region.

Sara Treiber stated that a 28 unit housing project in Hinckley received low income housing credits and that the community support was not unanimous. The project is designed help the homeless.

Equity Fund – Sara Treiber – No Action. Hopes to pull the committee together after the new year. Project continues to prove difficult.

Sandy Voigt stated the Region 5 received funds to assist in MNVEST which is a crowd funding concept. This concept involves non-accredited investors that can invest \$10,000 or fewer dollars. Also companies are limited to receiving no more that 2 Million in funding. The rules are still being finalized and should

Minutes taken by Sean Sullivan, Economic Development Director, City of Isanti

be available sometime in January 2016. Sandy will keep GPS up to date on this concept. If successful it could help fill the equity gap in East Central MN for certain projects.

FAM Tour- Sean Sullivan – Sullivan stated he had tried numerous times to reach Brian the site selector. He also shared that written comments were not required as part of the project but was hoping to get some. He stated that he wanted the item to remain on the agenda for next month was discussed with no additional updates at this time, waiting on summary. Leave on the agenda.

### **Old Business**

December Meeting? – Yes, and it will be held at Mora City Hall on December 18, 2015. Bylaws will be on the Agenda.

Fiscal Agent Discussion – Doyle Jelsing presented the following information to the committee:

Chisago County HRA-EDA would consider maintaining the financial records of GPS45:93 based on the following:

Approval of HRA-EDA Board (meets November 24, 2015)

Determination of liability coverage through MCIT – NOT COVERED, separate policy would have to be obtained by GPS45:93

Reduction and/or elimination of annual membership fee for Chisago County HRA-EDA

60 day notice will be given to terminate services by HRA-EDA and/or GPS45:93

Funds will not be co-mingled with Chisago County HRA-EDA funds.

### **Start Up**

Checking account set up at a North Branch facility - Neighborhood Bank ?

- checks ordered – determine type of check to be used, 3 on page or 1 with voucher
- costs of checks/envelopes (dependent on type chosen) will be a GPS45:93 expense
- accessible via internet by Chairman, Treasurer, Chisago County HRA-EDA

Assign check signer: Chairman, Treasurer, Nancy  
(if second signer -required to come to HRA-EDA office – or checks sent through the mail)

Mailing Address for invoices: use of Chisago County HRA-EDA PO Box

GPS45:93 to purchase financial software:

- purchase with c/d so complete record can be transferred to next financial officer
- one time purchase – does not need to be upgraded annually
- Office Max/Depot: price checked on internet 11/17/15 (+ tax)
- Quickbooks Pro 2015 \$199.00 (sale priced on 11/17/15) OR

Minutes taken by Sean Sullivan, Economic Development Director, City of Isanti

Quicken Home & Business 2015 \$115.00 (if has a/r, a/p email/tracking ability)

Chisago County HRA-EDA would maintain financial records on an "annual basis" as follows:

Annual membership billing – send out October 1, due January 31

- set up invoices/email addresses for billing
- email billing – no paper/mail copies sent
- follow up February for unpaid memberships

Deposit funds received - weekly

Payment of bills monthly – as approved by adopted budget and/or by motion

Payment of consultant fees (TW) monthly – as approved by \_\_\_\_\_ ?

Checkbook reconciliation – monthly

Budget tracking/Monthly report (prior to monthly meeting)

- sent via email to Chairman, Treasurer, Secretary

Submit information as required to tax preparer (via email or mail)

Maintain record of financials

- check statements/monthly reports/billing statements/invoices/etc.
- paper until preparation of tax reports and audit, then scanned/saved to c/d or zip drive?

Audit requirements – perform as required - yearly or ?

- either in-house audit committee or hire ?

Discussion ensued and the efficiencies of having the Chisago HRA be the fiscal host were highlighted. One major change would be the need for insurance to be purchased by GPS which has not been required before. The cost was estimated to be between \$700-\$1000. Tom Willett also added that Quick Books was a good way to do the financials, not Quicken.

A motion was made by Jelsing and seconded by Johnson move the fiscal host to the Chisago County HRA subject to Chisago County Board approval on November 24, 2015 and to draft a fiscal management agreement between GPS 45:93 and Chisago County HRA. The motion unanimously carried with all ayes.

#### **New Business**

East Central Job Fair – Sean Sullivan. Sullivan asked GPS 45:93 for \$500 donation to go toward the East Central MN Job Fair. Motion by Treiber, Second by Thorp to authorize \$500 donation from GPS 45:93 to the East Central MN Job Fair. The motion unanimously carried with all ayes.

Staff Report – Tom Willett. Staff Willett presented his Staff report and asked who was going to December CVN. Sullivan indicated he was planning on attending.

2016 Meeting Schedule – a Sheet was passed around giving members an opportunity to sign up to host a meeting in 2016.

#### **Other Items**

President Sauter stated the Lakes and Pines CAC recently opened offices in North Branch and Moose Lake

Minutes taken by Sean Sullivan, Economic Development Director, City of Isanti

**Next Meeting**

The next meeting is December 18, 2015 meeting at Mora City Hall – 101 S Lake Street, Mora, MN 55051 at 10 AM.

The meeting adjourned at 12:00 p.m.



### **Economic Development Authority Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Modifications
2. Approval of Agenda
3. Approve Minutes of January 5, 2016 Regular Economic Development Authority Meeting
4. 100 Dahlin Avenue NE
5. 2016 Mayor's Employer Celebration Day
6. Other Business / Updates / Communications
  - a. Business Prospects
  - b. Business Expansions
  - c. 2016 Tourism Market Study Update
  - d. GPS 45:93
  - e. EDAM – Winter Conference
  - f. Business Meetings
  - g. Housing Starts in 2015
  - h. Business Arrivals and Departures in Isanti 2015
7. Adjournment

**City of Isanti  
Economic Development Authority  
Regular Meeting Minutes of  
January 5, 2016  
Isanti City Hall**

**1. Call To Order**

The meeting was called to order by Economic Development Director Sullivan at 7:45 p.m.

**a. Pledge of Allegiance**

**b. Roll Call**

Members Present: Tara Hallberg, Keith Dragisich, Dan Collison, Steve Lundeen, Adam Johnson, Paul Bergley and George Wimmer

Members Absent: None

Staff Present: Economic Development Director Sean Sullivan

**c. Agenda Modifications**

Acted upon after President Wimmer elected: No modifications to the agenda were presented. Motion to Approve Agenda as presented by Johnson, second by Lundeen, motion carried unanimously.

**2. Organization of Advisory Bodies as per Ordinance 181**

a) Oath of Office

No new commissioners for 2016. No oaths administered.

b) Election of 2016 EDA President

Motion by Johnson, second by Lundeen to elect George Wimmer as President, motion carried unanimously.

c) Election of 2016 EDA Vice-President

Motion by Dragisich, second by Johnson to elect Steve Lundeen as Vice-President, motion carried unanimously.

d) Election of 2016 EDA President Pro-tem

Motion by Bergley, second by Lundeen to elect Keith Dragisich as President Pro-Tem, motion carried unanimously.

- e) Election of 2016 EDA Secretary  
Motion by Lundeen, second by Johnson to select Economic Development Director Sean Sullivan as Secretary, motion carried unanimously.
- f) Election of 2016 EDA Treasurer  
Motion by Lundeen, second by Johnson, to elect Finance Director Ms. Brenda Frechette as Treasurer, motion carried unanimously.
- g) Adoption of Bylaws  
No changes were made to Bylaws so no action was taken.
- h) Adoption of 2016 EDA Meeting Schedule  
Motion by Johnson, second by Collison to adopt 2016 meeting schedule as presented, motion carried unanimously.
- i) Adoption of City of Isanti Economic Development Authority Resolution 2016-1 a Resolution Organizing the Economic Development Authority of the City of Isanti  
Motion by Johnson, second by Collison to adopt Resolution 2016-1 as presented, motion carried unanimously.

President Wimmer asked that an agenda item that adopted the Organizational Resolution be added to the agenda next year.

### **3. Approve Minutes of December 1, 2015 Regular Economic Development Meeting**

Motion by Lundeen second by Collison to approve the minutes for December 1, 2015. Motion carried unanimously.

### **4. Open Meeting Law & Conflict of Interest Information, Clark Joslin, City Attorney**

President Wimmer indicated that this presentation was already given to City Council and EDA members were present at the City council Meeting on January 5, 2016.

Staff asked commissioners to get conflict of interest form submitted as soon as possible.

No formal action was requested or taken.

### **5. 2014-2015 Minnesota Manufacturing Week Summary Report**

Economic Development Sullivan highlighted the Manufacturing business reports generated on behalf of the city of Isanti by Greater MSP. Sullivan explained that the City enters the raw data from business visits and various reports can be generated to show trends and areas to review. Has highlight a few of the large changes from 2014 to 2015 and also area that the City scored below neutral for the business environment. Sullivan asked the EDA if they liked the reports and the information contained.

The EDA consensus was that there were useful reports. Tracy Niefert, Isanti Area Chamber of Commerce President provided an update about upcoming chamber events and the pending merger between the Isanti Area Chamber of Commerce and the Cambridge Area Chamber of Commerce.

## **6. Consider Establishment of Meetings with Isanti Businesses in 2016**

Economic Development Director Sullivan presented the staff memo. He indicated the he and President Wimmer had been discussing this item generally and were looking for some input from the full EDA regarding the matter. The thought would be to offer times for businesses to meet with City Staff and the Mayor to have questions answered and to pass on information pertinent to the business community. This would build off from what is being done at the Mayor's Luncheon.

President Wimmer stated that he wanted the meetings to be more of informal with coffee and a very low intensity forum.

Sullivan asked the EDA if they had additional comments.

President Wimmer wants the meeting to be fairly frequent with it starting as soon as possible. He thought March was a reasonable timetable to start meetings.

Commissioner Dragisich asked if we could allocate some marketing dollars to these meeting for food and beverage.

Consensus of the EDA was to allocate some marketing funds for food and beverage.

EDA consensus was to have Economic Development Director Sullivan work with President Wimmer to get these meetings up and running in March 2016.

## **7. Other Business / Updates**

Economic Development Director Sullivan highlighted the Staff Memo which included that housing continues to thrive and the he and President Wimmer would be accepting the business recruitment award from EDAM in January. Coborn's and Allina will be incorporated into future marketing materials. The EDA also touched on the impact of SnoBear USA to the community and the unique nature of their products.

- a. Business Prospects
- b. 2016 Tourism Market Study Update
- c. GPS 45:93
- d. EDAM – Winter Conference
- e. Housing Starts in 2015
- f. Business Arrivals and Departures in Isanti 2015

Commissioner Collision asked if the EDA would be interested in putting a map together showing location of businesses and attractions to be placed at Isanti Indoor Arena – Home of Rum River BMX.

President Wimmer indicated that this was a good idea. He indicated that the business haven't seemed to take full advantage of events that come to Isanti. He mentioned past venues such as

Cambridge Isanti Soccer / BMX and Hockey haven't had the best participation rates by Isanti businesses in marketing efforts. More work needs to be done in this area. A Hotel is a key component to the success of businesses in Isanti. The Hotel and how to get it built will be discussed at City Council Goal Setting.

Commissioner Lundeen expressed the need for a hotel in Isanti to accommodate for events. He mentioned that 4 Large State Softball tournaments are held in Cambridge that draw from around the state. They have to turn down bids due to lack of lodging in area.

Commissioner Dragisich asked if the BMX event and the street dance could be coordinated together.

President Wimmer stated that in the past the Street Dances were held on weekends that didn't have conflicting events.

### **8. Adjournment**

Lundeen motioned, seconded by Bergley to adjourn at 8:13 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 5th day of January, 2016.

Respectively Submitted,

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Sean M. Sullivan, Economic Development Director



## Request for EDA Direction

**To:** Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** February 2, 2016

**Subject:** 100 Dahlin Ave NE

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### Background:

Staff was made aware of a building located in historic downtown that is now vacant with the last tenant relocating to another City of Isanti business location. The 4,000 square foot building was constructed on or before 1900. The condition of the building is poor and the owners of the building have not expressed interest in updating the building and making necessary repairs to improve its marketability and use. This building serves as one of the gateway entry points to historic downtown Isanti and has the potential to become a detriment to investment downtown due to inactivity, maintenance and a very visible location. This parcel is located in TIF District No. 9 which is a redevelopment TIF District. Staff has been in contact with the owner of the building (PDL Properties) and the owner has expressed a willingness to donate the building to the City of Isanti with nominal costs associated with the transaction.

As indicated above the building is in rough shape and there are significant dollars that would go into repairs of the building just to bring it into a condition to make it marketable for rent or lease. Staff has received rough estimates from a contractor through a third party to repair and/or demolish the structure. Staff has also contacted an environmental firm to get estimates for the Phase 1 and Demolition Survey. The rough estimates are as follows:

Remove and rebuild roof	\$50,000
Repair Roof (instead of removing and rebuilding)	\$45,000
Demolition	\$10-\$30,000
Phase 1 Environmental	\$ 2,000
Demolition Survey / Testing	\$ 2,100

There are other items that could become evident upon further inspection that could lead to increased costs. Currently the property is assessed at \$141,000 with current property taxes (including special

assessments) of \$4,828.00. The City portion of annual taxes are estimated to be \$1,247. Staff is unaware of any environmental assessments that have been completed on the property. Based on its proximity to the railroad ROW and the age of the building it is possible that there could be items of concern. Staff is recommending that a Phase 1 and a building/demolition survey be conducted or a review be performed by a qualified professional. Acquisition, renovation would be qualifying activities within TIF District No. 9. This district is in the last year of its timetable to make qualifying activities so this is the only opportunity we have to potentially recoup cost associated with redevelopment activities of the duration of the district.

EDA participation in this project would be consistent with goals of the EDA and TIF District No. 9 that would lead to redevelopment activities that would be of benefit to historic downtown. Staff understands that there could be an extended hold period which is typical for redevelopment projects. Staff believes that if this parcel is not acquired and demolished it will become a deterrent to future investment downtown. At this time there is not a willing buyer or developer interested in this parcel.

**City Council Action:**

On January 19, 2016 the City Council directed staff, through resolution, to obtain quotes for a phase one and pre-demolition survey with an approved budget not to exceed \$5,000 and to work with the owner on the donation of the real estate to the city.

**Funding Source and Amount:**

Currently there is not a funding source identified for this activity. Finance Committee will review on Thursday, February 4, 2016. If the EDA has any recommendations they would be welcomed.

**Request for Action:**

Staff is asking the EDA to offer comments and suggestions regarding the potential project.

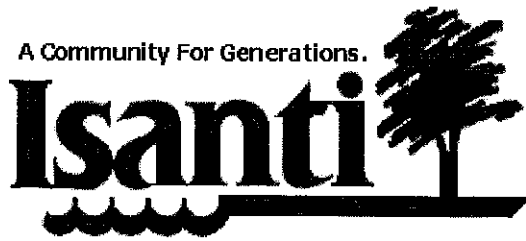
**Attachment:**

- 1) Site Map and Property Photos

# Site Map and Photos



## MEMO



**To:** Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** February 2, 2016

**Subject:** 2016 Mayor's Employer Celebration Day

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**Background:**

This year will mark the 9<sup>th</sup> year for the Mayor's Employer Celebration Day in the City of Isanti. The EDA has budgeted \$600 for the event. A significant cost of the event is the recognition of milestone anniversaries for doing business in Isanti and the plaques associated with it. 18 businesses are slated to receive milestone anniversary awards in 2016. The businesses include:

<b>Business</b>	<b>Years in Business in Isanti as of 2016</b>
Anytime Fitness	10
AST Compressors	5
Isanti Family Chiropractic	5
Counseling Assessment Center	5
Hardware Hank	100
Hobby Farms Plus	5
Isanti Bicycle Repair	5
Isanti Sinclair	40
Isanti Middle School	40
Isanti Intermediate School	10
Isanti Sport Shop	60
Isanti Tire and Auto	20
Miller Tax and Bookkeeping	5
Numedis / Insight Biomed	10
Prairie Senior Cottages of Isanti	5
RIC Property Management	5
St. Elizabeth Ann Seton Catholic Church	40
YCC Cabinets and Millwork	10

It is nice to see the longevity and commitment to Isanti by these businesses. Based on previous years, staff estimates a cost of \$380.00 for plaques to recognize these businesses.

It is nice to see the longevity and commitment to Isanti by these businesses. Based on previous years, staff estimates a cost of \$380.00 for plaques to recognize these businesses.

Staff has received confirmation from Isanti Custom Meats to grill out as in past years. They have always done an outstanding job and Staff is pleased that they will be a part of the event again in 2016. Staff will be requesting the presence of organizations such as: ECRDC, Pine Technical College, Anoka Ramsey Community College, Central Minnesota Jobs and Training, Initiative Foundation, DEED and others that can be of assistance to businesses in Isanti.

Staff is continues to update the business list and the employment information for businesses in Isanti. It is the intention of City Staff to get the out the invitation for this event no later than the first week of May. Staff is suggesting an email invitation go out to the businesses like last year. If an email is not available, Staff would propose to send a formal invitation via US Mail. A copy of the invitation (which the Mayor hand signs every year) is attached for your review. Staff is looking for comments or ideas to make this event more successful. This event and costs associated with it are in the adopted EDA budget and no further authorization of the related expenditures is needed if the costs do not exceed \$700 which is 100 more based on the increase of plaques from 14 to 18. Staff would like to get the date out in the Spring Isantian so businesses can plan accordingly.

**Action Requested:**

Authorize Economic Development Director Sullivan to coordinate 2016 Mayor's Employer Appreciation Luncheon on June 7, 2016.

**Attachment:**

- 1) Draft Invitation for Mayors Employer Celebration Day
- 2) Draft Proclamation

*You and Your Employees  
Are Personally Invited to the*

***Ninth Annual City of Isanti  
Mayor's Employer Celebration Day***

*This event is to celebrate the Isanti Employer!  
A gratis picnic lunch will be provided following a ceremony celebrating  
Isanti businesses with milestone Isanti anniversaries.  
Business specialists will be available for any questions you may have.*

**Date:** *Tuesday, June 7, 2016*

**Location:** *Isanti City Hall*

**Time:** *11:30-1:00 p.m.*

*Please RSVP by, Thursday, June 2, 2016 to  
Sean Sullivan at [ssullivan@cityofisanti.us](mailto:ssullivan@cityofisanti.us) or 763.444.5512.  
RSVP is required to have an accurate count for food.*

*I look forward to your attendance!*

---

*Mayor George Wimmer*

# Mayor's Proclamation

## City of Isanti

**Whereas** Employers and Employees are a dynamic part of the City of Isanti's and Minnesota's economy; and,

**Whereas** The promotion of our Employer's and their talented Staff showcase the strength and success which is an integral part of the City of Isanti's economic development strategy; and,

**Whereas** All Isanti employers located within the City of Isanti provide jobs which significantly contribute to the City of Isanti's standard of living and economic vitality; and,

**Whereas** The City of Isanti has approximately \_\_\_\_\_ people that are employed within its corporate limits; and,

**Whereas** Employees contribute to the economic success of Isanti businesses by buying local and supporting other Isanti businesses; and,

**Whereas** The City is sponsoring an appreciation luncheon to the Employers and their Employees on June 7, 2016 highlighting certain businesses with milestone Isanti anniversaries.

**Now, therefore, I, George A. Wimmer, Mayor of the City of Isanti,** do hereby proclaim that the day of June 7, 2016 shall be observed as:

### Mayor's Employer Celebration Day

in the City of Isanti on this \_\_\_\_ day of June, Two Thousand Sixteen.

\_\_\_\_\_  
George A. Wimmer, Mayor

## MEMO

A Community For Generations.



**To:** Economic Development Authority  
**From:** Sean M. Sullivan, Economic Development Director  
**Date:** January 28, 2016  
**Subject:** Project Updates / Informational Items

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**Business Prospects:**

SnoBear USA, Inc – Company is fully moved in, all required documents are executed and recorded. Staff will work with State of Minnesota and Finance Director to administer loans, monitor job creation and to work with developer on site plan for new building. The company has already made some hires and is well on its way to meeting its job/wage goals (23 hires in 2015) identified in the Development Agreement. Staff will coordinate a grand opening when SnoBear USA is ready. The City of Isanti received an Economic Development Award of Excellence for the Business Recruitment of this exciting business.

Coborn's Grocery Store – Staff met with Coborn's on January 14<sup>th</sup>, 2016. Coborn's communicated that it was moving forward with winter construction and would begin mobilization on the site the week of January 25<sup>th</sup>. The project is anticipated to be complete late summer 2016. The City Council approved the Site Plan for the 45,608 square foot project which includes a pharmacy, car wash, and coffee shop. To date permitted site grading work has commenced and plans for the foundation and building shell have been approved and a permit is ready to be picked up. Employment at this location should top 100 people.

Allina Clinic - The City Council approved the Site plan for a building that is planned to be occupied by Allina Clinic. Allina anticipates employment at that location to be between 25-35 people. There are still some corporate approvals necessary to move this project forward in February. If the project moves forward as anticipated the clinic should open sometime in the Spring of 2017.

Hotel- The City, Investors and Contract continue to meet. Staff will continue to pursue this project vigorously.

General - Staff has been contacted by other prospects but the discussions are preliminary in nature. Prospects include: commercial, SFR residential, senior housing, market rate apartments, restaurants,

hospitality and industrial. Staff will continue to pursue options as they present themselves and will continue to work on business recruitment.

**2016 Tourism Market Study Update** – the City Council authorized an update to the Hotel Study and should be complete in February 2016.

**GPS 45:93:** Attached is the Agenda and Minutes.

**EDAM – Winter Conference** – Staff attended the Winter Conference on January 21-22. Mayor Wimmer and Economic Development Director Sullivan were presented the EDAM Excellence in Economic Development Award for Business Recruitment. Representative Brian Johnson also attend the event in support of the project. City Staff continues to serve on the EDAM Board and will attend the conference to receive the Award along with Mayor Wimmer. The conference was great and had many great speakers such as Richard Davis the President and CEO of U.S. Bancorp. Attached is a page from the conference flyer and the meeting agenda and minutes from the last EDAM Board Meeting. On a side note, Economic Development Director Sullivan was re-elected to the EDAM Board of Directors for 2016-17 and also serves on the Legislative Committee.

**Business Meetings** – Staff is working with President Wimmer to schedule and format the first meeting for March 2016. At this point a time and location has not been determined.

**Housing Starts in 2016:** As of January 28, there have been 2 single family housing permits picked up and 3 more are under review. In 2015 the City saw 41 new single family housing permits pulled. 2015-16 were exceptional years for Isanti and more growth is projected in 2016 in this sector as well as market rate apartments and senior housing.

**Businesses Arrivals and Departures in Isanti 2016:** The City of Isanti is proud to recognize new businesses for choosing Isanti to be home in 2016. **Arrivals:** Twinkle Toes by Petra (103 Heritage Blvd NW), Nelson Massage Therapy (401 E Dual Blvd), Jung Do Sol TKD Club (4 Enterprise), His Hands (303 Credit Union Dr.), Joy-Us Cares (11 Heritage Blvd) **Departures include:** Gental Dental (33 Main St) (Business Closed)



## **GPS Executive Committee / Board Meeting**

**Date: Friday January 22, 2016**

**Princeton Civic Center, 503 North 9<sup>th</sup> St, Princeton, MN**

**Time: 10:00 a.m. - 12:00 p.m.**

**Introductions** (and what's new? 1 - item; keep it short)

**Additions to the Agenda**

**Approval of Agenda**

**Approval of Minutes**

- a.) December 20, 2015 Executive Committee Minutes

**Chair Report – Richard Baker**

- a.) Welcome to a new year! / Goals

**Treasurer Report – Doyle Jelsing**

- a.) Financial Review – Cash Flow – as of December 31, 2015
- b.) FY 2015 Income & Expense Report from ECRDC
- c.) Economic Gardening – Financial Report
- d.) Membership Invoicing and Payment Status?
- e.) FAM Tour – Financial Report (L&P check to close out project?)
- f.) 990 Tax Form Preparation

**Presentations**

- a.) Hill Capital - Austin Bogestad

**Committee Reports**

- a.) Workforce – Carla Vita
- b.) Marketing/Website – Nathan Johnson
- c.) Housing – Lezlie Sauter
- d.) Equity Fund – Sara Treiber

## **Old Business**

- a.) By Law Changes – Richard Baker
- b.) Board Members for 2016
- c.) Election of additional Executive Committee members
  - 2 Past Presidents
  - 2 Members-at-large
- d.) Fiscal Agent Update – Richard Baker
  - a. Board Resolution required for establishment of DDA Account & possible SAV Account at Neighborhood Bank? - Designated Signers, President, Richard Baker, Treasurer, Doyle Jelsing, & Nancy Hoffman, Chisago County HRA-EDA. Set dollar amount that would require two signatures.

## **New Business**

- a.) TRW Consulting Contract Amendment – Richard Baker
- b.) TWR Consulting Contract for 2016 - Richard Baker
- c.) Staff Report – Tom Willett

## **Other items**

## **Next Executive Committee Meeting**

**February 26, 2016 – 10 AM –Lakes Region EMS, 40245 Fletcher Ave, North Branch, MN**

## **GPS 45:93 Executive Committee Meeting Minutes**

**December 18, 2015**

The meeting was called to order by President Sauter at 10:00 am at Mora City Hall, located at 101 Lake Street S., Mora, MN 55051.

### **In attendance:**

- Beth Thorp City of Mora
- Arik Forsman Minnesota Power
- Jenn Russell ECRDC
- Sandy Voigt Region 5 Development Commission
- Dan Bullert Initiative Foundation
- Sean Sullivan City of Isanti
- Rebecca Perrotti CMJTS
- Tom Willett Staff
- Sam Griffith City of Sandstone
- Brent Stavig Rush City High School
- Doyle Jelsing Neighborhood National Bank
- Nancy Hoffman Chisago County HRA-EDA
- Nathan Johnson City of Pine City
- Rick Olseen Congressman Nolan's office
- Lezlie Sauter Lakes & Pines CAC
- Greg Anderson Isanti County Commissioner
- Mark Perry City of Hinckley
- Richard Baker Mille Lacs County
- Joel Dhein City of Mora
- Diane Anderson-Sibley Anoka Ramsey / Anoka Tech
- Carla Vita City of North Branch
- Robert Musgrove Pine County
- Jolene Foss City of Princeton
- Sean Stevens Lakes & Pines CAC

### **Introductions**

All those in attendance offered introductions.

### **Additions to / Approval of the Agenda**

Motion by Musgrove, second by Sullivan to approve the agenda with the addition of a budget discussion under the Treasurer Report. All voted and the motion carried unanimously.

### **Approval of Minutes**

Motion by Musgrove, second by Russell to approve the November 20, 2015 Executive Committee meeting minutes as presented. All voted and the motion carried unanimously.

### **Chair Report – Lezlie Sauter**

Sauter presented the 2016 meeting schedule identifying locations for all monthly meetings, with the exception of March 18<sup>th</sup>. Stavig offered to host GPS in Rush City and Hoffman suggested a tour at Plastech. Sauter will update the meeting schedule and send out to members.

Sauter introduced Sean Stevens, Financial Program Coordinator for Lakes & Pines CAC, who will serve as Sauter's alternate on the GPS board.

### **Treasurer Report – Doyle Jelsing**

Jelsing reviewed 2015 annual expenses and projected year-end balance of \$7,500. Jelsing reported a balance of \$10,466.66 at the end of November. Jelsing reviewed the Economic Gardening project budget and unexpended funds. Willett explained that the program is pay-as-you-go which means that some project expenses will be carried forward to 2016. Jelsing also reviewed the FAM Tour project budget. Sauter commented that Lakes & Pines CAC will cut a check for unused FAM Tour funds to GPS at the end of 2015 to be used for future FAM Tour expenses.

Jelsing presented the proposed 2016 budget for consideration, reviewing all proposed revenue and expenses. The budget shows a beginning balance of \$7,500 and a projected surplus of \$1,795 at the end of 2016. Baker spoke about the need to recruit new members, and possibly offering reduced fees as an incentive. Sullivan stated that he would like to see a separate line item for the FAM Tour, showing a balance of \$2,516.56 (unused funds from 2015). Other members agreed that organizations contributed funds for the FAM Tour and the money should be used for that specific purpose. The board discussed adjusting the Committee Work line item to remove \$2,516.56 for the FAM Tour line item yet feeling a need to show Committee Work as a priority for GPS 45:93. Sauter suggested that the various committees prepare budgets for consideration at the January meeting in order to determine how much money should be allocated to the Committee Work line item. Motion by Jelsing, second by Sullivan to approve the 2016 budget as presented with the exception that a new line item will be created for the FAM Tour. The motion carried unanimously.

### **Committee Reports**

Workforce. Jelsing spoke about the success of the October 30<sup>th</sup> tour at NorthPost in Mora and the value of meeting with businesses throughout the region. Jelsing also spoke about Construct for Tomorrow, explaining that several schools are being lined up

to participate. Job fairs are coming up. Hoffman spoke about changes to the Workforce Investment Board.

**Marketing / Website.** Johnson reported that the committee has not met recently and there was no update.

**Housing.** Sauter reported that the committee is reviewing proposals for website development. Lakes & Pines CAC is considering doing the work as it could be done for less than the proposed fees. The committee is looking for possible grant sources and is considering using a student to help design a logo (as a way to keep expenses down).

**Equity Fund.** No update.

**FAM Tour.** Sullivan reported that he made contact with Brian Szymanski and has requested written feedback from the FAM Tour event.

### **Old Business**

Baker presented amended bylaws for the board's consideration, reviewing all proposed changes and referencing statutory requirements. Members discussed the proposed changes at length. Motion by Vita, second by Sullivan to table the bylaw discussion to the January meeting in order to allow further review by board members. The motion carried unanimously.

Being that the bylaw discussion was tabled, board members felt it was best not to take action on the Executive Committee elections. Motion by Jelsing, second by Perrotti to table the Executive Committee elections to the January meeting. The motion was unanimously approved.

Jelsing reported that GPS 45:93 is waiting for the Chisago County Board's approval on a fiscal agent agreement. Hoffman stated that the Chisago County Board is willing to act as the organization's fiscal agent, but is working through some concerns before proceeding. Hoffman anticipates that the Chisago County Board will approve the agreement in January 2016. Baker reported that the ECRDC, per Bob Voss, is willing to continue serving as fiscal agent as long as is needed. Baker inquired if Chisago County would be able to accommodate record storage. Hoffman stated that she would need more information (how much storage space would be required) before being able to provide an answer. Baker stated that the ECRDC is willing to continue storing records if need be.

Sauter reported that Lakes & Pines CAC will process invoicing for 2016 and, per Jelsing, Pine Tech will collect the payments, getting GPS 45:93 through the fiscal agent transition.

**New Business**

Willett presented his monthly staff report. Willett provided an update on the status of the Economic Gardening program; commented that there will be no FAM Tour in 2016 as DEED will be focusing on the Ryder Cup (located at Hazeltine National Golf Course); explained that DEED is considering redrawing DEED representative boundaries; and, stated that he prepared three proposals for CVN prospects.

**Other Items**

None.

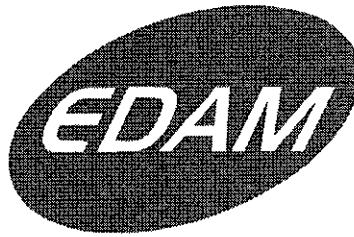
**Next Executive Committee Meeting**

The next meeting will be held on January 22, 2016 at Princeton Civic Center – 503 North 9<sup>th</sup> Street, Princeton, MN.

**Adjourn**

Motion by Vita, second by Russell to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 11:29 am.

Meeting minutes prepared by Beth Thorp, City of Mora.



Economic Development  
Association of Minnesota  
**Economic Development Association of Minnesota**  
**Board of Directors Meeting**  
**1000 Westgate Dr., St. Paul, MN 55418**  
**January 27, 2016 – 10:00-12:00 P.M.**

Agenda

- I. Call to Order – Rock
- II. Check In – Rock
- III. Review of Agenda – Rock
- IV. Consent Agenda –Rock
  - a. Approval of Board Minutes - Nov/Dec Meeting 2015 (in packet)
  - b. Approval of monthly statements (in packet)
- V. 2016 Work Plan – Rock
- VI. 2017 Plans: EDAM's 50<sup>th</sup> Anniversary
- VII. Committee Report Action Items/Requests
  - a. Discussion/vote re: supporting grant program for short line rail infrastructure – Brown
  - b. Discussion/vote re: Endorsing Broadband Vision Resolution – Sparks
- VIII. Reminders
  - a. Send content/ideas re: Summer Conference to PD Committee ASAP
- IX. Adjourn

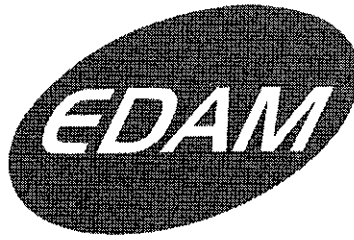
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**EDAM's Mission:**

To champion Economic Development in Minnesota through professional development, networking, and advocacy.

**EDAM's Vision:**

Be recognized as Minnesota's vibrant and professional member-driven Economic Development organization.



Economic Development  
Association of Minnesota

**Economic Development Association of Minnesota  
Board of Directors Meeting  
EDAM Offices  
December 16th, 2015 – 10:00 A.M.-12:00 P.M.**

Minutes

**I. Call to Order**

President Heidi Peper called the meeting to order at 10:01. Members in attendance included: President Heidi Peper, First Vice President Christie Rock, Second Vice President Adam Kienberger, Past President Tim Korby, Sean Sullivan, Megan Livgard, Erin Sparks, Trisha Rosenfeld, Erik Hansen, Kim Lindquist, Matt Brown, Tony Schertler, and John Shoffner. Staff Present: Becca Rogers, Bill Monn

**II. Check In**

Board members each shared something that they were excited about recently in the past or coming weeks.

**III. Review of agenda**

**IV. Consent Agenda**

**a. Approval of Board Minutes -August 26th, 2015**

There was a motion and second (Livgard, Korby) to approve the consent agenda. The motion carried.

**V. Approval of monthly statements**

**a. Hours**

There was a motion and second (Lindquist/Sullivan) to approve that up to an additional 25 (total of 1625 hours) be used to answer phones/emails regarding member services, and conference critical needs. Membership renewals and conference registration processing will wait until January. Livgard opposed. The motion passed.

**VI. 2016 Work Plan**

The Board reviewed the Work Plan and gave status updates.

- a. **Goal 1** - Nothing new to report.
- b. **Goal 2** – Brown reported that 2.a. is complete and the committee is reviewing the data.
- c. **Goal 3** –Livgard reported that she met with contacts from SCSU and Hamline regarding partnering in 2016, and found that students would get class credit for attending the conference. The schools recommended that conference registration be free for students.
- d. **Goal 4** – In process. Rosenfeld is the liaison to the conference committee, and Livgard is the liaison to the EDAM U committee within PD.

**VII. Review and Approval of Budget – Hangte**

The Board went into a closed session to discuss the budget.

**a. Ewald Management Contract discussion**

The Board approved the management contract proposed for 2 years with 1,600 hours each year.

There was a motion and second (Kienberger/Livgard) to approve the 2016 budget as discussed and amended, including the proposed 2016 GR contract and Ewald Management contract (1,600 hours for 2 years). The motion passed. Hangte to send the final version to Rogers.

There was a motion and second (Hansen/Rosenfeld) to approve the draft of the 2016 Legislative Platform. The motion passed.

Bill Monn reported to the Board that Ewald will waive fees for any hours over 1,600. EDAM will only need to pay for the 200 hours over the contracted cap of 1,400.

**VIII. Adjourn**

Peper adjourned the meeting at 12:02pm.

# Thursday, January 21, 2016 • Schedule

- 8:30 a.m. Registration Opens Northland Pre. 1
- 8:30 – 9:15 a.m. **EDAM 101** Northland  
**Heidi Peper**, EDAM 2015 President; **Erin Sparks**, Member Services Chair; **Matt Brown**, Government Relations Chair; **Scott Marquardt**, Professional Development Chair; **Adam Kienberger**, Marketing & Communications Chair
- Whether you are a new member or a long-standing member, come join EDAM's president and committee chairs to learn more about the work of the organization, benefits available to members, and ways that you can get involved.
- 9:30 – 10:00 a.m. **Welcome, Annual Meeting** Northland  
**Heidi Peper**, EDAM 2015 President
- 10:00 – 11:00 a.m. **Plenary Session: The Link between Comprehensive Planning and Economic Development** Northland  
**John Houseal**, AICP, Principal, Houseal Lavigne Associates; **Breanne Rothstein**, AICP, President, Minnesota Chapter APA; Municipal Planner, WSB & Associates
- All communities in the seven county metro area are required to update their Comprehensive Plans by 2018, and many others are undertaking the process as well. This session will look at approaches to comprehensive planning processes around the Midwest (from large, urban, regional core communities to smaller, rural communities) and how the comprehensive plan can complement economic development strategies for revitalization, business attraction and retention, workforce development and education.
- 11:00 – 11:15 a.m. Break with Exhibitors Northland Pre. 1
- 11:15 a.m. – 12:15 p.m. **EDAM 2016 Excellence in Economic Development Awards** Northland  
**Christie Hantge**, EDAM 2016 President
- 12:15 – 1:45 p.m. Lunch Great Room
- 1:45 – 2:00 p.m. **Update from DEED** Northland  
**Katie Clark Sieben**, Commissioner, Minnesota Department of Employment and Economic Development
- 2:00 – 3:00 p.m. **Keynote Session** Northland  
**Richard Davis**, Chairman, President, and Chief Executive Officer, U.S. Bancorp
- 3:00 – 3:25 p.m. Break with Exhibitors Northland Pre. 1



### **Economic Development Authority Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Modifications
2. Approval of Agenda
3. Approve Minutes of February 2, 2016 Regular Economic Development Authority Meeting
4. Other Business / Updates / Communications
  - a. Business Prospects
  - b. GPS 45:93
  - c. EDAM
  - d. Clerks, Administrators and Developers Meeting – 2.25.16
  - e. ISD 911 Business Advisory Committee – 2.25.16
  - f. NLX Steering Committee Update
  - g. Business Meetings
  - h. 100 Dahlin
  - i. Housing Starts in 2016
  - j. Business Arrivals and Departures in Isanti 2016
5. Adjournment

**City of Isanti  
Economic Development Authority  
Regular Meeting Minutes of  
February 2, 2016  
Isanti City Hall**

**1. Call To Order**

The meeting was called to order by Economic Development Director Sullivan at 7:19 p.m.

**a. Pledge of Allegiance**

**b. Roll Call**

Members Present: Tara Hallberg, Keith Dragisich, Dan Collison, Steve Lundeen, Paul Bergley and George Wimmer

Members Absent: Adam Johnson

Staff Present: Economic Development Director Sean Sullivan

**c. Agenda Modifications**

No modifications to the agenda were presented. Motion to approve Agenda as presented by Collison, second by Lundeen, motion carried unanimously.

**2. Approve Minutes of January 5, 2016 Regular Economic Development Meeting**

Motion by Lundeen second by Collison to approve the minutes for January 5, 2016. Motion carried unanimously.

**3. 100 Dahlin Ave NE**

Economic Development Director Sullivan outlined the staff memo and indicated the he was in process of obtaining quotes and written correspondence from the landowner that would allow the City to perform due diligence for the property. He also indicated that Finance Committee will be identifying a funding source for the project. TIF 9 is possible but it is likely that the General Fund will issue an inter-fund Loan and with the intention to be reimbursed through TIF. Historically the area has had TIF assistance to help get things moving.

Commissioner Bergley asked about the large range in the demolition cost estimates

President Wimmer stated he felt the building would be torn down and there could be an extended "hold" period and that the City should be prepared for that. He indicated the city could choose to do nothing but that could end up like the Arlington which was not a desired outcome. Sullivan stated that it was due to the uncertainty of the environmental conditions. If there was asbestos, mercury or other hazardous materials there is a higher cost associated with the demolition and the depositing of the debris at landfills.

Consensus was to keep the EDA up to date on project.

#### **4. 2016 Mayor's Employer Celebration Day**

Economic Development Director Sullivan presented the staff memo. The event will be held on June 7, 2016 at Isanti City Hall/ Community Center. He indicated that this location has served the event well in the past.

Sullivan indicated that he felt that due to the number of businesses being recognized the event might be closer to \$700 versus \$600 and that it was within his discretion for the budget.

#### **5. Other Business / Updates**

Economic Development Director Sullivan highlighted the Staff Memo.

President Wimmer indicated that the 108 unit market rate apartment project was still looking like it was moving forward and that he would be talking about it at the Mayors State of the City. The project would help economic development activities.

Commissioner Lundeen informed the EDA that Lisa Marie (painter of mural on Family Pathways) and Al Anlauf passed away recently.

Commissioner Lundeen indicated that trying to bring a dentist office to Isanti would be a good idea.

President Wimmer summarized the City Council Goal Setting meeting regarding the Hotel for the EDA.

- a. Business Prospects
- b. Business Expansions
- c. 2016 Tourism Market Study Update
- d. GPS 45:93
- e. EDAM – Winter Conference
- f. Business Meetings
- g. Housing Starts in 2016
- h. Business Arrivals and Departures in Isanti 2016

#### **6. Adjournment**

Lundeen motioned, seconded by Bergley to adjourn at 7:38 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 2nd day of February, 2016.

Respectively Submitted,

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Sean M. Sullivan, Economic Development Director

## MEMO

A Community For Generations.



**To:** Economic Development Authority  
**From:** Sean M. Sullivan, Economic Development Director  
**Date:** February 25, 2016  
**Subject:** Project Updates / Informational Items

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**Business Prospects:**

Coborn's Grocery Store – Construction underway. The project is anticipated to be complete late summer 2016 (August/September). The City Council approved the Site Plan for the 45,608 square foot project which includes a pharmacy, car wash, and coffee shop. Employment at this location is estimated at 150 people.

Allina Clinic – Allina Health issued full approval for the Isanti Clinic. The press release is attached outlining the specific of the project. Allina anticipates employment at that location to be between 25-35 people. There are a few administrative platting items that need to be completed in order for the project to move forward. The clinic should open sometime in the Spring of 2017.

Hotel- The City, investors and contractor continue to meet. Staff will continue to pursue this project vigorously. The City received the Updated Hotel Study and is currently reviewing the data and conclusions. The analysis to this point indicates very favorable economic conditions that would support investment in a hotel project in Isanti.

Senior Memory Care – The Development Team met with the ownership of a Senior Memory care project. Staff anticipates submittal of a site plan in March that would set up for a Planning Commission meeting in April. Staff has been working with the developer for quite some time to help move this project forward.

General - Staff has been contacted by other prospects but the discussions are preliminary in nature. Prospects include: commercial, SFR residential, senior housing, market rate apartments, restaurants, hospitality and industrial. Staff will continue to pursue options as they present themselves and will continue to work on business recruitment.

**GPS 45:93:** Attached is the Agenda and Minutes.

**EDAM – Attached is the Agenda and Minutes.** Economic Development Director Sullivan serves on the Legislative Committee and will be meeting with legislators in April at the EDAM Day at the Capitol.

**Clerks, Administrators and Developer Meeting – 2.25.16** – Staff attended the quarterly meeting and listened to presentations by Jordan Zeller and Jennifer Russell. This group meets quarterly and Staff only attends when topics are economic development related.

**ISD 911 Business Advisory Committee – 2.25.16** – Staff will attend this meeting for the first time. This committee was recently formed and Economic Development Staff was invited to participate.

**NLX Steering Committee Update** – Staff participated in a conference call on February 9, 2016. Attached are the minutes from that meeting. There is a stakeholder meeting scheduled for February 29 at 6-8 PM in Cambridge. Staff will keep the EDA updated on items that have the potential to impact the City of Isanti.

**Business Meetings** – Staff is working with President Wimmer to schedule and format the first meeting for March 2016. At this point a time and location has not been determined.

**100 Dahlin** – The City Council Award the environmental work contract to Carlson McCain. Staff is working with the land owner on an agreement to allow access to the parcel to conduct the environmental work. Once conditions are agreed upon staff will order the environmental work.

**Housing Starts in 2016:** As of February 25, there have been 7 single family housing permits submitted. Not included in this total are 3 more SAC and WAC Deferral requests that are being considered at the March 2, City Council Meeting. The City is currently ahead of last year's pace. In 2015 the City saw 41 new single family housing permits pulled. 2015-16 were exceptional years for Isanti and more growth is projected in 2016 in this sector as well as market rate apartments and senior housing.

**Businesses Arrivals and Departures in Isanti 2016:** The City of Isanti is proud to recognize new businesses for choosing Isanti to be home in 2016. **Arrivals:** Twinkle Toes by Petra (103 Heritage Blvd NW), Nelson Massage Therapy (401 E Dual Blvd), Jung Do Sol TKD Club (4 Enterprise), Protection Services (901 E Dual Blvd) Joy-Us Cares (11 Heritage Blvd), HearSwell (33 Main St – Former Gental Dental) **Departures include:** Gental Dental (33 Main St) (Business Closed late 2015)



**GPS::45::93**  
YOUR POINT OF OPPORTUNITY.

**4.b.**

**GPS Board Meeting**

**Date: Friday February 26, 2016**

**Lake Region EMS 40245 Fletcher Ave, North Branch, MN**

**Time: 10:00 a.m. - 12:00 p.m.**

**Introductions** (and what's new? 1 - item; keep it short)

**Additions to the Agenda**

**Approval of Agenda**

**Approval of Minutes**

- a.) January 22, 2016 Executive Committee/ Board Minutes

**Treasurer Report – Doyle Jelsing**

- a.) Financial Review – Cash Flow – as of January 31, 2016
- b.) Economic Gardening / FAM Tour – Financial Report
- c.) Income & Expense Report from ECRDC
- d.) Check Register from Chisago County HRA-EDA
- e.) 990 Tax Form Preparation – materials sent to CPA
- f.) D&O / Liability Insurance Policy

**Presentations**

- a.) Apprenticeships - Heather McGannon & Rick Martagon, MN Dept. of Labor & Industry
- b.) Regional Park & Trail Designation – Rene Mattson, Executive Director, Greater MN Regional Parks & Trails Commission.

**Chair Report – Richard Baker**

- a.) Building Organizational Capacity / Conflict of Interest Policy / Board Self Evaluation

**Committee Reports**

- a.) Workforce – Carla Vita

b.) Marketing/Website – Nathan Johnson

c.) Housing – Lezlie Sauter

1) East Central Housing Organization's donation request of \$100 for website construction.

d.) Equity Fund – Sara Treiber

**Old Business**

a.) Board Members for 2016 List – still working on updating.

**New Business**

a.) TWR Consulting Contract for 2016 - Richard Baker

b.) Broadband Initiative

1) Board Resolution – Support of MN Broadband Vision

2) Broadband Initiative / Committee formation?

c.) Formation of Annual Meeting Committee

d.) Membership Drive – Governmental Institutions & Financial Institutions

e.) Xceligent link in GPS website – Tom Willett

f.) Staff Report – Tom Willett

**Other items**

**Next Board Meeting: Friday, March 18<sup>th</sup>, Rush City. Location TBD**

**TOUR: 12:15 – 1:30 pm; Plastech. John Furlano, VP/ Director of Manufacturing**

# GPS 45:93 Executive Committee

## Meeting Minutes

January 22<sup>nd</sup>, 2016

The meeting was called to order by President Baker at 10:00 am at the Princeton Civic Center located at 503 North 9<sup>th</sup> Street Princeton, MN 55371.

### In Attendance:

- Richard Baker Mille Lacs County
- Carla Vita City of North Branch
- Greg Anderson Isanti County Commissioner
- RL Musgrove Pine County
- Genny Reynolds Mille Lacs County Commissioner
- Nathan Johnson City of Pine City
- Sam Griffith City of Sandstone
- Sara Treiber MLCV
- Jolene Foss City of Princeton
- Dan Bullert Initiative Foundation
- Tom Willett Staff
- Eric Champion North 65 Chamber
- Diane Anderson Sibley Anoka-Ramsey/Anoka Tech
- Rebecca Perotti CMJTS
- Rick Olseen Congressman Nolan
- Guests
- Austin Bogestad Hill Capital
- Patrick Donohue Hill Capital

### Introductions

All those in attendance offered introductions. Anderson-Sibley reported on an upcoming fundraiser. Bullert informed of a new VP at Initiative Foundation, Jeff Wig. Griffith and Musgrove spoke on an upcoming tax abatement project. Johnson mentioned that Pine City is working toward a Level II Green Step City. Anderson spoke of the new Isanti County Sheriff's Department Facility. Vita spoke of her new placement with the City of North Branch. Foss spoke of the \$800K TED grant award for the City of Princeton. Willett requested all the news stories be sent to him or Johnson to be put on the website.

## **Additions to/ Approval of the Agenda**

Motion by Musgrove, second by Vita to approve the agenda. Motion carried unanimously.

## **Approval of Minutes**

Motion by Musgrove, second by Vita to approve the December 18<sup>th</sup>, 2015 Executive Committee meeting minutes as presented. Motion carried unanimously.

## **Chair Report- Richard Baker**

Baker presented on the upcoming year. His focus will be on building capacity as an organization and the upcoming membership drive. This is an effort to strengthen the organization.

## **Treasurer Report-Richard Baker**

Baker presented the financial review in Jelsing's absence. Motion by Foss, second by Musgrove to approve the financials as presented. Motion passed. Baker presented the Budget review. Jelsing is recommending an amendment to the budget; adding \$1000 of income under new Affiliate Members and an expense of \$1000 under Liability Policy. Baker also commented that invoice checks are at Pine Tech Community College until a fiscal agent is in place. North 65 Chamber requested to pay membership dues in July 2016. A motion by Musgrove, second by Perotti to approve the budget with the suggested changes as noted. Motion carried unanimously.

## **Presentation**

Austin Bogestad, Investor Relations Manager and Patrick Donohue, President and CEO of Hill Capital Corporation of St. Paul presented to the group on opportunities that they would like to extend to GPS 45:93 and the entities they work with.

## **Committee Reports**

Workforce: Construct Tomorrow event in Hinckley on Feb 17<sup>th</sup>.

Marketing: Website overhaul is underway.

Housing: No report.

Equity Fund: No report.

FAM Tour: No report.

## **Old Business**

Bylaw discussion continued as Chair Baker discussed the changes needed. Griffiths suggested that in order to avoid having to regularly edit the bylaws, consideration of wording similar to "currently known as". Griffith also suggested electronically filing the bylaws for easier access and reporting. Olseen suggested having Senate and House Representation for the Board expansion list. Johnson agreed to compile a list of names and send them to Baker. Motion by Vita, second by Musgrove to adopt the bylaws as presented with the noted changes. Motion passed unanimously.

Election of Past President members to the Executive Committee: Motion to nominate Sauter and Sullivan for Past President Members to the Executive Committee was made by Musgrove, seconded by Griffith. Motion passed unanimously.

At Large Membership Election to the Executive Committee: Musgrove nominated Anderson Sibley and Foss for the At Large members to the Executive Committee, second by Johnson. Motion passed unanimously.

### **New Business**

Suggestion by Griffith was made to add 2 to 3 additional signatories for a total of 5 that are in a geographically close region for ease of check signing. Motion was made by Perotti, second by Vita. All voted and the motion passed unanimously.

Griffiths said he would send sample resolutions for this.

A discussion occurred regarding the staff contract. Baker requested that the contract would be for 10 months so that it would coincide with GPS 45:93 fiscal year. A motion was made by Musgrove to allow the contract, second by Griffith. All voted and the motion passed unanimously.

### **Staff Report**

Willett reported on CVN, Economic Gardening program, etc.

### **Other Items**

None

### **Next Executive Committee Meeting**

The next meeting will be held at Lakes Region EMS, 40245 Fletcher Ave., North Branch, MN on February 26, 2016.

### **Adjourn**

A motion to adjourn was made by Johnson, second by Vita. The motion carried unanimously and the meeting was adjourned at 11:45 am.

Meeting minutes prepared by Jolene Foss, City of Princeton.



Economic Development  
Association of Minnesota  
Economic Development Association of Minnesota  
Board of Directors Meeting  
1000 Westgate Dr., St. Paul, MN 55418  
February 24, 2016 – 10:00-12:00 P.M.

Agenda

- J. Call to Order – Kienberger
- II. Check In – Kienberger
- III. Review of Agenda – Kienberger
- IV. Consent Agenda – Kienberger
  - a. Approval of Board Minutes - January Meeting 2016 (in packet)
  - b. Approval of monthly statements (in packet)
- V. 2016 Work Plan Updates – Kienberger
- VI. 50<sup>th</sup> Anniversary Taskforce Update – Livgard/Kienberger
- VII. Committee Report Action Items/Requests
  - a. Higher Ed collaboration / Mentorship Program – Livgard
  - b. Communications/Social Media Strategy – Livgard
  - c. CFDA Round Table Partnership with EDAM – Kienberger (email in packet)
- VIII. Reminders
  - a. Conference Subcommittee needs to hear any concerns re: Summer Conf. ASAP
  - b. 2016 Staff List and Responsibilities (in packet)
- IX. Adjourn

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**EDAM's Mission:**

To champion Economic Development in Minnesota through professional development, networking, and advocacy.

**EDAM's Vision:**

Be recognized as Minnesota's vibrant and professional member-driven Economic Development organization.



Economic Development  
Association of Minnesota

## Our Alliance

As EDAM Board Members we agree to observe these guiding principles  
and norms for our work together and how we interact:

### 1. Freedom of Expression

- a. Critique ideas not people.
- b. Limit discussion monologues to a reasonable amount of time.
- c. All voices will be heard and encouraged.
- d. This is a safe place to tell the truth and say the "hard stuff."
- e. Some tension among topics is healthy.
- f. Don't form grudges.
- g. It's okay to question one another about our assumptions.

### 2. Relationships

- a. Invest in building trust among Board members.
- b. Recognize big picture interdependence because "everything connects to everything."
- c. Share your perspective through transparent interaction.
- d. Observe confidentiality.

### 3. How We'll Approach Our Work

- a. Stay mission-focused.
- b. Clean up misunderstandings or disagreements before proceeding.
- c. Be as present, engaged, open, and flexible as possible.
- d. Focus on looking to the future.
- e. Honesty and ethics will be practiced.
- f. An intentional effort will be made to use each member's strengths.
- g. Encourage divergent views on topics and ideas, including some that may not be in the room.
- h. To the extent possible, the full Board will focus on high level policy issues.

### 4. Decision Making

- a. Work toward consensus when appropriate.
- b. Consensus is defined as nearly 100% (Quorum minus 1) of members in agreement at or above a 3 level on a scale of 1 to 5 visualized by raising a corresponding number of fingers on one hand.
- c. Intermediary decisions are visualized on a "thumbs up" or "thumbs down" indication.
- d. Individuals needing more time to process or need additional information should vote 2 and explain why.
- e. Final vote rejections require the future offering of a reasonable alternative solution.
- f. After voting, all Board members leave the decision with a united voice.
- g. The type of vote will be clearly stated before each decision is made.

### 5. Expectations for Meetings

- a. Each meeting will begin with a 45 second opportunity for each member to "check-in."
- b. Meetings will begin and end on time with members arriving prepared for predetermined topics.
- c. The Meeting Leader will use reasonable judgment in accelerating discussion to adhere to timelines.
- d. Actionable agendas with supporting documents will be prepared for each meeting, including consent agenda items.
- e. Decision making takes place in the context of an open dialogue at official Board meetings.

Approved at the 9.30.15-10.1.15 Strategic Planning Retreat

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#### **EDAM's Mission:**

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#### **EDAM's Vision:**

Be recognized as Minnesota's vibrant and professional member-driven Economic Development organization.



Economic Development  
Association of Minnesota

Economic Development Association of Minnesota  
Board of Directors Meeting  
EDAM Offices  
January 27, 2016 – 10:00 A.M.-12:00 P.M.

Minutes

**I. Call to Order**

President Christie Rock-Hantge called the meeting to order at 10:11. Members in attendance included: President Christie Rock-Hantge, First Vice President Adam Kienberger, Second Vice President Megan Livgard-Barnett, Sean Sullivan, Erin Sparks, Erik Hansen, Matt Brown, Mark Vaux, and Tony Schertler. Staff Present: Becca Rogers

**II. Check In**

Board members each shared something that they were excited about recently in the past or coming weeks.

**III. Review of agenda**

There was a motion and second ( Livgard/Sullivan) to approve the agenda. The motion passed.

**IV. Consent Agenda**

- a. Approval of Board Minutes - Nov/Dec Meeting 2015
- b. Approval of monthly statements

There was a motion and second (Hansen/Livgard) to approve the consent agenda. The motion passed.

**V. 2016 Work Plan**

The Board reviewed the Work Plan and gave status updates.

- a. **Goal 1** Rogers to request of the committee chairs and staff to include Hansen on all committee emails for PD – EDAM U and Conferences for continuity and communication.

Livgard reported that SCSU would like to partner with EDAM to create an Economic Development day. Livgard has also been invited to attend a meeting at Hamline with instructors. Requests have been made for more 101 sessions – TIF, Tax, etc.

**Hansen and Livgard to talk with committee chairs re: how do we continue to bring in educational opportunities that the members want in 2017?**

**Rogers to include Hansen and Livgard on the Committee Chair Meeting Invites.**

**b. Goal 2** – Rock-Hantge reported that 2.c. was completed and 3 legislators attended the Awards Luncheon. Brown reported that the committee will be working to better connect legislators to members, as well as focusing on marketing at the legislature. Day at the Capitol will be on March 23<sup>rd</sup>.

**c. Goal 3** –Sparks reported that the YP/EP group will be re-emerging strongly this year. Two new members have joined the Member Services Committee and are excited to work on new member engagement and welcome. The committee is pursuing a relationship with NAIOP for a partnership for the Spring Networking event.

**d. Goal 4** – In process. Kienberger reported that the committee is meeting today, and has several new members. The work plan will be discussed at the meeting.

**VI. 2017 Plans: EDAM's 50<sup>th</sup> Anniversary**

The Board decided to have a 50<sup>th</sup> Anniversary Task Force to help lay out the plan for the year with a Board member chairing the task force. Livgard and Kienberger will chair the task force. **Board members to let Livgard confirm their interest in being on the task force by Friday, as well as any ideas for the task force.**

**VII. Committee Report Action Items/Requests**

**a. Discussion/vote re: supporting grant program for short line rail infrastructure**

There was a motion and second (Livgard/Hansen) to issue a letter of support that references language in the EDAM platform re: transportation with the caveat that this program fits within it. The motion passed with Sullivan rejecting the vote and Sparks abstaining.

**b. Discussion/vote re: Endorsing Broadband Vision Resolution**

There was a motion and second (Vaux/Sullivan) to endorse the resolution. The motion passed.

**VIII. Reminders**

**a. Send content/ideas re: Summer Conference to PD Committee ASAP**

**The Board committed to supporting the idea exchange session on Thursday by sitting at the tables and helping to keep the conversation going.**

**IX. Adjourn**

There was a motion and second (Livgard/Kienberger) to adjourn the meeting at 11:57pm.

## **Clerks, Administrators & Developers Luncheon Agenda**

Mora City Hall  
101 Lake Street South  
Mora, MN

- 1) Introductions – Welcome!!
- 2) Lunch
- 3) Guest Presentation:
  - Jordan Zeller, DEED programs/funding
  - Jenn Russell, ECRDC CEDS update
- 4) Round table – what's new in your town? Projects?
- 5) Next meeting???

Thanks for attending!

## Minutes

**Northern Lights Express Project Management Oversight  
Steering Committee Meeting  
February 9, 2016 – 1:00 PM to 3:00 PM (CDT)  
MnDOT Central Office Room 120B**

**Participants:** Francis Loetterle – Minnesota Department of Transportation (MnDOT)  
 Garneth Peterson – MnDOT  
 Tori Nill – MnDOT  
 Mary McFarland-Brooks – MnDOT  
 Gina Mitteco – MnDOT  
 Dave Seykora – MnDOT  
 Dan Krom – MnDOT  
 Shelia Kauppi – MnDOT  
 Bryan Anderson – MnDOT District 1  
 Steve Voss – MnDOT District 3  
 Arun Rao – Wisconsin Department of Transportation (WisDOT)  
 Anna Davey – WisDOT  
 Nacho Diaz – Transportation Consultant  
 Bob Manzoline – NLX Alliance  
 Jill Brown – NLX Alliance  
 Cole Hiniker – Metropolitan Council  
 Sean Sullivan – City of Isanti  
 Stan Gustafson – City of Cambridge  
 Sam Griffith – City of Standstone  
 Jason Serck – City of Superior  
 Grant Fernelius – City of Coon Rapids  
 Ron Chicka – Duluth/Superior Metropolitan Interstate Council  
 Dean Michalko – Hennepin County  
 John Paul Zanaska – Northstar/Metro Transit  
 Charlie Quandel – Quandel Consultants (Quandel)  
 Melanie Johnson – Quandel  
 Jeanne Witzig – Kimley-Horn  
 Joy Miciano – Zan Associates (Zan)  
 Alex Magee – Zan

**Northern Lights Express Project Update**

Francis Loetterle noted that the project team is working with BNSF and coordinating with Metropolitan Council on their LRT projects. Today's meeting will provide an update on financial planning/forecasting activities; the environmental work being conducted by HNTB; the roadway and grade crossing work being conducted by AECOM; and upcoming public and agency meetings.



## Railroad Coordination

Charlie Quandel provided an overview of railroad coordination to date. The team has scheduled a meeting with BNSF in Ft. Worth, TX on February 23. Prior to this meeting, there will be two preparation calls with FRA to strategize what should be discussed with BNSF. There is a completed capacity analysis that will be subject for discussion with BNSF as well as a discussion regarding the needed infrastructure for this project. Three members from Quandel, two from FRA, and one from MnDOT will attend the February 23 meeting with BNSF.

Francis added that NLX would be a state supported train on the Amtrak system. However, it will be discussed with BNSF as they may consider operating it. In order to get intercity passenger rail service onto BNSF, the team needs to demonstrate that passenger service will not impact freight service on the line. Improvements will be needed to help traffic run smoother. The focus north of the Twin Cities will be introducing centralized traffic control (CTC) which speeds up the movement of trains. The largest capacity improvement would be the third mainline track south of Coon Rapids. Other minor improvements including crossovers and switches will provide more flexibility of movement. The overall goal will be to run trains reliably while allowing BNSF to run their freight trains in an efficient manner. It was noted that the term RTC refers to computer modeling of traffic which is part of Quandel's work.

Nacho Diaz asked if the third mainline track is included in the capital cost. Francis responded that yes, the capital cost estimate is assuming the entire cost. Nacho followed up by asking if the plan is to discuss capital costs with BNSF at the meeting in February. Francis answered that no, the team's approach is to get a consensus from BNSF about what should be included in terms of infrastructure and then discuss capital costs at a later date. Nacho agreed this was a good strategy.

## Interagency Coordination

Francis provided an update on what has been done to date in terms of interagency coordination. NLX is approaching BNSF at the same time as the Southwest Light Rail (Green Line Extension) and Bottineau Light Rail (Blue Line Extension) projects. This has led MnDOT to hold several coordination meetings with Metropolitan Council to ensure all three projects are coordinated and that the impacts of each project relative to BNSF are understood. BNSF wants a comprehensive understanding of all three projects. It was noted that both light rail projects are seeking signed engineering and operating agreements within the next few months while the NLX project is only beginning preliminary talks with BNSF. The meeting with BNSF in a couple weeks will emphasize that the NLX project will not be harmful to BNSF operations; if anything, it will improve them. MnDOT has also been coordinating with Northstar regarding operations.

## Financial Planning Consultant – SDG

Charlie provided an overview of the work being done by Steer-Davies-Gleave (SDG), the financial ridership consultant based in Boston, MA. SDG is under contract with MnDOT and have been working for last two years. Currently, SDG is completing the final report for the various alternatives that they have studied. They are also completing a separate report on the Hinckley Loop Project, which would make a direct connection to Grand Casino in Hinckley. In addition, they are completing a ridership study which looks at Duluth to Minneapolis to St. Paul. Their work is expected to be complete in next 30-60 days. SDG will also be assigned to the financial planning work; however, this will not occur until late 2016.



Francis added that the Hinckley Loop Study has provided preliminary results on the impact of moving the NLX station from downtown Hinckley to Grand Casino. The project team will be reviewing ridership and cost estimates with the casino over next couple weeks. Francis plans to report these results, and where MnDOT stands on the Hinckley Loop alternative, to the Alliance at their next meeting on February 24.

Bob Manzoline asked if Charlie could clarify the work that SDG is doing on the Minneapolis to St. Paul ridership analysis. Charlie explained that SDG is forecasting the ridership for a route that is extended to St. Paul. Quandel will then evaluate additional capital costs for extending service to St. Paul. There will be a report issued on the impact this alternative; however, the total benefit cost cannot be completed for the preferred alternative until the team has concluded negotiations with BNSF. The overall purpose of this additional ridership analysis is to determine if there is an overall benefit to the NLX system by adding the trip to the St. Paul Union Depot.

Nacho asked if some trains would go to both Minneapolis and St. Paul or if some trains would go to Minneapolis and some would go to St. Paul. Charlie explained that the purpose of this study is to determine the benefit cost of these options but it would be likely that some trains would go to Minneapolis and others would go to St. Paul but not both.

Bob asked if FRA is funding this additional work. Francis responded that no, St. Paul work is funded separately. This work is not part of the NLX Project since it was not part of the Tier 1 analysis or the environmental work and is being completed on behalf of a request from the City of St. Paul.

#### **Environmental Consultant – HNTB**

Francis commented that HNTB has not begun their work on environmental review. However, HNTB is contributing coordination and presentation materials in support of the upcoming open houses.

#### **Roadway Consultant – AECOM**

Charlie provided an overview on AECOM's scope of work. AECOM is reviewing public roadways in the vicinity of grade crossings. During their initial work, Quandel identified 43 critical crossings – humped crossings – which need to be reconstructed to meet vertical profile standards for low boy vehicles. AECOM is doing a detailed evaluation of these 43 crossings – five have been completed. These crossing evaluations are being reviewed with Paul DeLaRosa (MnDOT) and will then be presented to the local municipality in which the crossing is located for further review. AECOM will then look at the 120 or so other grade crossings and review recommendations for warning devices along the corridor. They will also look at options for maintaining pedestrian safety at each crossing. This work is anticipated to be complete by the end of April and informs the work that will be done by the environmental consultant (HNTB).

Francis added that the team has been discussing which entity provides the final approval of proposed changes at grade crossings and it was determined that it will be the responsibility of the roadway owner. Local entity involvement should include district planners, cities, and counties along the corridor. The initial meeting will not involve a diagnostic review of the crossing, but will look at the concept plans that AECOM is producing. Francis and Paul DeLaRosa are working together to determine a process for setting up these meetings and making decisions on improvements. MnDOT will put together a plan of who to meet with.



Charlie noted that 23 miles of the corridor are in Wisconsin. The project team will work directly with Wisconsin Department of Transportation staff to determine crossing improvements and upgrades to the system. Anna Davey noted the Wisconsin process is much different than Minnesota's.

Steve Voss asked if the grade crossings under discussion are all existing crossings in the corridor. Francis responded that yes, the team did an evaluation of every grade crossing along the alignment, but roadway work is only considered at grade crossings where train speeds are greater than 79 mph. Each crossing will be reviewed for warning devices in terms of flashers, gates and medians. Numerous crossings have a stop/yield sign as the only warning device so these will need to be improved. Crossings in 90 mph territory were also reviewed for necessary improvements to approach slopes to meet vertical profile standards. Steve also asked if there would be any grade separation involved and whether or not crossings would be considered for closure. Francis answered that grade separation is not being considered, but there will be an evaluation of grade crossing closures. That process will need to include an evaluation of possible diversion routes, extra travel time, combined crossing options, etc. Steve commented that municipalities will respond more positively to this process since the project is evaluating all crossings within the corridor rather than singling out one township. Steve asked that districts remain involved in what role they will play throughout this process. Francis agreed that MnDOT will follow up with District 1 and District 3 prior to meeting with stakeholders. Steve noted that MnDOT should consider including East Central Regional Development Commission in these conversations since they cover Pine and Isanti Counties.

Gina Mitteco asked what the difference is between the 43 critical crossings and the rest. Charlie responded that the 43 critical crossings are humped crossings where the rail roadbed is at a higher elevation than the elevation of the parallel roadway. AECOM will provide improvements to ensure a low boy can clear the crossing on a crest curve and if an RV can clear a crossing on a sag curve. A modified WB-65 template has been adopted as the standard for evaluating "humps". A recreational vehicle template has been adopted as the standard for evaluating "sags". If the low boy cannot clear a crossing (needs a 1" clearance) then the team will look at what mitigation is needed. These critical crossings also have the issue of requiring work outside of the BNSF right-of-way. Francis added that one of MnDOT's previous projects collected LiDAR data along the corridor which is being used by AECOM to evaluate the existing profiles of the grade crossings. This data is very detailed topographic information about the entire corridor within the rail right-of-way and at grade crossings.

## Stakeholder Involvement

### *Open House Meetings*

Joy Miciano provided a summary of the four meetings scheduled in the next few weeks. She noted that all four meetings will be held from 6-8 p.m. in the following locations: Fridley on February 24, Duluth on February 25, Cambridge on February 29, and Hinckley on March 3. A save the date email went out today through the GovDelivery email list. The purpose of these meetings is to provide station design concepts as well as kick off the Tier 2 environmental review. Information about the estimated project costs, benefits, ridership and service plan will also be provided. Francis emphasized that these meetings are not a requirement of the environmental process, but it is a good time to get back in front of the public to provide information and continue the momentum of the project.

Nacho Diaz asked if the Hinckley Loop will be discussed at these meetings and specifically in Hinckley. Francis responded that it is MnDOT's goal to have a decision on the Hinckley Loop Study by then and provide information to the public.



Bob Manzoline asked if the booklet will be distributed. Francis responded that the team has not decided on that yet. Bob also asked if there is a date and time for the meeting with Duluth/Superior city and county staff. Joy responded that the Wisconsin Agency Coordination meeting still needs to be confirmed but that the goal is to hold the Duluth/Superior staff meeting at 4:30 p.m. on February 25.

Joy noted Zan Associates will be reaching out to cities and counties this week to promote the open house meetings. Jill Brown added that the Alliance is reaching out to community groups to help increase participation in these meetings as well.

### *Agency Coordination Meetings*

Garneth noted that since the environmental process is beginning, there will be a meeting with all cooperating agencies to discuss the kickoff of Tier 2. The agency coordination meeting will provide information about what has happened since Tier 1 and what will occur during the Tier 2 process. The Minnesota Agency Coordination meeting invitations were sent out last week and the meeting is scheduled for March 3 from 9-11 a.m. Garneth is still coordinating with WisDOT to schedule their meeting, but it is tentatively planned for the afternoon of February 25. The Wisconsin invitation should go out this week.

### **Alliance Report**

Bob noted that the Alliance is working on advancing the NLX project at the legislative level. They will need to coordinate with Francis, Charlie and Dan at some point in the near future. Jill added that the next Alliance meeting should have a good discussion about advocacy strategy.

### **Other Business**

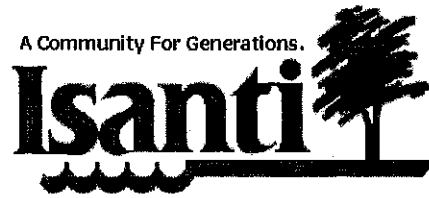
Francis noted that FRA's Wynne Davis has moved on and has been replaced by Melissa Hatcher who will be participating in the meeting with BNSF in Ft. Worth, TX.

Alex Magee noted that the project website has been updated with public meeting dates and times. Jill added that the Alliance website has crashed and is currently linking to the project website.

### **Summary and Next Steps**

In summary, the project team will meet with BNSF in a couple weeks to review proposed capacity improvements and continue to coordinate with Metropolitan Council and Northstar. SDG is wrapping up base forecasting and Hinckley work; and will begin working on the St. Paul extension forecasting. AECOM will continue to work on grade crossing analysis.





### **Economic Development Authority Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Modifications
2. Approval of Agenda
3. Approve Minutes of March 2, 2016 Regular Economic Development Authority Meeting
4. Consider Updating Verbiage on Historic Main Street Sign
5. Other Business / Updates / Communications
  - a. Business Prospects/Projects
  - b. GPS 45:93
  - c. EDAM
  - d. East Central MN Job Fair
  - e. Mayor's Employer Celebration
  - f. ISD 911 Business Advisory Committee
  - g. NLX Steering Committee Update
  - h. Business Meetings
  - i. 100-102 Dahlin
  - j. Housing Starts in 2016
  - k. Business Arrivals and Departures in Isanti 2016
6. Adjournment

**City of Isanti  
Economic Development Authority  
Regular Meeting Minutes of  
March 2, 2016  
Isanti City Hall**

**1. Call to Order**

The meeting was called to order by Economic Development Director Sullivan at 7:22 p.m.

**a. Pledge of Allegiance**

**b. Roll Call**

Members Present: Keith Dragisich, Dan Collison, Steve Lundeen, Paul Bergley and George Wimmer

Members Absent: Tara Hallberg (excused), Adam Johnson

Staff Present: Economic Development Director Sean Sullivan

**c. Agenda Modifications**

No modifications to the agenda were presented.

**2. Approval of Agenda**

Motion to approve Agenda as presented by Collison, second by Lundeen, motion carried unanimously.

**3. Approve Minutes of February 2, 2016 Regular Economic Development Meeting**

Motion by Lundeen second by Collison to approve the minutes for February 2, 2016. Motion carried unanimously.

**4. Other Business / Updates**

Economic Development Director Sullivan highlighted the Staff Memo. He shared that a Developer was working on a 24 unit senior memory care project and that he anticipated a site plan to be submitted within the next few months. He also indicated that new hearing aid business (HearsWell) had moved into the former Gental Dental site in Historic downtown Isanti. Sullivan passed out a Local Market Update relating to housing that outlined median and average sales prices and housing inventory in Isanti and Cambridge. The numbers showed a pretty strong marketing in Isanti with values on the rise.

President Wimmer updated the EDA about the progress and methodology of the rate study. He indicated that he was hopeful that rates could be reduced but that more work was needed to be done before a clear picture of the impacts could be reached. He wanted to make sure the plan addressed

the issues now and provided a sustainable path into the future. He echoed the information in the Market report and indicated that values were indeed on the rise and that this was a good document to reference when speaking to taxpayers to show the trend.

Commissioner Lundeen warned against the volatility of the housing market. It said it has up and downs and is unpredictable. Right now it is very strong but it could change quickly. He also referenced the 2 new dental clinics in Cambridge and that we should try to get on here.

Commissioner Dragisich indicated the affordable housing is really the main driver for the investment in Isanti. Gas prices at current levels are helping matters

- a. Business Prospects
- b. GPS 45:93
- c. EDAM
- d. Clerk, Administrators and Developers Meeting – 2.25.16
- e. ISD 911 Business Advisory Committee – 2.25.16
- f. NLX Steering Committee Update
- g. Business Meetings
- h. 100 Dahlin
- i. Housing Starts in 2016
- j. Business Arrivals and Departures in Isanti 2016

**5. Adjournment**

Lundeen motioned, seconded by Bergley to adjourn at 7:40 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 2nd day of March, 2016.

Respectively Submitted,

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Sean M. Sullivan, Economic Development Director



## Request for EDA Direction

**To:** Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** April 5, 2016

**Subject:** Consider Updating Verbiage on Historic Main Street Sign

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### Background:

City Staff worked with KJD Signs (Ken Drilling) and Pillar Signs and Graphics (Jill Reller) in 2012 to erect an information/directional sign at the intersection of 1<sup>st</sup> Avenue and Heritage Blvd. Since that time the Chamber of Commerce (Isanti Area Chamber) has moved off of historic Main Street and staff is requesting that the sign be changed to reflect the move. Staff has contacted Jill Reller (Signs by Jill) and she has provided a few concepts to change the verbiage on the sign from the Chamber to the Farmers Market.

Staff is asking the EDA to review the three sign concepts and to make a formal recommendation to the City Council. Attached is a quote for \$100 to make the change no matter which of the 3 designs (or other on line options) the EDA recommends.

### Funding Source and Amount:

Staff suggests Marketing Fund 495

### Request for Action:

Motion to recommend concept 1, 2, 3 or other, to the full City Council and to fund this project with Marketing Fund 495.

### Attachment:

- 1) Sign Concepts 1, 2, and 3 from Signs By Jill
- 2) Quote from Signs By Jill

Shopping - Post Office  
Professional Services  
Farmer's Market 2pm - 6pm  
Antiques - Food

1



Shopping - Post Office  
Professional Services  
Farmer's Market <sup>May - Sept</sup>  
Fridays 2pm - 6pm  
Antiques - Food

2



HISTORIC  
MAIN STREET

2 BLOCKS



Shopping - Post Office  
Professional Services  
Isanti Farmer's Market  
Antiques - Food



1ST AVE



CITY HALL  
COMMUNITY CENTER

The City of Isanti is not responsible for any accidents between the City of Isanti and your business or vehicle.

3

Comm  
Isanti  
Billbo

MAY 15

CITY COUNCIL 7  
5-8 PLANNING  
COMM 7PM



Sign Artist Since 1979

Signs by Jill  
Jill Reller  
227 Richard Ave SE  
Isanti, MN 55040

## Quote

City of Isanti  
110 1st Ave NW PO B 428  
Isanti, MN 55040

Date	Estimate #
3/31/2016	446

Description	Qty	Rate	Total
Remove cut vinyl - Isanti Chamber - lettering from both sides of the Historic Main Street sign and replace with new, high performance, cut vinyl, as per choices in layout	1	100.00	100.00

*Thank you for the opperutnity to work with you.  
Please contact me if you have any questions  
about this estimate.*

**612-242-3292**  
Jill@SignsByJill.com  
SignsByJill.com

<b>Subtotal</b>	<b>\$100.00</b>
<b>Sales Tax (6.875%)</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$100.00</b>

## MEMO



**To:** Economic Development Authority  
**From:** Sean M. Sullivan, Economic Development Director  
**Date:** March 31, 2016  
**Subject:** Project Updates / Informational Items

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**Business Prospects/Projects:**

Coborn's Grocery Store – Construction underway. The project is anticipated to be complete late summer 2016 (August/September). The City Council approved the Site Plan for the 45,608 square foot project which includes a pharmacy, car wash, and Caribou Coffee. Employment at this location is estimated at 150 people.

Allina Health Clinic – Staff anticipates this project to break ground in April/May of 2016. Allina Health anticipates employment at that location to be between 25-35 people. There are a few administrative platting items that need to be completed in order for the project to move forward. The clinic should open sometime in the spring of 2017.

Hotel- The City has not met directly with investors over the past month. Staff will continue to pursue this project vigorously. The City received the Updated Hotel Study and is currently reviewing the data and conclusions. The analysis indicates very favorable economic conditions that would support investment in a hotel project in Isanti.

Senior Memory Care – A site plan has been submitted for a 24 unit Senior Memory Care Facility. The project submittal is complete and it will be reviewed at the April Planning Commission meeting. Staff has been working with the developer for quite some time to help move this project forward.

101 Isanti Parkway – Staff has been working with multiple prospects to lease, or purchase the 4 vacant units between X-Caliper Engineering and Cylinder Head Express.

General - Staff has been contacted by other prospects but the discussions are preliminary in nature. Prospects include: commercial-retail, SFR residential, market rate apartments, restaurants,

hospitality and industrial. Staff will continue to pursue options as they present themselves and will continue to work on business recruitment.

**GPS 45:93:** Attached is the Agenda and Minutes.

**EDAM** – Attached is the Agenda and Minutes. Economic Development Director Sullivan serves on the Legislative Committee and met with many legislators on March 22-23 at the EDAM Day at the Capitol. The meetings were beneficial based on the positive response received by the legislators.

**East Central Minnesota Job Fair** – This 3<sup>rd</sup> Annual event will be held on April 26, 2016 at AFRC in Cambridge. Attached is an invitation for Job Seekers.

**Mayor's Employer Celebration Day** – Event to be held on June 7, at Isanti City Hall. Milestone recognition plaques have been ordered and invitations will go out later in April.

**ISD 911 Business Advisory Committee** – Next Meeting yet to be scheduled.

**NLX Steering Committee Update** – No Updates.

**Business Meetings** – Nothing to report. Staff will work with President Wimmer to set up meetings when appropriate.

**100-102 Dahlin** – The City Council will consider entering into a MOU that outlines the terms of access and timing of potential donation of property to City of Isanti. The land owner has signed the MOU and is awaiting City approvals. The City Council awarded the pre-demolition survey and phase one environmental work contract to Carlson McCain. If the City Council approves the MOU, Carlson McCain will commence work in April.

**Housing Starts in 2016:** As of March 31, 2016 there have been 16 single family housing permits submitted. The City is currently ahead of last year's pace. In 2015 the City saw 41 new single family housing permits pulled. 2015-16 were exceptional years for Isanti and more growth is projected in 2016 in this sector as well as market rate apartments and senior housing.

**Businesses Arrivals and Departures in Isanti 2016:** The City of Isanti is proud to recognize new businesses for choosing Isanti to be home in 2016. **Arrivals:** Twinkle Toes by Petra (103 Heritage Blvd NW), Nelson Massage Therapy (401 E Dual Blvd), Jung Do Sol TKD Club (4 Enterprise), Protection Security (901 E Dual Blvd) Joy-Us Cares (11 Heritage Blvd), HearSwell (33 Main St – Former Gental Dental) Leader Financial (404 Whiskey Road – recent purchase in process of buildout), Oakwood Insurance (404 Whiskey – Sharing space with Leader Financial), Bitzer Consulting (210 6<sup>th</sup> Avenue), Greater Midwest Realty (210 6<sup>th</sup> Avenue), Xcel Companies (101 Isanti Parkway) **Departures include:** Stellar Enterprises (404 Whiskey Road)



**Board of Directors Meeting**  
**Friday March 18, 2016**  
**St. Croix River Education District, 425 S. Dana Ave. Rush City, MN**  
**10:00 a.m. - 12:00 p.m.**  
**12:15-1:30 p.m. - Tour of Plastech**

**Introductions** (and what's new?)

**Additions to the Agenda**

**Approval of Agenda**

**Approval of Minutes**

- a.) February 26, 2016 Board of Directors Meeting Minutes

**Treasurer Report – Doyle Jelsing**

- a.) P&L Statement / Details
- b.) Membership Dues Billing
- c.) Cash Flow / Budget
- d.) Economic Gardening/FAM Tour – Financial Report
- e.) D&O / Fiduciary Bond Insurance Policy – waiting on quotes.

**Presentations**

- a.) David Wittwer, Area Specialist/Rural Development, US Dept. of Agriculture

**Chair Report – Richard Baker**

- a.) Keep the Guest Speaker Suggestions Coming! / Forging Ahead – believe it or not, the year is ¼ of the way done!

**Committee Reports**

- a.) Workforce – Diane Andersen Sibley
  - 1) Job Fairs – Cambridge & Onamia
  - 2) Workforce Development Summit
- b.) Marketing/Website – Nathan Johnson
- c.) Housing – Lezlie Sauter
- d.) Equity Fund – Sara Treiber
- e.) Annual Meeting Committee – Richard Baker

## **Old Business**

- a.) Membership List – Still working on updating contact list.
- b.) Membership Drive
  - 1) Prospects – Governmental (22) & Financial organizations (25+)
- c.) Conflict of Interest Policy/Board Evaluation – Richard Baker

## **New Business**

- a.) Communicating GPS meeting information to City and County Boards – Richard Baker
  
- b.) MN Marketing Partnership – Richard Baker
  - 1) Membership / Contacts
  - 2) 2<sup>nd</sup> Qtr. Mtg. TBD 6/2, or 6/3 – WSB Engineering in Minneapolis
  
- c.) Staff Report – Tom Willett

## **Other items**

### **12:15 pm – Tour of Plastech**

John Furlano | V.P. / Director of Manufacturing Plastech Corporation | Rush City, MN

Perfect Parts On Time Every Time  
[www.plastechcorporation.com](http://www.plastechcorporation.com)

## **Next Board Meeting**

**April 22, 2016 – 10 AM –City Hall Community Room, City Of Hinckley, 106 First Street SE, Hinckley**

**GPS 45:93 Executive Committee  
Meeting Minutes  
February 26, 2016**

The meeting was called to order by President Baker at 10:00 am at the Lakes Region EMS Community Room located at 40245 Fletcher Avenue, North Branch, MN 55056.

**In Attendance:**

- Richard Baker, President      Mille Lacs County
- Rebecca Perrotti, Vice Pres.      CMJTS
- Rick Olseen      Congressman Nolan
- Diane Sibley Anderson      Anoka-Ramsey/Anoka Tech
- Carla Vita      City of North Branch
- Eric Champion      North 65 Chamber
- Deb Johnson      Chisago County HRA-EDA
- Nancy Hoffman      Chisago County HRA-EDA
- Tom Willett      Staff
- Dan Bullert      Initiative Foundation
- Jolene Foss      City of Princeton
- Nathan Johnson      City of Pine City
- Sara Trieber      MLCV
- Greg Anderson      Isanti County Commissioner
- Sandy Voigt      Region Five / NCEDA.Micro
- Jenn Russell      ECRDC
- Robert Musgrove      Pine County
- Sam Griffith      City of Sandstone
- Sean Sullivan      City of Isanti
- Mark Perry      City of Hinckley
- Brent Stavig      Rush City High School
- Pam Sarvela      MN Energy Resources
- Lezlie Sauter      Lakes & Pines CAC

**Guests:**

- Heather McGannon, MN Dept. of Labor & Industry
- Larohn Latimer, MN Dept. of Labor & Industry
- Renee Mattson, Greater MN Regional Parks & Trails Commission
- Kathy Lindo, North Branch Chamber

**Introductions**

All those in attendance offered introductions and gave a brief report on items of interest in their community.

**Additions to / Approval of the Agenda**

Motion by Sullivan, second by Musgrove to approve the agenda. Motion carried unanimously.

**Approval of Minutes**

Motion by Musgrove, second by Perrotti to approve the January 22, 2016 Executive Committee meeting minutes as presented. Motion carried unanimously.

### **Chair Report – Richard Baker**

Baker is exploring the need for a conflict of interest policy and options for board self-evaluation and building organizational capacity.

### **Treasurer Report – Richard Baker**

Baker presented the financial review in Jelsing's absence. The agreement to provide bookkeeping services has been finalized with Chisago County HRA-EDA. Lakes & Pines will finalize financials for the FAM Tour/Economic Gardening. East Central MN Workforce Partner has donated \$3,660 and is designated for workforce development projects. East Central Regional Development Commission has closed the GPS account, ending balance of \$7,537.65. Baker is exploring options for insurance coverage and Fidelity Bond Coverage. Motion by Sullivan, second by Musgrove to approve the financials as presented. Motion carried unanimously.

### **Presentations**

Heather McGamm and Larohn Latimer, MN Dept. of Labor & Industry, presented a power point presentation on the Registered Apprenticeship Program, heavily used in the construction trades. The MAI initiative is exploring options to involve other trades, such as health care and to make the apprenticeship program more employer friendly and less cumbersome to initiate. MN Pipeline Project was reviewed.

Renee Mattson, Greater MN Regional Parks & Trails Commission, presented information on the funding for the program and the process required to receive funding for projects. A new online tool to assist with the development of a Master Plan, required to access funding, will be launched mid-March. A request was made to inform your legislatures of your support for the Greater MN Regional Parks & Trails Commission and the importance funding to be continued for the greater Minnesota region.

### **Committee Reports**

Workforce: Construct Tomorrow event had 400 students attend. Save the Date – The Face of Your New Employee Workplace Diversity Summit will be held April 8, 11am-1pm at the River City Extreme, Monticello, MN. No committee meeting will be held next month due to the business tour. EMT and Health Care training programs to be held next month in Cambridge, MN. CMTJS is promoting the Apprenticeship Program.

Marketing: Work continues on the website revision.

Housing: Information given on a multi-region partnership to develop a "one stop shop" website for housing resources, rental resources, down payment assistance, rent assistance, etc. Lakes & Pines will be the lead agency and Central Minnesota Housing Partnership the fiscal agent. Requests for funding assistance will be made to MHFA, Initiative Foundation, and other agencies throughout the region. Motion by Sullivan, second by Griffith to approve a letter of support for the project, written by Chair, to Central Minnesota Housing Organization. Motion carried unanimously. Motion by Foss, second by Johnson to approve a donation of \$100, from committee funds, to assist with the website development project. Motion carried, with two opposed: Sullivan and Griffith.

Equity Fund: Reviewed opportunities for equity funding available with Hill Capital. Different levels of sponsorships discussed and how much project information would be available. Opportunities for investors are available from \$1,000 and up. Options will continue to be explored before a decision

made to participate as a sponsor and/or investor. Motion by Perry, second by Musgrove to approve 1) continuing to explore opportunities to work with Hill Capital, and 2) committee funds at \$100 per meeting, not to exceed \$300.00. Motion carried unanimously.

FAM Tour: Continue to pursue report of findings from Brian, Site Selector, who visited the regions.

#### **Old Business**

Baker is working on updating the list of Board Members.

#### **New Business**

TRW Consulting Contract. Discussion was held and small change was made in Section II, and proposed scope of work. Motion by Johnson, second by Sullivan to approve entering into the consultant contract, with said changes made to the contract. Motion carried unanimously.

Broadband Initiative. Discussion held on the proposed broadband resolution and whether to form a task force committee to promote a co-op approach for securing better broadband throughout the region. Hoffman will pull a subcommittee member together with each county. Motion by Sullivan, second by Treiber to approve adoption of the Resolution Supporting the Minnesota Broadband Vision. Motion carried unanimously.

Annual Meeting. Several suggestions for meeting topics were discussed. Willett suggested a panel discussion on availability of resources for startup and existing companies and lending considerations, with representation from "Baby Elephant Ears", and banker. No decision was made on topics or meeting place. An informal committee consisting of Hoffman, Johnson, Baker and Olseen will explore options.

Membership Drive. Baker is exploring options for graduated dues levels based on population and a membership drive for May/June.

Website. Willett will put up the information from Xcelligent onto the website.

Staff Report. Briefly reviewed due to time constraints.

#### **Other Items**

Job Fairs will be held in Cambridge and Onamia.

#### **Next Executive Committee Meeting**

The next meeting will be held in Rush City, 10:00 – 12:00, followed by a tour of Plastech Corporation with John Furlano, VP/ Director of Manufacturing from 12:15pm – 1:30pm.

#### **Adjourn**

A motion to adjourn was made by Vita, second by Perrotti. The motion carried unanimously and the meeting was adjourned at 12:14pm.

Meeting minutes prepared by Deb Johnson, Chisago County HRA-EDA.

1:12 PM

03/10/16

Cash Basis

Northern Technology Initiative, Inc

**Profit & Loss**

January 1 through March 9, 2016

	<u>Jan 1 - Mar 9, 16</u>
Ordinary Income/Expense	
Income	
Program Income	19,150.00
Membership Dues	3,660.00
Workforce Fund	7,537.65
Program Income - Other	
Total Program Income	<u>30,347.65</u>
Total Income	30,347.65
Expense	
Committee Work	100.00
Consultant Fees	1,132.83
Job Fair	269.33
Membership Fees	625.00
Supplies	316.86
Total Expense	<u>2,444.02</u>
Net Ordinary Income	<u>27,903.63</u>
Net Income	<u><u>27,903.63</u></u>



Economic Development  
Association of Minnesota  
Economic Development Association of Minnesota  
Board of Directors Meeting  
1000 Westgate Dr., St. Paul, MN 55418  
March 30, 2016 – 10:00-12:00 P.M.

Agenda

- I. Call to Order – Rock-Hangte
- II. Check In – Rock-Hangte
- III. Review of Agenda – Rock-Hangte
- IV. Consent Agenda – Rock-Hangte
  - a. Approval of Board Minutes - February Meeting 2016 (in packet)
  - b. Approval of monthly statements (in packet)
- V. 2016 Work Plan – Rock-Hangte
- VI. Executive Committee Meeting Update -- Rock-Hangte
- VII. Renaissance Zone legislation concept – Vaux
- VIII. Committee Report Action Items/Requests
  - a. Winter Conference 2017 feedback/suggestions/concerns requested
  - b. 50<sup>th</sup> Anniversary Taskforce
- IX. Review of Action Items
- X. Adjourn

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**EDAM's Mission:**

To champion Economic Development in Minnesota through professional development, networking, and advocacy.

**EDAM's Vision:**

Be recognized as Minnesota's vibrant and professional member-driven Economic Development organization.



Economic Development  
Association of Minnesota

**Economic Development Association of Minnesota  
Board of Directors Meeting  
EDAM Offices  
February 24, 2016 – 10:00 A.M.-12:00 P.M.**

Minutes

**I. Call to Order**

Second Vice President Megan Barnett- Livgard called the meeting to order at 10:03 a.m. Members in attendance included: Second Vice President Megan Barnett-Livgard, Kim Lindquist, Trisha Rosenfeld, Erik Hansen, Matt Brown and Erin Sparks. Via phone: Sean Sullivan, Mark Vaux, Heidi Peper and Tony Schertler. Staff Present: Shannon Pfarr Thompson

Absent: President Christie Rock-Hantge, First Vice President Adam Kienberger, Jeff Rossate

**II. Check In**

Board members each shared how they are feeling today.

**III. Consent Agenda**

- a. Approval of Board Minutes – January 2016
- b. Approval of monthly financial statements

There were a couple of changes to the January minutes: Trisha needs to be added as attending on the phone and Megan's name is spelled wrong.

***There was a motion and second (Rosenfeld /Brown) to approve the consent agenda as amended. The motion passed.***

- **Action Item:** Becca will update the January minutes

**IV. 2016 Work Plan**

The Board briefly reviewed the work plan and provided some feedback for the next meeting.

- a. **Goal 1 – Strengthen Professional Development Content**
- b. **Goal 2 – Increase the impact on the legislature**
  - Matt shared plans about the upcoming meeting with legislators. Matt is going to reach out to the Government Relations Committee to see who wants to attend from there. He has also reached out to key constituents from the legislator's districts.
- c. **Goal 3 – Enhance member experience**

d. **Goal 4 – Integrate the Marketing/Communications Committee’s work**

- **Action item:** Becca will update the current status column of the work plan with things that have been done
- **Action item:** Responsible parties will share updates with Becca prior to the next Board meeting. This can be part of the request for committee reports; to get status on items that have been completed or where progress has been made
- **Action item:** Becca will include the action list spreadsheet in future Board packets

V. **2017 Plans: EDAM’s 50<sup>th</sup> Anniversary**

Megan shared information about the first meeting of the EDAM 50<sup>th</sup> Anniversary Task Force via a handout. The big areas of focus recommended by the Task Force included telling EDAM’s story, events and communications and marketing. The team discussed:

- What could be done at the summer conference to promote the 50<sup>th</sup> anniversary and how long should be allocated during the event.
- The need for an overall strategy and a budget for 50<sup>th</sup> anniversary activities.
- A 50<sup>th</sup> anniversary logo that could be unveiled at the summer conference. The Board supported moving forward on designing a logo.
- Erik volunteered to help Adam and Megan with developing the project plan for the anniversary activities.
- Having boards set up with information about the different 50<sup>th</sup> anniversary projects for the summer conference.
- Releasing awards at the monthly events throughout the year instead of doing everything at the conferences.
- **Action item:** Megan will work with Becca on next steps for logo design

VI. **Committee Report Action Items/Requests**

- a. **Higher Ed collaboration/Mentorship Program.** Kim shared information about the idea of bringing students to the conference at no registration cost for the students. They want to drive student participation by allowing for a certain amount of free registrations. It was recommended that scholarships could be used instead of a certain number of free registrations. Erik also recommended matching students with a conference buddy so they feel more comfortable at the event. Past issues were when large groups of students were registered, is that nearly half didn’t show up.

***There was a motion and second (Hansen/ Rosenfeld) to approve scholarships for students to attend the summer conference. Motion carried.***

- **Action item:** Kim, Erin and Trisha will work with staff to get a scholarship form in place by the March Board meeting and promote it to universities
- **Action item:** Staff will include a student category on the registration form that can be tracked

The team also discussed having EDAM go to universities to promote economic development. They'd like to go to the membership to ask who would be interested in speaking at universities and then create a speaker's bureau with areas of expertise identified. Kim would like to have the list in place by June so they can go to Hamline, St. Cloud, St. Thomas, Mankato and the U of M. Erik also recommended outreach to undergraduate students and the community colleagues to educate about economic development. Curriculum for high schools was also recommended. Erin's committee has been discussing an emerging professionals meeting at the summer conference and how to reach out to students in Duluth.

- **Action item:** Erik will work with Erin on an emerging professionals meeting at the summer conference and whether students could attend at no cost

**b. Communications/Social Media Strategy**

Megan shared a handout about a proposed overall social media strategy for EDAM. The committee is meeting later to go further into the details of the strategy and plan, but they were looking for feedback from the Board about the focus on LinkedIn and Twitter. Erik noted that we need to be sure that we are engaging people in conversations in social media. A new Twitter handle was just created and we'd like to be sure we collect Twitter handles on the membership and registration forms. The committee has asked committee chairs for their work plans so that information can be sent out about all of the organization's activities.

- **Action item:** Becca will add fields to collect Twitter handles on the summer registration form and the membership form

Megan noted that they are working to update the weekly e-blasts and asked for feedback from the Board. Matt wants to incorporate the legislative updates into the weekly newsletters. There was a discussion about how to get our member's attention and to give the news in small bites so they can click on the news of interest.

- **Action item:** Becca will find out if we have the ability to send text messages to our members
- **Action item:** Megan and Trisha will reach out to committee chairs after the Marketing Committee meeting to let them know what they need to proceed on social media efforts

**c. Discussion re: CDFA collaboration**

Bob Isaacson is Erin's newest committee member, and he was mentioned in the email, so he might have more information about this potential collaboration. Megan found out that this organization focuses on finance training and they also recently approved a certification program. The Board had many questions about what support they are looking for from EDAM, how many people usually attend their programs and other details.

- **Action item:** Megan will reach out to Bob Isaacson to find out more information about CDFA

This item was tabled until the next meeting.

**VII. Meeting with Ewald**

Megan let the Board know that the Executive Committee is meeting with Becca Rogers and Bill Monn next month to discuss the partnership between Ewald Consulting and EDAM.

- **Action item:** Board members who have input or questions about the Ewald contract and relationship will let the Executive Committee know

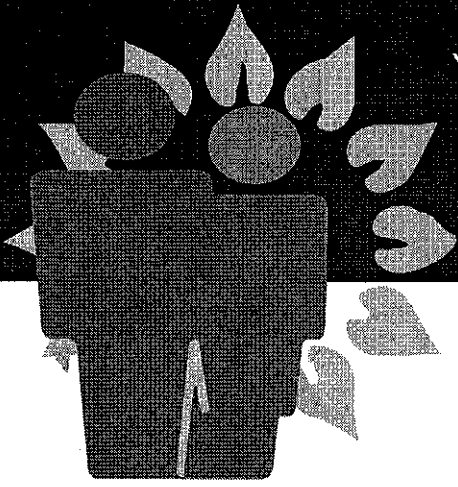
**VIII. Reminders**

- a. The Conference subcommittee needs to hear any concerns regarding the summer conference ASAP.
- b. The 2016 Staff list and responsibilities were included in the packet

**IX. Adjourn**

*There was a motion and second (Rosenfeld /Hansen) to adjourn the meeting at 11:19 a.m. Motion carried.*

**5.d.**



You are invited to attend the  
*3rd Annual*

# EAST CENTRAL MINNESOTA Job Fair

**When: Tuesday, April 26, 2016**  
**12:30 p.m. – 4:30 p.m.**

**Where: Armed Forces Reserve Center**  
505 Spirit River Dr. S.  
Cambridge, MN 55008

**Cost: Free to job seekers – no need to register**

Learn about great job and career  
opportunities in your community.

*Bring resumes and be prepared to complete online applications*

For a current list of exhibitors visit:  
[mn.gov/deed/events/ECMJF/](http://mn.gov/deed/events/ECMJF/)

Need assistance or have questions?  
Contact Kim Schreur at 763-279-4472

Organized by:



DEED is an equal opportunity employer and service provider.

Upon request, the information in this document can be made available for persons with disabilities by calling (763) 279-4472.



### **Economic Development Authority Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Modifications
2. Approval of Agenda
3. Approve Minutes of April 5, 2016 Regular Economic Development Authority Meeting
4. Consider Economic Development Director Request for Training at IEDC Real Estate Development and Reuse Course
5. Other Business / Updates / Communications
  - a. Business Prospects/Projects
  - b. GPS 45:93
  - c. EDAM
  - d. East Central MN Job Fair
  - e. Mayor's Employer Celebration Day
  - f. ISD 911 Business Advisory Committee
  - g. NLX Steering Committee Update
  - h. 100-102 Dahlin
  - i. Housing Starts in 2016
  - j. Business Arrivals and Departures in Isanti 2016
6. Adjournment

**City of Isanti  
Economic Development Authority  
Regular Meeting Minutes of  
April 5, 2016  
Isanti City Hall**

**1. Call to Order**

The meeting was called to order by Economic Development Director Sullivan at 7:40 p.m.

**a. Pledge of Allegiance**

**b. Roll Call**

Commissioners Present: Keith Dragisich, Dan Collison, Steve Lundeen, Paul Bergley  
and George Wimmer, Tara Hallberg

Commissioners Absent: Adam Johnson

Staff Present: Economic Development Director Sean Sullivan

**c. Agenda Modifications**

No modifications to the agenda were presented.

**2. Approval of Agenda**

Motion to approve Agenda as presented by Lundeen, second by Collison, motion carried unanimously.

**3. Approve Minutes of March 2, 2016 Regular Economic Development Meeting**

Motion by Collison second by Bergley to approve the minutes for March 2, 2016. Motion carried unanimously.

**4. Consider Updating Verbiage on Historic Main Street Sign**

Economic Development Director Sullivan presented the staff memo highlighting the history of the sign and the contributions of Ken Drilling and Jill Reller. He indicated that the Chamber had moved to another location in Isanti and that the "Chamber of Commerce" needed to be removed from the sign and that adding the Farmers Market was a good idea. He reviewed three sign options and recommended selecting version 3 which simply had Isanti Farmer's Market without and dates or times. He felt that more information would be too small to read.

Commissioner Dragisich stated that it is hard to read and suggested if the lettering could be made bigger and to remove the train.

Commissioner Collison noted that there was no reference to car show.

Commissioner Lundeen suggested that the City Logo, (tree) be incorporated into sign.

President Wimmer notified the EDA that Ken Drilling passed away on Monday

President Wimmer asked if dates and times were important. Discussion ensued.

Commissioner Bergley thought time was a good idea.

Commissioner Hallberg suggested using “seasonal”

Commissioner Dragisich asked about the condition and effectiveness of the sign.

Economic Development Director Sullivan suggested adding an Isanti Blue logo to sign to complement the existing City Community Bulletin board. He also suggested pulling the second arrow off and reference to 1<sup>st</sup> Avenue.

Commissioner Collison indicated he liked the idea of a two sided sign.

Motion by Lundeen, second by Hallberg to recommend the following for acceptance by the City Council:

- 1) Remove the Train logo and lower 1<sup>st</sup> Avenue and arrow.
- 2) Rework verbiage on sign to make it larger (more readable) with additional space created by removal of train and 1<sup>st</sup> Avenue information.
- 3) Redo Farmer’s Market with seasonal verbiage.
- 4) Incorporate the City logo and potentially the blue city logo into sign to blend with the existing community billboard.
- 5) Send revised options reviewed by Staff and President Wimmer and cost directly to the City Council for approval to get sign done before farmers market season begins.

Motion passed unanimously.

#### **4. Other Business / Updates / Communications**

Economic Development Director Sullivan asked if there were any questions in regards to the staff memo and offered a more detail on each item if requested.

President Wimmer updated the EDA about the status and preliminary finding of the utility rate study. The information has seen is positive and it looks like some reductions could be made to rates. City Staff, Northland Securities and himself are still working with the numbers to make sure that projections and estimated usage are realistic so that projected rates can be sustainable and utility funds maintaining responsible cash balances.

- a. Business Prospects
- b. GPS 45:93
- c. EDAM
- d. Mayor’s Employer Celebration

- e. ISD 911 Business Advisory Committee
- f. NLX Steering Committee Update
- g. Business Meetings
- h. 100- 102 Dahlin
- i. Housing Starts in 2016
- j. Business Arrivals and Departures in Isanti 2016

**5. Adjournment**

Lundeen motioned, seconded by Bergley to adjourn at 7:56 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 5nd day of April, 2016.

Respectively Submitted,

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Sean M. Sullivan, Economic Development Director



## Request for EDA Direction

**To:** Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** May 3, 2016

**Subject:** Consider Economic Development Director Request for Training at IEDC Real Estate Development and Reuse Course

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### **Background:**

Economic Development Director Sullivan is an EDFP which is a certification from the National Development Council. Another national organization that specializes training beneficial to economic developers is IEDC. They are offering a course here in Minnesota for Real Estate Development and Reuse that seems to fit in nicely with what is transpiring here in Isanti. This course typically costs over \$600 and is not in Minnesota very often when increase the expense due to travel but for this time it is only \$250. This is not a budgeted item and staff has only recently been made aware of this opportunity. Attached is a course outline and it is very comprehensive. Staff is asking the EDA for a recommendation to register and fund the course for Economic Development Director Sullivan.

### **Funding Source and Amount:**

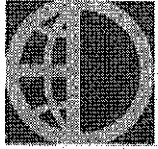
Staff suggests amending EDA budget to include \$250 registration in EDA Training 208 and to move it from EDA marketing 495

### **Request for Action:**

Staff is asking for a recommendation to Finance Committee to reallocate 250 from EDA marketing 495 to Training 208 and to recommend registering for May 19-20, 2016.

### **Attachment:**

- 1) Registration form and Course Outline



INTERNATIONAL  
ECONOMIC DEVELOPMENT  
COUNCIL

*The Power of Knowledge and Leadership*

## 2016 Training Course Partner Special Registration Form

Course: Real Estate Development & Reuse

Course Date: May 19-20, 2016

Location: Minneapolis, MN

### SIGN UP HERE

Name: _____	Title: _____	Email: _____
Name: _____	Title: _____	Email: _____
Name: _____	Title: _____	Email: _____
Name: _____	Title: _____	Email: _____

Organization: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Membership Status:  EDAM Member

### PAYMENT

	Registration Fee	Total
EDAM Member	\$250	_____
	TOTAL	_____

Please select one:

Check    Check Number: \_\_\_\_\_     Purchase Order    PO Number: \_\_\_\_\_

Credit Card     Visa     MasterCard     Amex

Credit Card Number: \_\_\_\_\_    Exp. Date \_\_\_\_\_

Cardholder Name: \_\_\_\_\_    Signature: \_\_\_\_\_

Special Accommodations:

Send form and payment to: IEDC, P.O. Box 759219, Baltimore, MD 21275-9219  
 Fax form and PO to: Fax: (202) 223-4745 or Email: [prodev@iedconline.org](mailto:prodev@iedconline.org)

<b>Two-day Course</b>	<b>Early</b>	<b>Regular</b>	<b>Late</b>
IEDC Member	\$450	\$590	\$610
Non-member	\$565	\$705	\$725
Full Time Student	\$105	\$125	\$145

<b>Three-day Course</b>	<b>Early</b>	<b>Regular</b>	<b>Late</b>
IEDC Member	\$555	\$695	\$715
Non-member	\$695	\$835	\$855
Full Time Student	\$125	\$145	\$165

## **REGISTRATION POLICIES**

### **Registration Deadline**

After the late registration deadline, registrations will only be accepted on a space available basis. Call the course registrar to check availability at (202) 223-7800. Such registrants will not be included on the attendee list and will receive the course certificate by mail after the event.

### **Payment Policy**

All fees must be paid prior to the beginning of the course. Original copies of government purchase orders are accepted. All unpaid balances must be paid on-site by check, credit card or original government purchase order prior to entrance into the course. No exceptions. Payments can not be taken by phone.

### **Cancellation & No-Show Policy**

Refunds less a \$60 cancellation fee will be issued for all cancellations received in writing to fax: (202) 223-4745 or [prodev@iedconline.org](mailto:prodev@iedconline.org) at least 10 business days prior to the course – please allow 3-4 weeks. All registrations regardless of payment status are subject to the \$60 cancellation fee. No refunds or credit transfers to a future course will be issued for cancellations received within 10 business days of the course. Telephone cancellations are not accepted. Attendee substitutions for a course may be made at any time prior to the course. Registrants who do not cancel and fail to attend a course are responsible for full payment.

Send form and payment to: IEDC, P.O. Box 759219, Baltimore, MD 21275-9219  
 Fax form and PO to: Fax: (202) 223-4745 or Email: [prodev@iedconline.org](mailto:prodev@iedconline.org)

**Date:** May 19 - 20, 2016

**Location:** Minneapolis, MN

*This course is held in partnership with Minnesota Economic Development Foundation and Greater MSP.*

- » Agenda
- » Instructors
- » Certification
- » Accommodations/Training Location
- » **Registration**

This course clearly articulates the eight stage process for real estate development and reuse. Specifically, course participants will learn the fundamentals of market and site analysis, financial feasibility, and what political considerations are required to move a development project from conception to realization. Additionally, this course will cover a wide variety of financing tools that are available at the local, regional, and state levels, including tax increment financing, bond financing, tax credits, tax abatements, land assembly, and brownfield redevelopment. Multiple in-class case studies will be used to help participants work through actual financial and regulatory problems.

### **Course Highlights:**

- Housing, retail, office, industrial, hotel, and mixed use development
- The regulatory and approval process including zoning and permitting
- Assessing community involvement and political feasibility
- Public, private and nonprofit financial modeling
- Understanding the pro forma operating statement structure
- Property valuation and capitalization rates
- Brownfield redevelopment phase structure and liability
- Request for qualification/proposal process

### **Agenda**

## **May 19**

**8:00 - 8:30 am**

### **Registration**

**8:30 - 10:00 am**

### **Overview of Real Estate Development & Reuse**

During this session, attendees will be introduced to the basics of real estate development and reuse. The various types of development will be discussed, including build-to-suit, speculative, greenfield and redevelopment. Participants will be introduced to development process and the roles of the private and public sector and non-profits in real estate development. Expectations and objectives will be set for the next two days and attendees will be given the opportunity to introduce themselves to the class.

**10:00 - 10:30 am**

### **Market and Site Analysis**

In this session, participants will learn about two key aspects of development feasibility: market and site analysis. Taking place before a development project is underway, these studies help determine whether a project is a "go" or "no-go." Participants will look at the various assumptions and inputs that make up a market analysis. The session will also examine how site features and constraints can affect a development project.

**10:30 - 10:45 am**

### **Break**

**10:45 - 11:15 am**

### **Market and Site Analysis (cont.)**

**11:15 am - Noon**

### **Regulatory and Approval Process**

Economic developers are often called upon to facilitate or expedite the public approval process. This session will explore the public sector's regulatory role in land development, focusing on zoning, subdivision and other regulatory constraints and hurdles.

**Noon - 1:30 pm**

### **Lunch on your own**

**1:30 - 3:30 pm**

### **Financial Feasibility\***

This session continues the morning feasibility session with an in-depth look at how to analyze the financial feasibility of a development project. Specifically, participants will learn about the various elements of an operating pro forma, including calculating net operating income and cash flow. Participants will also look at debt and equity financing, as well as how to evaluate a project's return to the investor(s). This session will be very interactive, with participants applying these tools to an actual case study.

\*Participants are asked to bring a calculator to this session.

**3:30 - 3:45 pm**

### **Break**

**3:45 - 4:30 pm**

### **Political Feasibility and Community Involvement**

While a proposed project may meet market and financial tests, it is not truly feasible unless it has political and community support. In this session, participants will tackle how to assess political support, involve the community and promote the project's value to stakeholders.

## **May 20**

**9:00 - 10:15 am**

**Federal and Local Financing**

This session provides an overview of federal and local development financing. Federal programs such as CDBG, SBA and tax credits will be reviewed. Local financing will include tax abatements, bond financing, tax increment financing, special improvement districts and the provision of public infrastructure. In this session, participants will gauge the strengths and weaknesses of these various mechanisms.

**10:15 - 10:30 am**

**Break**

**10:30 am - Noon**

**Interactive Case Study**

In this session, participants will split into groups to tackle a real life development challenge. Drawing on your knowledge from previous sessions, you will determine how a city should respond to a proposed development deal.

**Noon - 1:30 pm**

**Lunch on your own**

**1:30 - 2:15 pm**

**Local Tools for Development**

This session will continue the discussion on tools available to local jurisdictions to undertake development. This session will focus specifically on redevelopment areas, land assembly, sale-leasebacks and density bonuses.

**2:15 - 3:00 pm**

**Brownfields Redevelopment**

Land contamination, whether real or perceived, is a major reason many properties are not being put to their highest and best use. During this session attendees will be introduced to brownfields assessment and regulation and various programs and incentives for brownfields redevelopment.

**3:00 - 3:15 pm**

**Break**

**3:15 - 4:15 pm**

**Developer Solicitation, Selection and Agreements**

This session provides an in-depth look at developer Request for Proposals (RFP). Participants will discuss proposal evaluation, negotiations and the development and disposition agreement.

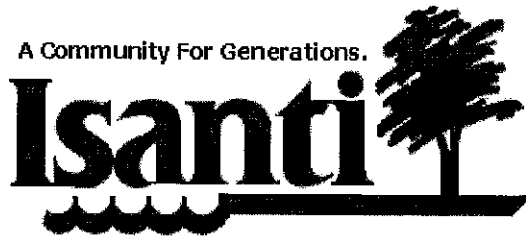
**4:15 - 4:30 pm**

**Course Evaluation**

**\* Agenda subject to change**

**\*\*PLEASE NOTE:** In order to receive full IEDC certification credit for this course and a certificate indicating course completion, participants must attend the entire course and stay through the final session on the last day. Please make travel plans accordingly.\*\*

## MEMO



**To:** Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** April 28, 2016

**Subject:** Project Updates / Informational Items

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**Business Prospects/Projects:**

Coborn's Grocery Store – Construction underway. The project is anticipated to be complete late summer 2016 (August/September). The City Council approved the Site Plan for the 45,608 square foot project which includes a pharmacy, car wash, and Caribou Coffee. Employment at this location is estimated at 150 people.

Allina Health Clinic – Staff anticipates this project to break ground in May of 2016. Staff is working with Allina on a groundbreaking event. Allina Health anticipates employment at that location to be between 25-35 people. The clinic should open sometime in the spring of 2017.

Hotel- The City has not met directly with investors over the past month. Staff will continue to pursue this project vigorously. The City received the Updated Hotel Study and is currently reviewing the data and conclusions. The analysis indicates very favorable economic conditions that would support investment in a hotel project in Isanti.

Senior Memory Care – A site plan has been submitted for a 24 unit Senior Memory Care Facility. The project submittal is complete and it will be reviewed at the April Planning Commission meeting. Staff has been working with the developer for quite some time to help move this project forward. Staff anticipate a permit to be pulled sometime in June 2016

101 Isanti Parkway – Staff has been working with a prospect that would like to utilize the City RLF to help with the purchase of the remaining 4 units in the building. The RLF Committee will be meeting next Thursday to review the proposal.

General - Staff has been contacted by other prospects but the discussions are preliminary in nature. Prospects include: commercial-retail, SFR residential, market rate apartments, restaurants,

hospitality and industrial. Staff will continue to pursue options as they present themselves and will continue to work on business recruitment.

**GPS 45:93:** Attached is the Agenda and Minutes.

**EDAM** – Attached is the Agenda and Minutes.

**East Central Minnesota Job Fair** – This 3<sup>rd</sup> Annual event was held on April 26, 2016 at AFRC in Cambridge. Staff attended the event and it was busy. Staff will share analytics of the event when they are available.

**Mayor's Employer Celebration Day** – Event to be held on June 7, at Isanti City Hall. Email invitations went out the week of April 25<sup>th</sup>.

**ISD 911 Business Advisory Committee** –Minutes and Invitation Letter

**NLX Steering Committee Update** – No Updates.

**Business Meetings** – Nothing to report. Staff will work with President Wimmer to set up meetings when appropriate.

**100-102 Dahlin** – The City Council will consider moving forward with the donation at the May 3 City Council Meeting. The environmental came back pretty clean so staff is recommending acceptance of the donation. If the City does acquire the property plans are to raze and redevelop the site.

**Housing Starts in 2016:** As of April 28, 2016 there have been 24 single family housing permits picked up. The City is currently ahead of last year's pace. In 2015 the City saw 41 new single family housing permits pulled. 2015-16 were exceptional years for Isanti and more growth is projected in 2016 in this sector as well as market rate apartments and senior housing.

**Businesses Arrivals and Departures in Isanti 2016:** The City of Isanti is proud to recognize new businesses for choosing Isanti to be home in 2016. **Arrivals:** Twinkle Toes by Petra (103 Heritage Blvd NW), Nelson Massage Therapy (401 E Dual Blvd), Jung Do Sol TKD Club (4 Enterprise), Protection Security (901 E Dual Blvd) Joy-Us Cares (11 Heritage Blvd), HearSwell (33 Main St – Former Gental Dental) Leader Financial (404 Whiskey Road –recent purchase in process of buildout), Oakwood Insurance (404 Whiskey – Sharing space with Leader Financial), Bitzer Consulting (210 6<sup>th</sup> Avenue), Greater Midwest Realty (210 6<sup>th</sup> Avenue), Xcel Companies (101 Isanti Parkway) **Departures include:** Stellar Enterprises (404 Whiskey Road)



**GPS:45:93**  
YOUR POINT OF OPPORTUNITY.

**Board of Directors Meeting**  
**Friday April 22, 2016**  
**Hinckley City Hall, 106 First Street SE, Hinckley, MN**  
**10:00 a.m. - 12:00 p.m.**

**Introductions (and what's new?)**

**Additions to the Agenda**

**Approval of Agenda**

**Approval of Minutes**

- a.) March 18, 2016 Board of Directors Meeting Minutes

**Treasurer Report – Doyle Jelsing**

- a.) P&L Statement / Details
- b.) Cash Flow / Budget
- c.) P&L Budget vs. Actual
- d.) Bank Statement & Reconciliation
- e.) Economic Gardening/FAM Tour – Financial Report
- f.) Membership Dues Billing – delinquent dues.
- g.) General Liability / D&O / Fiduciary Bond Insurance Policy – waiting on quotes.

**Presentations**

- a.) Leslie Wojtowicz, Workforce Development Manager - Rural Career Counseling Coordination Grant

**Chair Report – Richard Baker**

- a.) Congratulations to Past President, Leslie Sauter on her baby boy, Arlo Daniel Sauter, born March 30<sup>th</sup>. Committees. May Meeting. Forging ahead.

**Committee Reports**

- a.) Workforce – Diane Andersen Sibley
  - 1) Job Fairs – Cambridge & Onamia Results
  - 2) Workforce Development Summit – Summary of event
- b.) Marketing/Website – Nathan Johnson
- c.) Housing – Leslie Sauter
- d.) Equity Fund – Sara Treiber
- e.) Annual Meeting Committee – Richard Baker

## **Old Business**

- a.) Membership List – Still working on updating contact list.
- b.) Membership Drive
  - 1) Prospects – Governmental (22) & Financial organizations (25+)
- c.) Conflict of Interest Policy/Board Evaluation – Richard Baker
- d.) Communicating GPS meeting information to City and County Boards – Richard Baker

## **New Business**

- a.) GPS Orientation Packet for New Members – Working on Draft Document - Richard Baker
- b.) Economic Gardening Close out – Tom Willett
- c.) Staff Report – Tom Willett

## **Other items**

## **Next Board Meeting**

**May 20, 2016 – 10 AM –Mora City Hall, 101 Lake Street South, Mora, MN**

**GPS 45:93 Board meeting  
Meeting Minutes March 18, 2016**

The meeting was called to order by President Baker at 10:00 am at the St. Croix River Education building located in Rush City, Minnesota.

**In Attendance:**

- Richard Baker, President            Mille Lacs County
- Rebecca Perrotti, Vice Pres.        CMJTS
- Rick Olseen                            Congressman Nolan
- Carla Vita                                City of North Branch
- Tom Willett                              Staff
- Jolene Foss                                City of Princeton
- Nathan Johnson                        City of Pine City
- Sara Trieber                             MLCV
- Greg Anderson                        Isanti County Commissioner
- Robert Musgrove                       Pine County
- Sean Sullivan                            City of Isanti
- Brent Stavig                             Rush City High School
- Nancy Hoffman                        Chisago County HRA/EDA
- Joe Mulford                              Pine Tech and Community College
- Brad Brzezinski                        DEED
- Arik Forsman                            Minnesota Power
- Bob Voss                                 ECRDC
- Steve Jones                             Anoka Ramsey Community and Tech college
- Doyle Jelsing                            Kanabec EDA / Neighborhood National Bank

**Guests:**

Dave Wittwer    USDA, Rural Development - Area Specialist

**Introductions**

All those in attendance offered introductions and gave a brief report on items of interest in their community.

**Additions to / Approval of the Agenda**

A motion was made by Sean Sullivan and seconded by Robert Musgrove to approve the agenda. Motion carried unanimously.

## **Approval of Minutes**

Motion by Sean Sullivan and second by Robert Musgrove to approve the minutes of the February 26, 2016 Executive Committee meeting as presented. Motion carried unanimously.

## **Treasurer Report – Doyle Jelsing**

Doyle reported GPS 45:93 now has a PO Box. He stated this will create efficiencies and a consistent process for billing and other communications. One quote for the D&O Bond Insurance policy has been received. Motion was made by Robert Musgrove and seconded by Sean Sullivan to accept the financials as presented. Motion carried unanimously.

## **Presentations**

Dave Wittwer, Area Specialist with the USDA – Rural Development, presented an overview of the USDA Rural Development programs that are available in our area. Programs discussed included housing programs, rural business & cooperative programs, and community and utility services programs. Dave's office is in Cambridge, he encouraged interested individuals to contact him with questions or assistance regarding any of the programs. Highlights included additional options for lenders to offer customers who they cannot grant loans to, grant and low-interest loan programs for businesses to expand, innovate or make other changes.

## **Chair Report – Richard Baker**

Baker asked for members to continue bringing suggestions for presentations. Upcoming job fairs were mentioned – one is on April 26<sup>th</sup> at the Cambridge Armed Services Reserve Center and one in Mille Lacs County is on April 5<sup>th</sup>. Nathan Johnson discussed the importance and efforts to keep the website updated. Sara Trieber mentioned they are working on a housing resource website in her area that would serve as a "one-stop" resource for individuals to find housing resources/programs. The Equity Fund progress was discussed, the next step is to schedule meetings – we need to discuss the actual investment, how much, the details, and describe GPS. Baker then discussed the annual meeting committee – there was no report, just that initial discussions are immersing.

## **Old Business**

Regarding the Membership list, the need to update the contact lists was mentioned. Regarding the membership drive – forty cities are in the area, 32 are of the size their membership seems logical, however, ten are members thus there are 22 prospective cities in the area. It was estimated that there are also about 25 prospective financial institutions as well. A tiered membership fee schedule was discussed to assist smaller communities in participating. Economic development has been a large focus at the county levels, however, the general feeling was that this will trickle down to the cities. A membership committee was then developed with Sean Sullivan, Nancy Hoffman, Robert Musgrove, Doyle Jelsing and Robert Baker volunteering as members. There were no updates regarding the conflict of interest policy.

### **New Business**

Communication with city councils and county boards was discussed. Some members attend city and county meetings to verbally update them. The general consensus was that the minutes were sufficient and that they should be forwarded to these groups by the area's representative. Baker reported that the Minnesota Marketing Partnership dues were paid. Discussion followed regarding representation from GPS. Each county will have a representative. Sean Sullivan volunteered to represent Isanti county.

### **Staff Report**

Robert Musgrove and Nancy Hoffman will attend the next CVN meeting on April 15<sup>th</sup>. Update on economic gardening efforts to include discussion of prospective businesses.

### **Adjournment**

Carla Vita made a motion to adjourn; it was seconded by Nathan Johnson and approved unanimously.

Following the meeting the committee toured Plastech Corporation in Rush City.



Economic Development  
Association of Minnesota  
**Economic Development Association of Minnesota**  
**Board of Directors Meeting**  
1000 Westgate Dr., St. Paul, MN 55418  
April 27, 2016 – 10:00-12:00 P.M.

Agenda

- I. Call to Order – Rock-Hantge
- II. Check In – Rock- Hantge
- III. Review of Agenda – Rock- Hantge
- IV. Consent Agenda – Rock- Hantge
  - a. Approval of Board Minutes - March Meeting 2016 (in packet)
  - b. Approval of monthly statements (in packet)
- V. 2016 Work Plan – Rock- Hantge
- VI. Executive Committee Meeting Update - Rock- Hantge
- VII. Committee Report Action Items/Requests
  - a. PD Committee Succession Plan
  - b. CDFA – Approve Advisory Committee Members
    - i. Signed MOU attached
  - c. 50<sup>th</sup> Anniversary Task Force Update – Kienberger/Livgard-Barnett
  - d. MN Economic Development Foundation Update – Livgard-Barnett
- VIII. Adjourn

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**EDAM's Mission:**

To champion Economic Development in Minnesota through professional development, networking, and advocacy.

**EDAM's Vision:**

Be recognized as Minnesota's vibrant and professional member-driven Economic Development organization.



Economic Development  
Association of Minnesota

**Economic Development Association of Minnesota  
Board of Directors Meeting  
EDAM Offices  
March 30, 2016 – 10:00 A.M.-12:00 P.M.**

Minutes

**I. Call to Order**

President Christie Rock-Hantge called the meeting to order at 10:06 a.m.

Members in attendance included: President Christie Rock-Hantge, Past President Heidi Peper, First Vice President Adam Kienberger, Second Vice President Megan Barnett-Livgard, Sean Sullivan, Kim Lindquist, Erik Hansen, Matt Brown, Erin Sparks, Mark Vaux, and Tony Schertler.

Staff Present: Becca Rogers

Absent: Jeff Rossate, Trisha Rosenfeld

**II. Check In**

Board members each shared how they are feeling today.

**III. Review of Agenda**

No additions to the agenda.

**IV. Consent Agenda**

- a. Approval of Board Minutes – February 2016
- b. Approval of monthly financial statements

*There was a motion and second (Kienberger/Hansen) to approve the consent agenda as amended. The motion passed.*

**V. 2016 Work Plan**

The Board briefly reviewed the work plan and had the following updates:

- a. **Goal 1** - Barnett-Livgard reported that on an upcoming meeting with Craig Waldron to learn more about the E.D. certification at Hamline and potential ways to connect with students about EDAM.

**Action item:** Barnett-Livgard to send Sparks details on the meeting at Hamline.

- b. **Goal 2** – Brown reported that meetings with key legislators are being coordinated and tracked. Day at the Capitol was also successful.
- c. **Goal 3** –Sparks reported that the Spring Networking event has been cancelled, and the committee is seeking a partner for the Summer Networking event. The committee will also be calling the expired members on the non-renew list.

**VI. Executive Committee Meeting Update**

Rock-Hantge reported that the Executive Committee met with Rogers, as well as Ewald VP Association Management Darrin Hubbard, and VP Client Relations Bill Monn prior to the Board meeting to discuss concerns, expectations for the future, and plans to address the concerns. The group will meet on a quarterly basis as a way to proactively keep the communication lines open and continue a positive working relationship.

**Action Item:** Rogers to include recommended communication lines between staff, committees, and the Board in the recommended plans she sends to the Executive Committee.

**VII. Renaissance Zone Legislation Concept**

Vaux presented on the Renaissance Zone Legislation, noting that it may become a larger point of discussion for the 2017 legislative session. No action requested from the Board at this time.

**VIII. Committee Report Action Items/Requests**

**a. 50<sup>th</sup> Anniversary Taskforce**

Barnett-Livgard and Kienberger reported that the taskforce will be meeting directly following the Board meeting. The Winter Conference will be the kick off for the 50<sup>th</sup> Anniversary year. The Board agreed to allow unbudgeted funds to go towards the 50<sup>th</sup> Anniversary.

**Action item:** The taskforce will propose a plan and recommendations to the Board for the next meeting for the Board to approve.

Livgard shared an update regarding EDAM's social media plan.

**Action item:** Board members to send content/topics for tweets to Barnett-Livgard.

**b. CDFA Partnership**

Rock-Hantge reported on a recent meeting with CDFA regarding a potential partnership.

*There was a motion and second (Schertler/Lindquist) to move forward with a partnership and MOU with CDFA.*

**Action item:** Rock-Hantge to follow up with CDFA.

**IX. Review of Action Items**



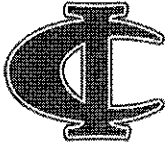
## **Business Advisory Committee**

Working Agenda  
February 25th, 2016

1. **Introductions & Thank You!! (5 minutes)**
  
2. **Purpose of meeting (1 minute)**
  - a. Purpose of committee
  - b. Context & current reality
    - i. Identify ideas for future consideration
  - c. Identify data needs
  - d. Meeting Format / Committee
  
3. **Purpose of the Committee (20 minutes)**

Draft Purpose Statement:

  - Through greater understanding of public educational systems, the Business Advisory Committee will:
    - Provide input and advice to Cambridge-Isanti Schools (Superintendent, Director of Teaching and Learning, etc.), helping the education of students be relevant in our world and in their lives.
    - Work to create partnerships with the local business community and our schools that will help achieve a relevant and meaningful education for Cambridge-Isanti students.
    - Assist Cambridge-Isanti Schools in the planning and implementation of relevant programs for students.
    - Help expose students to real perspectives of business leaders and provide them with experiences in careers, along with the path needed to enter those careers.
  
4. **Context and Current Reality (45 minutes)**
  
5. **Data Gathering (10 minutes)**
  
6. **Meeting Format / Committee (10 minutes)**
  
7. **Final Thoughts / Adjourn**



Cambridge-Isanti Schools  
Every Student, Every Day

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DISTRICT ADMINISTRATION

Dr. Ray Queener  
*Superintendent*

Greg Winter  
*Director of Teaching & Learning*

Kris Crocker  
*Director of Finance & Operations*

Julia Lines  
*Director of Administrative Services  
and Human Resources*

Dave Maurer  
*Director of Community Education*

Shawna Carpentier  
*Communications Coordinator*

Ray Spel  
*Technology Coordinator*

Pauline Bangma  
*Director of Rum River  
Special Education Coop*

January 19, 2016

Dear (Business Advisory Committee member)

We are inviting you to become a member of a new District Committee, the Business Advisory Committee. The purpose of the committee is to give guidance and input as we work to have the education of our students be relevant in our world and in their lives. The committee will assist Cambridge-Isanti Schools in the planning and implementation of relevant programs for students and will help expose students to real perspectives of business leaders and provide them with experiences in careers, along with the path needed to enter those careers.

A bit of history:

In February 2014 a group of over 30 community members and Cambridge-Isanti School representatives spent three days drafting a strategic plan for Cambridge-Isanti Schools. The group brought forth Belief Statements, a Mission, Parameters that we will work within, Objectives, which are the results that we are committed to achieving, Strategies, and Action Plans for each Strategy.

In August of 2014, this plan was approved by the school board.

Since that time, teams have met to build the steps and work needed for each Action Plan. The Strategy and Action Plan you are being invited to help with are:

Strategy IV: We will create and promote partnerships with parents and the community.

Action Plan 2. Education will always be current and relevant through input provided by a local business advisory committee.

You have been identified as a person or business member in our community that has the background and hopefully interest in being a member of this committee and helping with this important work.

SCHOOL BOARD

Timothy J Hitchings, *Chair*  
Gary Hawkins, *Vice Chair*  
Lynn Wedlund, *Clerk*  
Heidi Sprandel, *Treasurer*  
Jenni Caulk, *Director*  
Kyle Johnson, *Director*  
Darcy Winsor, *Director*

We invite you to attend our first meeting of the committee on February 25<sup>th</sup>, from 3:30 – 5:00 pm in Room 121B at the Education Service Center. At that meeting, we will explain in more detail the purpose and work of the committee, the total commitment of time you would make, and the timeline of meetings and important dates. The committee will more than likely meet monthly for the first few months as the group forms, with the goal of meeting quarterly once the committee is established.

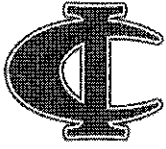
An Equal Opportunity Employer

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625A Main Street North, Cambridge, MN 55008

Phone 763-689-6188 Fax 763-689-6200

[www.cambridge.k12.mn.us](http://www.cambridge.k12.mn.us)



**Cambridge-Isanti Schools**  
**Every Student, Every Day**

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**DISTRICT ADMINISTRATION**

Dr. Ray Queener  
*Superintendent*

Greg Winter  
*Director of Teaching & Learning*

Kris Crocker  
*Director of Finance & Operations*

Julia Lines  
*Director of Administrative Services  
and Human Resources*

Dave Maurer  
*Director of Community Education*

Shawna Carpentier  
*Communications Coordinator*

Ray Spertl  
*Technology Coordinator*

Pauline Bangma  
*Director of Rum River  
Special Education Coop*

Please respond to Dr. Queener at 763-689-6201, [rqueener@c-ischools.org](mailto:rqueener@c-ischools.org), or Dave Maurer at 763-689-6220, [dmaurer@c-ischools.org](mailto:dmaurer@c-ischools.org). Please contact us with any questions you might have.

We have also enclosed an overview of the District's Strategic Plan. This is the framework within which we will be doing our work.

Thank you for considering being a member of this committee and helping us with this important work!

Sincerely,

Dr. Raymond Queener  
Superintendent

Dave Maurer  
Director of Community Education

Enclosed: Strategic plan overview

**SCHOOL BOARD**

Timothy J Hitchings, *Chair*  
Gary Hawkins, *Vice Chair*  
Lynn Wedlund, *Clerk*  
Heidi Sprandel, *Treasurer*  
Jenni Caulk, *Director*  
Kyle Johnson, *Director*  
Darcy Winsor, *Director*

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### **Economic Development Authority Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Modifications
2. Approval of Agenda
3. Approve Minutes of May 3, 2016 Regular Economic Development Authority Meeting
4. Update and Discussion on Progress of Hotel in Isanti
5. Other Business / Updates / Communications
  - a. Business Prospects/Projects
  - b. Mayor's Employer Celebration Day
  - c. ISD 911 Business Advisory Committee
  - d. NLX Steering Committee Update
  - e. IEDC Training
  - f. EDAM Summer Conference
  - g. 100-102 Dahlin
  - h. Housing Starts in 2016
  - i. Business Arrivals and Departures in Isanti 2016
6. Adjournment

**City of Isanti  
Economic Development Authority  
Regular Meeting Minutes of  
May 3, 2016  
Isanti City Hall**

**1. Call to Order**

The meeting was called to order by Economic Development Director Sullivan at 8:05 p.m.

**a. Pledge of Allegiance**

**b. Roll Call**

Commissioners Present: George Wimmer, Keith Dragisich, Dan Collison, Steve Lundeen, Paul Bergley and Tara Hallberg

Commissioners Absent:

Staff Present: Economic Development Director Sean Sullivan

**c. Agenda Modifications**

Economic Development Director Sullivan asked for Item 4.5 Consider Authorizing Letter of Support for JCF and MIF Funding be added to Agenda.

**2. Approval of Agenda**

Motion to approve Agenda with addition of Item 4.5 by Lundeen, second by Bergley, motion carried unanimously.

**3. Approve Minutes of April 5, 2016 Regular Economic Development Meeting**

Motion by Collison second by Lundeen to approve the minutes for April 5, 2016. Motion carried unanimously.

**4. Consider Economic Development Director Request for Training at IEDC Real Estate Development and Reuse Course**

Economic Development Director Sullivan presented the staff memo highlighting the great opportunity and cost savings of this course. He added this this opportunity was recent made available and he thought it beneficial to his professional development.

Motion by Lundeen, second by Collison to recommend to the Finance Committee to reallocate \$250 from EDA marketing 495 to Training 208 and t recommend registering for IEDC Course on May 19-20. Motion passed unanimously.

**4.5 Consider Authorizing Letter of Support for JCF and MIF Funding**

Economic Development Director Sullivan outlined the use of MIF and JCF in Isanti and that a letter offering support was recommended by Staff. The City Council authorized the same letter of support at the May 3 City Council Meeting.

Motion by Lundeen second by Bergley to authorize President Wimmer to sign Letter of Support for JCF and MIF on behalf of the EDA. Motion passed unanimously.

### **5. Other Business / Updates / Communications**

Economic Development Director Sullivan asked if there were any questions in regards to the staff memo and offered more detail on each item if requested.

Sullivan highlighted that the City is at 31 new single family housing permits and based on last year's pace we are halfway to the final projected total.

President Wimmer stated the projections call for 35 and it is very likely we will exceed that. He also indicated that J Robinson Construction, Inc. had built out their entire 33 unit development. President Wimmer indicated the review of construction plans for Allina were nearly complete and that construction would commence in the near future. He state that Representative Johnson was a supporter if JCF and MIF for the City of Isanti. Mayor Employer Celebration day on June 7, 2016.

Sullivan stated that Coborn's was present at East Central MN Job Fair.

President Wimmer stated the he, Economic Development Director Sullivan, and Commissioner Mike Warring of Junction Bowl collaborated to find a location for Coborn's to have its 3 week job fair in June.

- a. Business Prospects
- b. GPS 45:93
- c. EDAM
- d. East Central MN Job Fair
- e. Mayor's Employer Celebration Day
- f. ISD 911 Business Advisory Committee
- g. NLX Steering Committee Update
- h. 100- 102 Dahlin
- i. Housing Starts in 2016
- j. Business Arrivals and Departures in Isanti 2016

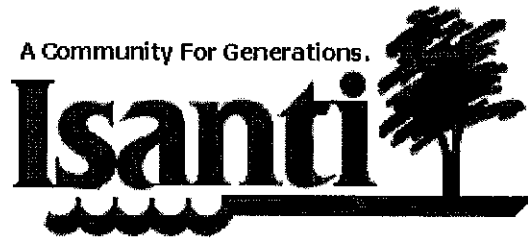
### **6. Adjournment**

Lundeen motioned, seconded by Bergley to adjourn at 8:18 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 3rd day of May, 2016.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director



## Request for EDA Direction

**To:** Economic Development Authority  
**From:** Sean M. Sullivan, Economic Development Director  
**Date:** June 7, 2016  
**Subject:** Update and Discussion on Progress of Hotel in Isanti

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### **Background:**

The City of Isanti received an updated hotel market study by IDM in early 2016. The study showed improvement to the market in Isanti and provided information helpful to potential investors. Staff has been working with a few potential investors, Brimark Builders and Cobblestone Hotels to try to put together the framework of a deal to present to the City for review. The project has ranged from 33 to 49 units and has always included a pool. At this point in time, interested investors have not provided a plan to the city to review and we are currently at a standstill. On June 1, 2016 the option held by Brimark Builders expired on the real estate being looked at for the project and it was not renewed. Brimark still has a good relationship with the landowner and feels another option could be obtained if a viable project warrants it. According to Brimark a viable plan would need to be in place by July 15, 2016 to allow for time to get the project to break ground by September 2016. The City has been working with Cobblestone/Brimark up to this point as they offer a full service approach to the development, operation and potentially capital raising components of the project. To date there is no project; only variable interest.

The City Council of the City of Isanti has been supportive of work by Staff and City Officials to devote time and effort to help bring a hotel project to Isanti. Venues such as Isanti Indoor Arena – Home of Rum River BMX and events held in this community serve as demand generators for a hotel project. To this point the City has maintained that this project would be driven by the private sector with support and potentially assistance (if demonstrated need is shown) from the City to get the deal done. Based on the inability to get significant movement on the project, Staff is looking for direction, or ideas on how to proceed and to devote resources to this project in the future.

### **EDA Action:**

Based on Discussion

## MEMO



**To:** Economic Development Authority  
**From:** Sean M. Sullivan, Economic Development Director  
**Date:** June 2, 2016  
**Subject:** Project Updates / Informational Items

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**Business Prospects/Projects:**

Coborn's Grocery Store – Construction underway. The project is anticipated to be complete late summer 2016 (August/September). The City Council approved the Site Plan for the 45,608 square foot project.

Allina Health Clinic – Allina Health has broken ground and construction is underway on the clinic. There will be a more formalized groundbreaking ceremony on June 9. Allina Health anticipates employment at that location to be between 25-35 people. The clinic should open sometime in the spring of 2017.

Hotel- Project at standstill.

Senior Memory Care – A site plan has been submitted and approved for a 24 unit Senior Memory Care Facility. Based on discussions with Developer Staff anticipates the project to break ground sometime in August of 2016.

101 Isanti Parkway – Staff has been working with Trans Mississippi Biological Supply to purchase the 4 remaining units at 101 Isanti Parkway a prospect that would like to utilize the City RLF to help with the purchase of the remaining 4 units in the building. The RLF Committee will be meeting next Thursday to review the proposal.

General - Staff has been contacted by other prospects but the discussions are preliminary in nature. Prospects include: commercial-retail, SFR residential, market rate apartments, restaurants, hospitality and industrial. Staff will continue to pursue options as they present themselves and will continue to work on business recruitment.

**Mayor's Employer Celebration Day** – Event to be held on June 7, 2016 11:30-1:00 at City Hall/ICC. At the time of this Memo 166 people had RSVP'd

**ISD 911 Business Advisory Committee** –Staff attended the meeting on May 24<sup>th</sup>. The focus of the meeting was to have representatives from the business community to comment and make suggestions to the 6 Key areas of Focus for the district.

**NLX Steering Committee Update** – No Updates.

**IEDC Training:** Economic development Director Sullivan completed his Real Estate Development and Reuse course by IEDC and received his certificate of completion. This course is part of the IEDC Economic Development Certification process.

**EDAM Summer Conference** – Staff will be out of the office from June 8-10 at the EDAM Summer Conference.

**100-102 Dahlin** – the City has executed a purchase agreement and anticipates closing on the property prior to June 29, 2016.

**Housing Starts in 2016:** As of June 1, 2016 there have been 38 single family housing permits picked up. The City is currently ahead of last year's pace. In 2015 the City saw 41 new single family housing permits pulled. 2015-16 were exceptional years for Isanti and more growth is projected in 2016 in this sector as well as market rate apartments and senior housing.

**Businesses Arrivals and Departures in Isanti 2016:** The City of Isanti is proud to recognize new businesses for choosing Isanti to be home in 2016. **Arrivals:** Twinkle Toes by Petra (103 Heritage Blvd NW), Nelson Massage Therapy (401 E Dual Blvd), Jung Do Sol TKD Club (4 Enterprise), Protection Security (901 E Dual Blvd) Joy-Us Cares (11 Heritage Blvd), HearSwell (33 Main St – Former Gental Dental) Leader Financial (404 Whiskey Road –recent purchase in process of buildout), Oakwood Insurance (404 Whiskey – Sharing space with Leader Financial), Bitzer Consulting (210 6<sup>th</sup> Avenue), Greater Midwest Realty (210 6<sup>th</sup> Avenue), Xcel Companies (101 Isanti Parkway), Ally Medical Supply (404 E Dual Blvd) **Departures include:** Stellar Enterprises (404 Whiskey Road), Eagles Crossing (2 Enterprise)



### **Economic Development Authority Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Modifications
2. Approval of Agenda
3. Approve Minutes of June 7, 2016 Regular Economic Development Authority Meeting
4. Consider Adoption of Resolution 2016-2 RESOLUTION ORGANIZING THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF ISANTI MINNESOTA
5. Hotel and Isanti Tourism Discussion
6. Other Business / Updates / Communications
  - a. Business Prospects/Projects
  - b. GPS 45:93
  - c. EDAM
  - d. NLX Steering Committee
  - e. CGI
  - f. 100-102 Dahlin
  - g. Housing Starts in 2016
  - h. Business Arrivals and Departures in Isanti 2016
7. Adjournment

**City of Isanti  
Economic Development Authority  
Regular Meeting Minutes of  
June 7, 2016  
Isanti City Hall**

**1. Call to Order**

The meeting was called to order by Economic Development Director Sullivan at 7:34 p.m.

**a. Pledge of Allegiance**

**b. Roll Call**

Commissioners Present: George Wimmer, Keith Dragisich, Dan Collison, Steve Lundeen, Ross Lorinser (Sworn in during Agenda Item 2.5) and Paul Bergley

Commissioners Absent: Tara Hallberg (Excused)

Staff Present: Economic Development Director Sean Sullivan

**c. Agenda Modifications**

President Wimmer asked for Item 2.5 Oath of Office for Ross Lorinser to be added to Agenda.

**2. Approval of Agenda**

Motion to approve Agenda with addition of Item 2.5 by Lundeen, second by Collison, motion carried unanimously.

**2.5. Oath of Office for Ross Lorinser**

Economic Development Director Sullivan administered the Oath of Office for Commissioner Lorinser.

Motion by Dragisich second by Lundeen to appoint Ross Lorinser Vice President of EDA, motion carried unanimously.

ED Director Sullivan stated he would bring back a Resolution to the next EDA meeting for adoption to amend officers for EDA.

**3. Approve Minutes of May 3, 2016 Regular Economic Development Meeting**

Motion by Lundeen second by Bergley to approve the minutes for May 3, 2016. Motion carried unanimously.

**4. Update and Discussion on Progress of Hotel**

Economic Development Director Sullivan outlined the staff memo which included the recent history regrading efforts to bring a Hotel to Isanti. He highlighted the favorable study and the method that staff had been using to get interest in the hotel and to attract investors. 33 and 49 unit concepts with a pool were outlined in the study with associated project and financing cost and potential rate on return investment. Sullivan indicated that the study showed market demand of 70-80 rooms.

President Wimmer gave more history regarding the City Council position on willingness and methods to use to help bring a Hotel to Isanti. The direction given to Council was to bring a finance package to the RLF Committee for review that showed the gap and a request for assistance for the project. He also stated the a discussion took place during 2016 Council Goal Setting and that there was not a strong appetite from the City Council for the City to be involved in long-term or majority ownership of the project. He did state that in order for the city to get a hotel he felt the City would have to be involved but the role might need to be larger

Discussion ensued.

Commissioner Dragisich asked if another approach that included a fitness component and restaurant component to the project. This approach would allow for additional revenue streams which could minimize risk for primary investors and also bring items that the community is asking for.

President Wimmer stated that he believes that a hotel will be built in the area in the next 2 years. He indicated the Isanti Indoor Arena bring a year round draw to Isanti and that it helps generate demand for rooms. He thought looking at adding additional components might be worth a shot.

Commissioner Lundeen indicated the he heard that Cambridge was looking to update their study.

Sullivan stated that a lodging tax would also be a revenue source to help offset City costs. The use of the funds are limited marketing and tourism of the city.

President Wimmer asked the EDA commissioners to voice their level of interest in expanding the City role (including ownership options) to bring a Hotel to Isanti. He said that that it is a philosophical discussion on whether the City should be involved in a project of this type.

Dragisich asked about engaging restaurant that have partners with hotels if they would have an interest in being a partner in hotel of Isanti.

Commissioner Lundeen stated the rooftops drive restaurant investment. We don't meet a lot of the demographic criteria needed to bring in restaurants.

Discussion ensued.

Commissioner Lorinser asked of the have been other City owned hotels.

Sullivan indicated he was aware of EDA owned hotels in tourist locations and that City owned hotels were not common.

Commissioner Lorinser asked how we would know if the study is legitimate and something to be trusted.

ED Director Sullivan stated the IDM did the objective study and that their reputation is attached to that study. That is why the City contracted with an objective party so we could get an honest opinion of the market conditions and chances for success.

Commissioner Lorinser asked about the city and taxpayer exposure to a hotel deal if the City had an ownership stake.

ED Director Sullivan stated that it depends on how it is structured. To date there is not a specific structure to review so exposure can't be analyzed. He asked if he was to explore options on how the city could be involved.

Commissioner Lundeen indicated that he didn't want to see a big tax increase due to a hotel project.

Discussion ensued.

There was discussion outlining hypothetical scenarios and how the City exposure or risk would be analyzed. Project scope limited room count to 49 or less. Discussion about city owned hotels ensued with Commissioner Collison referencing the Cedar Rapids version. Consensus was that a hotel is needed in Isanti but we must be cautious in the City Approach.

ED Director Sullivan stated the approach we are using right now is the safest as puts us in a position to evaluate a proposal before committing the City. He warned against negotiating against ourselves or putting our cards on the table first.

President Wimmer stated that he wanted to share on the upside of a project if the City is an owner in the project.

Sullivan asked the EDA to consider the following options or hybrids and to give direction:

- 1) Status Quo –Shop study and continue to ask for proposals
- 2) Explore partial City ownership and how it might look (50% or less), spend some money potentially to have Northland Securities to provide some opinion or guidance.
- 3) Seek TIF or Special legislation for project in 2017 session (spend money on lobbyist...)

Discussion ensued.

Motion by Lundeen, second by Collison to direct Economic development team to work with prospects that could include partial EDA ownership (incentives) and to bring proposals back for review and to work with Northland Securities to get a better definition on how partial city ownership might look and to raise the priority of this project. Motion carried unanimously.

## **5. Other Business / Updates / Communications**

- a. Business Prospects
- b. Mayor's Employer Celebration Day

- c. ISD 911 Business Advisory Committee
- d. NLX Steering Committee Update
- e. IEDC Training
- f. EDAM Summer Conference
- g. 100- 102 Dahlin
- h. Housing Starts in 2016
- i. Business Arrivals and Departures in Isanti 2016

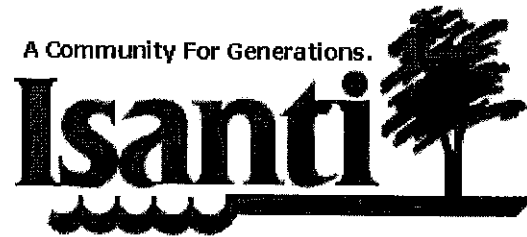
**6. Adjournment**

Lundeen motioned, seconded by Bergley to adjourn at 8:36 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 7th day of June, 2016.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director



## Request for EDA Direction

**To:** Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** July 5, 2016

**Subject:** Consider Adoption of Resolution 2016-2 RESOLUTION ORGANIZING THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF ISANTI MINNESOTA

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### Background:

At the June 7, 2016 Meeting, Council Member Ross Lorinser was sworn in as a Commissioner to the Economic Development Authority. Direction from the EDA was to appoint him to the role of Vice President of the EDA. Adoption of the attached resolution will appoint Commissioner Lorinser into the officer of Vice President for the City of Isanti EDA

### EDA Action:

- 1) Adoption of Resolution 2016-2 RESOLUTION ORGANIZING THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF ISANTI MINNESOTA

### Attachment:

- 1) 2016-2 RESOLUTION ORGANIZING THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF ISANTI MINNESOTA

**CITY OF ISANTI ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION 2016-2**

**RESOLUTION ORGANIZING THE ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF ISANTI MINNESOTA**

IT IS HEREBY RESOLVED by the Board of Commissioners (the "Board") of the Economic Development Authority of the City of Isanti Minnesota (the "EDA") as follows:

1. Recitals.

(a) On February 18, 2014 the City of Isanti Minnesota (the "City"), acting through its City Council, adopted a modified enabling resolution amending the membership of the governing body of the EDA pursuant to Minnesota Statutes, Sections 469.090 through 469.108 and the EDA adopted its Bylaws on March 4, 2014 incorporating changes to the membership structure and meeting times and dates.

(b) The Board wishes to provide for the basic organization of the EDA, including appointment of officers.

2. Appointment of Officers. The Board hereby appoints and approves the following officers of the Economic Development Authority:

President	George Wimmer
Vice-President	Ross Lorinser
President Pro-Tem	Keith Dragisich
Secretary	Sean Sullivan, Economic Development Director
Treasurer	Acting City of Isanti Finance Director

The President shall be the chief presiding officer of the Board and shall have such other responsibilities as may be required by law or conferred on the President by resolution of the Board. In the absence of the President, the Vice-President shall assume all of said responsibilities of the President. The offices of President, Vice President, Treasurer, and Secretary shall be elected annually, as required by law. The Secretary shall act as the chief recording officer for the Board and shall maintain a file of minutes of Board meetings and resolutions.

In accordance with Minnesota Statutes, Section 469.096, Subdivision 8, all checks of the EDA shall be signed by the Treasurer shall state the nature of the claim for which the check is issued. As required by law, the EDA shall adopt an official seal.

Regular Meetings of the Board. The Board shall hold regular meetings immediately following the 1<sup>st</sup> City Council Meeting on the 1<sup>st</sup> Tuesday of every month at Isanti City Hall. In the event that the 1<sup>st</sup> City Council Meeting of the month is moved due to a conflict (e.g. Election Day or precinct caucuses) the Authority meeting date will move to the same day as the 1<sup>st</sup> City Council Meeting of the month. The Board's regular meetings shall be held at such times as the Board may designate. For 2016, the following meeting dates are attached on Exhibit A:

3. Bylaws. A copy of the EDA Bylaws adopted on March 4, 2014 are attached hereto on Exhibit B. No amendments to the Bylaws are being presented for adoption at this time.

The following Commissioners were present: \_\_\_\_\_

and the following were absent: \_\_\_\_\_

The motion for the adoption of the foregoing resolution was introduced by Commissioner \_\_\_\_\_ and was duly seconded by Commissioner \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_

and the following voted against the same: \_\_\_\_\_

whereupon the resolution was declared duly passed and adopted and was signed by the President and Secretary.

Adopted by the Board of Commissioners on July 5, 2016.

By \_\_\_\_\_  
President

Attest \_\_\_\_\_  
Secretary

Official Seal

## **Exhibit A**

### **2016 ECONOMIC DEVELOPMENT AUTHORITY MEETING SCHEDULE**

The Economic Development Authority shall hold regular meetings immediately following the 1<sup>st</sup> 7:00 p.m. City Council Meeting on the 1<sup>st</sup> Tuesday of every month at Isanti City Hall. All meetings are held at Isanti City Hall at 110 1<sup>st</sup> Avenue NW, Isanti, MN 55040 in the City Council Chambers. The 2016 scheduled meeting dates are below:

January 5, 2016

February 2, 2016

March 2, 2016 (Wed.)

April 5, 2016

May 3, 2016

June 7, 2016

July 5, 2016

August 3, 2016 (Wed.)

September 6, 2016

October 4, 2016

November 1, 2016

December 6, 2016

**BYLAWS OF THE ISANTI  
ECONOMIC DEVELOPMENT AUTHORITY**

**ARTICLE 1 - THE AUTHORITY**

**Section 1. Name of Authority.** The name of the Authority shall be the "City of Isanti Economic Development Authority" (hereinafter the "Authority"), and its governing body shall be called the Board of Commissioners (hereinafter, the "Board").

**Section 2. Seal of Authority.** The Authority shall have an official seal, as required by Minnesota Statutes, Section 469.096, Subdivision 1. That seal shall be the seal of the City of Isanti Economic Development Authority attached hereto as Exhibit A-1.

**Section 3. Office of Authority.** The principal office of the Authority shall be at Isanti City Hall, 110 First Avenue NW, PO Box 428, Isanti, MN 55040 - 0428.

**ARTICLE 2 - ORGANIZATION**

**Section 1. Officers.** The officers of the Authority shall be a President, Vice President, Secretary, Treasurer. The President, Vice President, Secretary, Treasurer shall be elected each year at the annual meeting. No Commissioner may serve as President and Vice President at the same time. The offices of Secretary and Treasurer need not be held by a Commissioner.

**Section 2. President.** The President shall preside at all meetings of the Board. Except as otherwise authorized by Board resolution, the President and the Executive Director (the Vice President in either officers absence or incapacity) shall sign all contracts, deeds, and other instruments made or executed by the Authority. At each meeting, the President shall submit such recommendations and information as considered proper concerning the business affairs and policies of the Authority.

**Section 3. Vice President.** The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the Board selects a new President.

**Section 4. President Pro-Tem.** In the event of the absence or inability of the President and Vice President to preside at any meeting, the Board may appoint any remaining Commissioner as the President Pro-Tem to preside at such meeting.

**Section 5. Secretary.** The Secretary shall keep or cause to be kept minutes of all Board meetings and shall maintain or cause to be maintained all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

**Section 6. Treasurer.** The Treasurer shall serve as a signatory of the Authority only. The actual books of the Authority shall be maintained by the Finance Department of the City of Isanti.

**Section 7. Executive Director.** The Executive Director shall be designated from time to time by the Authority, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe. The Executive Director shall serve at the pleasure of the Board.

**Section 8. Advisory Committees.** The Authority may by resolution establish one or more committees which are advisory to the Authority.

**Section 9. Ex-Officio Board Members.** The Authority shall be empowered to appoint up to two Ex-Officio members to the Authority for the purpose of advising the board. Said members shall not have voting rights and shall be appointed annually to one year terms.

**Section 10. Vacancies.** Should an office become vacant for any reason, the Board shall elect a successor from its membership at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer.

**Section 11. Unexcused Absences.**

Absence by any Commissioner from any three meetings in a twelve (12) month period, unless excused in advance by the Chair, constitutes a vacancy. In the event of any vacancy, the Mayor with the approval of the City Council shall appoint a person to complete the unexpired term"; and

**Section 12. Board Composition.**

The EDA's governing body (Board of Commissioners) shall consist of a total of Seven (7) Commissioners, Five (5) of which shall be members of the City Council. All Commissioners shall be appointed by the Mayor with the approval of the City Council. The terms for those appointed shall be for six-years, except that City Council members shall be appointed annually. A vacancy is created whenever a sitting member leaves the Board. The EDA has all powers and duties set forth in Section 469.090 to 469.108 of the Act and other law, except as limited by this resolution.

The Board of Commissioners shall be composed of adults 18 years or older that live within the City limits of the City of Isanti; own a business within the City of Isanti; and / or have a significant management role in running a business in the City of Isanti that gives them insight on the role of economic development in the City, overall community and business environment, or shall be members of the City Council of the City of Isanti.

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### ARTICLE 3 - MEETINGS

**Section 1. Regular Meetings.** The Board shall hold regular meetings at 7:30 p.m. or immediately following the 1<sup>st</sup> City Council Meeting on the 1<sup>st</sup> Tuesday of every month at Isanti City Hall. In the event that the 1<sup>st</sup> City Council Meeting of the month is moved due to a conflict (e.g. Election Day or precinct caucuses) the Authority meeting date will move to the same day as the 1<sup>st</sup> City Council Meeting of the month.

**Section 2. Special Meetings.** Special Board meetings may be called by the President, the Executive Director, or any two Board members. The Special Board Meeting shall be posted and/or publish notice of a special meeting as required by law. No other business other than that indicated on the posted notice shall be discussed at a special meeting.

**Section 3. Annual Meeting.** The annual meeting of the EDA Board shall be the first regular meeting of each year.

**Section 4. Quorum.** A quorum of the Board shall consist of a majority of total members of the board. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Authority.

**Section 5. Adoption of Resolutions.** Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions need not be read aloud prior to a vote taken thereon and final execution upon passage.

**Section 6. Rules of Order.** Board meetings shall be governed by the most recent edition of Robert's Rules of Order.

### ARTICLE 4 - MISCELLANEOUS

**Section 1. Fiscal Year.** The fiscal year of the Authority shall coincide with the fiscal year of the City of Isanti.

**Section 2. Treasurer's Bond.** The Secretary and Treasurer shall not be required to be bonded. The City Treasurer and the members of the Finance Department shall be bonded.

**Section 3. Financial Statement.** The Authority's books shall be audited in conjunction with the City of Isanti's annual audit.

**Section 4. Report to the City.** The Authority shall annually meet and report to the Isanti City Council to inform and coordinate regarding the goals of the community.

**Section 5. Budget to City.** The Authority shall annually send its budget to the City Council, whose budget includes a written estimate of the amount of money needed by the Authority from the City in

order for the Authority to conduct business during the upcoming fiscal year. The Authority shall comply with all City budgeting timelines.


**Section 6. Employees.** The Authority may select and recommend for employment to the City Council employees as it may require and determine their duties, qualifications, and compensation in accordance with the budget.

**Section 7. Services.** The Authority may contract for the services of consultants, agents, public accountants, and others as needed to perform its duties and exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority. These contracts for service must be in accordance with the budget as approved by the City Council.

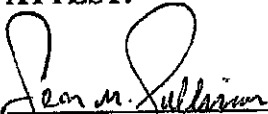
**Section 8. Supplies, Purchasing, Facilities, and Services.** The Authority may purchase the supplies and materials it needs in accordance with the budget. The Authority may use the facilities of the City's purchasing department. The City may furnish offices, structures, and space, stenographic, clerical, engineering, and other assistance to the Authority.

**Section 9. Expenditures.** The Authority purchases, shall be paid by check, issued by the Finance Department and signed by authorized signatories of the City of Isanti.

Approved by the Isanti Economic Development Authority this 4th day of March 2014.

  
\_\_\_\_\_  
Board President

**ATTEST:**

  
\_\_\_\_\_  
Board Secretary

**Exhibit A-1**

**Form of Official Seal**





## Request for EDA Direction

**To:** Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** July 5, 2016

**Subject:** Hotel and Isanti Tourism Discussion

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### Hotel Research Update

Staff gave a progress report on the efforts to bring a hotel to the City of Isanti at the June 7, 2016 EDA meeting. The EDA directed Economic Development Director to continue working to bring a hotel to Isanti and to conduct some research on other hotels that have had some City involvement. In addition, Staff was directed to begin research on what an ownership structure might look like and the potential risks might be. Economic Development Intern, Katie Skalicky will be present to discuss the research findings on hotel project with City involvement. The gathering of information on the ownership structure of a hotel project is on hold due to the fact that the City Development Attorney has retired and a RFP process will begin to fill that role. Staff is looking for feedback and continued direction moving forward.

### Survey of Local Community Events, Tourism and Economic Impact

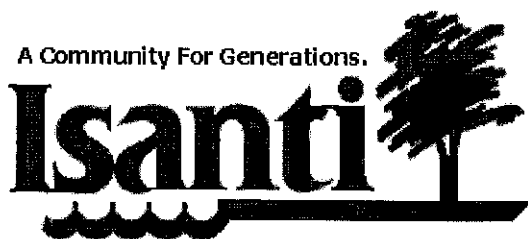
Another item for discussion is the City involvement in gathering information that will help in the effort to understand our local economy better and to provide data supportive development of a hotel. Staff is working on a sample survey and will be looking for feedback and direction. This survey is being done to supplement an effort by Rum River BMX to gather market data specific to their events and to dig deeper.

### Support from North 65 Chamber of Commerce for Hotel in Isanti

Staff and City Officials has asked the North 65 Area Chamber to consider writing a letter of support to bring more lodging to the City of Isanti. President Wimmer will elaborate on the discussion with the North 65 Area Chamber of Commerce. Based on Discussion staff will be looking for feedback and direction.

**EDA Action:**  
Based on Discussion

## MEMO



**To:** Economic Development Authority  
**From:** Sean M. Sullivan, Economic Development Director  
**Date:** June 30, 2016  
**Subject:** Project Updates / Informational Items

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**Business Prospects/Projects:**

Coborn's Grocery Store – Construction underway. The project is anticipated to be complete late summer 2016 (August/September). The City Council approved the Site Plan for the 45,608 square foot project.

Allina Health Clinic – Construction is underway on the clinic. Allina Health anticipates employment at that location to be between 25-35 people. The clinic should open sometime in the spring of 2017.

Hotel- Project at standstill.

Senior Memory Care – A site plan has been submitted and approved for a 24 unit Senior Memory Care Facility. Based on discussions with Developer Staff anticipates the project to break ground sometime in August of 2016.

101 Isanti Parkway – Trans Mississippi Biological supply purchase 2 units at 101 Isanti Parkway, They plan on closing on the remaining 2 units in September 2016.

General - Staff has been contacted by other prospects but the discussions are preliminary in nature. Prospects include: commercial-retail, SFR residential, market rate apartments, restaurants, hospitality and industrial. Staff will continue to pursue options as they present themselves and will continue to work on business recruitment.

**GPS 45:93** – Attached is the Agenda and Minutes from the last meeting.

**EDAM** –Attached is the Agenda and Minutes from the last meeting

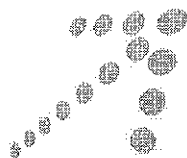
**NLX Steering Committee Update** – Attached are the minutes from the last meeting.

**CGI:** Economic development Director Sullivan is coordinating the project which will be video on July 7 and 8.

**100-102 Dahlin** – The city closed on the property on June 22, 2016. All tenants are gone, building is secured and power has been cut from the building. Staff is in the process of getting quotes for demolition and asbestos abatement.

**Housing Starts in 2016:** As of June 30, 2016 there have been 43 single family housing permits picked up. The City is currently ahead of last year's pace. In 2015 the City saw 41 new single family housing permits pulled. 2015-16 were exceptional years for Isanti and more growth is projected in 2016 in this sector as well as market rate apartments and senior housing.

**Businesses Arrivals and Departures in Isanti 2016:** The City of Isanti is proud to recognize new businesses for choosing Isanti to be home in 2016. **Arrivals:** Twinkle Toes by Petra (103 Heritage Blvd NW), Nelson Massage Therapy (401 E Dual Blvd), Jung Do Sol TKD Club (4 Enterprise), Protection Security (901 E Dual Blvd) Joy-Us Cares (11 Heritage Blvd), HearSwell (33 Main St – Former Gental Dental) Leader Financial (404 Whiskey Road), Oakwood Insurance (404 Whiskey – Sharing space with Leader Financial), Bitzer Consulting (210 6<sup>th</sup> Avenue), Greater Midwest Realty (210 6<sup>th</sup> Avenue), Xcel Companies (101 Isanti Parkway), Ally Medical Supply (404 E Dual Blvd), SOCA (401 E Dual Mall), MN Care Partners (401 E Dual Mall) **Departures include:** Stellar Enterprises (404 Whiskey Road), Eagles Crossing (2 Enterprise)



**GPS::45::93**  
YOUR POINT OF OPPORTUNITY.

**Board of Directors Meeting**  
**Friday June 24, 2016**  
**North Branch City Hall, 6408 Elm St., North Branch, MN**  
**10:00 a.m. - 12:00 p.m.**  
**12:15-1:30 p.m. - Tour of The Bindery**  
**39929 Grand Ave, North Branch, MN 55056**

**Introductions** (and what's new?)

**Additions to the Agenda**

**Approval of Agenda**

**Approval of Minutes**

- a.) May 20, 2016 Board of Directors Meeting Minutes

**Treasurer Report – Doyle Jelsing**

- a.) P&L Statement / Details
- b.) Membership Dues Billing
- c.) Cash Flow / Budget
- d.) Economic Gardening/FAM Tour – Financial Report
- e.) 990 Tax Form – Extension applied for and approved. CPA is working on it.

**Presentations**

- a.) None do to tour

**Chair Report – Richard Baker**

- a.) See attached Chair Report with updates on various agenda items.

**Committee Reports**

- a.) Workforce – ?
- b.) Marketing/Website – Sean Sullivan ?
- c.) Housing – Lezlie Sauter
- d.) Equity Fund – Sara Treiber
- e.) Annual Meeting Committee – Richard Baker/Nancy Hoffman

**Old Business**

- a.) Membership List – Still working on updating contact list.
- b.) Membership Drive – "Top 10 Hit List" / Pro rated dues for rest of 2016 – Tom Willett
- c.) Conflict of Interest Policy/Board Evaluation – Richard Baker
- d.) GPS Orientation Package for New Members – Richard Baker

## **New Business**

- a.) Economic Gardening Program (close out Initiative Foundation grant and transfer balance of donated funds)
- b.) Letter of Support for CLC SBDC renewal of opporations
- c.) Future grant submission(s) (IF?) – Tom Willett
  - a. 2017 Economic Gardening
  - b. Membership capacity Building
  - c. ??? (Suggestions? Any Programs we want to do?)
- d.) Staff Report – Tom Willett

## **Other items**

## **Next Board Meeting**

**July 22, 2016 – 10 AM – City of Cambridge – Stan Gustafson host  
Cambridge City Hall  
300 3<sup>rd</sup> Avenue NE  
Cambridge**

**GPS 45:93 Board of Directors  
Meeting Minutes**

**May 20, 2016**

The meeting was called to order by Treasurer Jelsing at 10:05 am at Mora City Hall, located at 101 Lake Street S., Mora, MN 55051.

**In attendance:**

- Caroline Nerhus                      Adult Basic Education
- Brent Nelson                           Mora High School
- Sally Welsh                           Pine Tech & Community College
- Sara Treiber                           Mille Lacs Corporate Ventures
- Sandy Voigt                           Region 5 Development Commission
- Tom Willett                           Staff
- Brent Stavig                           Rush City High School
- Doyle Jelsing                           Kanabec County EDA / Neighborhood National Bank
- Nathan Johnson                       City of Pine City
- Rick Olseen                           Congressman Nolan's office
- Mark Perry                           City of Hinckley
- Diane Anderson-Sibley               Anoka Ramsey / Anoka Tech
- Carla Vita                           City of North Branch
- Robert Musgrove                       Pine County
- Sean Stevens                           Lakes & Pines CAC
- Beth Thorp                           City of Mora

**Introductions & Local Updates**

All those in attendance offered introductions and activity updates.

**Additions to / Approval of the Agenda**

No additions were made to the agenda. Motion by Perry, second by Musgrove to approve the agenda as presented. All voted and the motion carried unanimously.

**Approval of Minutes**

Motion by Johnson, second by Musgrove to approve the April 22, 2016 meeting minutes with the correct spelling of Becky Lourey's name. All voted and the motion carried unanimously.

**Treasurer's Report – Doyle Jelsing**

Jelsing provided a Profit & Loss Statement and a review of membership dues. Motion by Musgrove, second by Anderson-Sibley to accept the Treasurer's Report. All voted and the motion carried unanimously.

Jelsing provided a financial report for the Economic Gardening and FAM Tour projects. Jelsing stated that GPS 45:93 currently has \$2,730 remaining for future FAM Tour activities and approximately \$3,600 remaining for Economic Gardening activities.

Jelsing stated that the board should take further action on the issue of a fiduciary bond and D & O and general liability insurance, replacing action that was taken by the board at the April 22, 2016 meeting. Motion by Vita, second by Musgrove to have \$50,000 insurance coverage for \$200 / year in premiums through Town & Country Insurance of Mora. All voted and the motion carried unanimously.

Jelsing presented a letter from the Office of the Attorney General pertaining to the registration and reporting process for charitable organizations and trusts. Jelsing stated that the letter was forwarded to the accountant on May 13, 2016.

### **Presentations**

Sally Welsh of Pine Tech & Community College was present to provide an update on the Rural Information Technology Alliance (RITA) grant, including information on: a testing center located on the Pine Tech campus, a career center to assist students, a state of the art lab, and new programs and instructors.

### **Chair Report – Doyle Jelsing on behalf of Richard Baker**

Jelsing presented President Baker's report, highlighting a legislative letter of support for continued funding of the Minnesota Investment Fund and Job Creation Fund.

### **Committee Reports**

Workforce. Anderson-Sibley reviewed current committee activities and Nerhus provided flyers for a welding program. Anderson-Sibley reported that the committee will need to select a new chair due to the fact that she is resigning her position with Anoka Ramsey / Anoka Tech.

Marketing / Website. Johnson reported that the committee met with BizzyWeb to review website possibilities, using a WordPress format. BizzyWeb will provide a proposal for the board's consideration.

Housing. Treiber reported on current housing related grant projects throughout the region, stated that the committee is working on a new logo and website development, and provided ECHO meeting minutes.

Equity Fund. Treiber reviewed details of the three recent community meetings held on May 12, 2016, stating that they received a good response / turn-out. Jelsing and Musgrove, who attended meetings in their respective counties, also provided details of

the meetings. The committee will meet soon to review next steps and follow up with meeting attendees.

Annual Meeting. Johnson stated that the committee is currently working on plans for the annual meeting, suggesting that it will be a fall meeting with a barbeque at the Fur Post. The board discussed ideas for speakers.

#### **Old Business**

Jelsing stated that the Conflict of Interest Policy / Board Evaluation and GPS Orientation Package for New Members are currently in progress. Jelsing thanked Johnson for updating the committee list.

#### **New Business**

The board discussed becoming a member of the Economic Development Association of Minnesota (EDAM). Board members discussed benefits and opportunities of membership. Motion by Musgrove, second by Johnson to join EDAM as a single entity member for \$250. All voted and the motion carried unanimously.

Willett reviewed the issue of domain name renewal, requesting approval to renew GPS 45:93's domain name. Board members discussed timing and cost. Motion by Johnson, second by Perry to authorize Willett to renew the organization's domain name at a cost not to exceed \$50 for three years.

Willett provided his staff report, stating that he is finishing up with the five CEO's involved in the Economic Gardening program and that he has cleaned up the prospect list.

#### **Other Items**

None.

#### **Next Executive Committee Meeting**

The next meeting will be held on June 24, 2016 at North Branch City Hall – 6408 Elm Street, North Branch, MN.

#### **Adjourn**

Motion by Musgrove, second by Anderson-Sibley to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 12:02 pm.

Meeting minutes prepared by Beth Thorp, City of Mora.



6.c.

Economic Development  
Association of Minnesota

**Economic Development Association of Minnesota  
Board of Directors Meeting  
1000 Westgate Dr., St. Paul, MN 55418  
June 29, 2016 – 10:00-12:00 P.M.**

Agenda

- I. Call to Order – Rock-Hantge
- II. Check In – Rock- Hantge
- III. Review of Agenda – Rock- Hantge
- IV. Consent Agenda – Rock- Hantge
  - a. Approval of Board Minutes - May Meeting 2016 (in packet)
  - b. Approval of monthly statements (in packet)
- V. 2016 Work Plan – Rock- Hantge (in packet)
- VI. Review and Approve 2017 Sponsorship/Advertising Opportunities (2016 prospectus in packet)
  - a. Conference Sponsorships
  - b. Web/Directory/Newsletter Advertising
  - c. 50<sup>th</sup> Anniversary Sponsorships
- VII. 50th Anniversary Award – Rock-Hantge
- VIII. Finance & Commerce Top Projects Partnership Request –Rock-Hantge (info in packet)
- IX. Committee Report Action Items/Requests
  - a. 2016 Board Retreat Update – Rock-Hantge
    - i. Venue Options
  - b. Professional Development
    - i. 2018 Summer Conference Location
    - ii. Discussion RE: Event Cancellation and Postponement Decisions
    - iii. Review of Sub Committee Structure
- X. Review Action Items - Rogers
- XI. Adjourn

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**EDAM's Mission:**

To champion Economic Development in Minnesota through professional development, networking, and advocacy.

**EDAM's Vision:**

Be recognized as Minnesota's vibrant and professional member-driven Economic Development organization.



Economic Development  
Association of Minnesota

**Economic Development Association of Minnesota  
Board of Directors Meeting  
EDAM Offices  
May 25, 2016 – 10:00 A.M.-12:00 P.M.**

Minutes

**I. Call to Order**

President Christie Rock-Hantge called the meeting to order at 10:08 a.m.

Members in attendance included: President Christie Rock-Hantge, Past President Heidi Peper, First Vice President Adam Kienberger, Matt Brown, Erin Sparks, Mark Vaux (via phone), Trisha Rosenfeld (via phone), Tony Schertler, and Jeff Rossate.

Staff Present: Becca Rogers

Absent: Second Vice President Megan Barnett-Livgard, Kim Lindquist, Erik Hansen, Sean Sullivan,

**II. Check In**

Board members each shared how they are feeling today.

**III. Review of Agenda**

The Board decided to add a Member Services Committee update to item VI.

**IV. Consent Agenda**

- a. Approval of Board Minutes – March Meeting 2016
- b. Approval of monthly financial statements

*There was a motion and second (Kienberger/Peper) to approve the consent agenda. The motion passed.*

**V. 2016 Work Plan**

Rosenfeld gave a brief update from the PD Committee on Summer Conference attendee numbers.

The Board briefly reviewed the work plan and had the following updates:

- a. **Goal 2** – Brown reported that the Governor's office called EDAM to ask for their support in contacting legislators to comment on the change of the TIF and JCF funds . That call speaks to EDAM's elevated visibility and recognition as a resource/partner. Brown reported that the

committee did connect with 18 legislators. Although it's 2 short of their goal, this is the largest amount of connections EDAM has ever made.

- b. **Goal 3** –Sparks reported that the committee has created a New Member Program to welcome new members and better engage them throughout the year. The committee is also planning to work with the Marketing & Communications Committee to announce/welcome new members in the weekly eblast and latest news. The August Networking Event will be in conjunction with the CDFA Roundtable event on August 25<sup>th</sup>.
- c. **Goal 4** – Kienberger reported that the committee will be meeting this afternoon. In regards to item 4.d., the committee will be recruiting additional members again as several have had to step down.

## VI. Committee Report Action Items/Requests

### a. 2016 Board Retreat Update – Rock-Hantge

#### i. Vote re: Sertich Contract (in packet)

*There was a motion and second (Schertler/Rock-Hantge) to approve the contract with Joe Sertich. The motion passed.*

**ACTION ITEM:** Rock-Hantge to confirm the date and contract with Sertich.

**ACTION ITEM:** Rogers to send a check to Joe with the signed contract.

#### ii. Finalize Retreat Date

*There was a motion and second (Sparks/Kienberger) to hold the Board Retreat on October 12<sup>th</sup>. The motion passed.*

**ACTION ITEM:** Rogers to propose several location options for the retreat.

### b. 50<sup>th</sup> Anniversary Task Force Update

Kienberger reported that the committee has been making headway on the plans. Branded post-it notes and a banner have been created for a booth at the Summer Conference. A form will be created on the website for members to submit stories from the past 50 years to be featured during the Anniversary year. Kienberger and Barnett-Livgard will present the form to attendees at the Summer Conference.

Additional discussion will be had in the near future regarding potential additional award categories for 2017.

### c. Member Services Committee Update/Request

Sparks reported that the committee would like to host the networking event at Day Block Brewing Co. if CDFA finalizes The Depot as the location for their roundtables.

*There was a motion and second (Schertler/Rock-Hantge) to increase the budget from \$1,000 to \$2,000 for the Networking Event. The motion passed.*

**d. Summer Conference Round Table Request**

The PD Committee Chairs requested that 8 Board members volunteer to facilitate the discussions during the Round Table sessions (10:15-11:00 and 11:30-12:30)

The following Board members have volunteered so far:

Adam Kienberger  
Matt Brown  
Heidi Peper  
Erin Sparks  
Trisha Rosenfeld  
Mark Vaux  
Christie Rock-Hantge

The volunteers will meet 10min prior to the start of the session to review and select topics.

**VII. Review Action Items - Rogers**

Rogers reviewed the action items with the Board.

Rossate gave an update on DEED and the impact of the legislative session. Overall, budgets were significantly cut.

**VIII. Adjourn**

*There was a motion and second (Kienberger/Rossate) to adjourn. The motion passed.*

**Minutes**  
**Northern Lights Express Project Management Oversight**  
**Steering Committee Meeting**  
**June 14, 2016 – 1:00 PM to 3:00 PM (CDT)**  
**MnDOT Central Office Room 120B**

**Participants:** Francis Loetterle – Minnesota Department of Transportation (MnDOT)  
 Garneth Peterson – MnDOT  
 Dave Seykora – MnDOT  
 Dean Michalko – MnDOT  
 Gina Mitteco – MnDOT  
 Tori Nill – MnDOT  
 Mary McFarland – MnDOT  
 Jill Brown – NLX Alliance  
 Bob Manzoline – NLX Alliance  
 Dick Rogers – Amtrak  
 Jason Serck – City of Superior  
 Stan Gustafson – City of Cambridge  
 Grant Fernelius – City of Coon Rapids  
 Melanie Johnson – Quandel Consultants  
 Jeanne Witzig – Kimley Horn  
 Joy Miciano – Zan Associates  
 Alex Magee – Zan Associates

#### **Railroad Coordination**

Francis reported that Dick Rogers, who works for Amtrak in Chicago, will now be part of the NLX Steering Committee meetings. The NLX team met with Amtrak last month to bring them up to speed on the project. Amtrak will become more involved as the project moves forward.

Charlie Quandel has spoken regularly with DJ Mitchell to maintain ongoing coordination with BNSF. BNSF is still working with the RTC model. Francis noted there will need to be adjustments to the operating assumptions. The NLX team has asked for a meeting in Dallas/Fort Worth to discuss these issues with BNSF but they are not ready for further discussions at this time.

Francis noted the team is also working with BNSF to gain access to the right-of-way for environmental resource staff to complete their work. Previously, staff were able to access BNSF property fairly easily but the procedures for getting on their property have been modified and are now quite stringent. Quandel is working on understanding those policies and will assist subconsultants with completing the necessary paperwork and training.

#### **Interagency Coordination**

Francis noted that the NLX team continues to coordinate with the Metropolitan Council on BNSF-related issues. The main objective is to keep BNSF from playing the two projects off on each other, as this seemed to be an issue early on.



Tori Nill noted the Metropolitan Council knows that MnDOT is a good partner in coordinating with them and it has been a great relationship to date. Francis added that the NLX team feels that some of the slow movement from BNSF is related to the results of the Minnesota legislature. There was hope that after the legislative session ended, coordination would speed up. However, since there may need to be a special session, it is not known yet how that will affect on-going coordination with BNSF.

Bob Manzoline noted that BNSF may already see that no funds were appropriated for passenger rail/LRT. Bob commented that BNSF receives requests from all over the country and it is possible that they will put their resources where there is more of a foreseeable outcome. Francis responded that the NLX team will continue to work with BSNF on the RTC model and will focus on getting environmental staff on BNSF property to complete their work.

#### **Financial Planning Consultant – SDG**

Francis noted that SDG remains on hold. They will complete work on the financial plan which will begin later this year. They do not have any work directly related to NLX at this time.

#### **Environmental Consultant – HNTB**

Garneth reported the environmental team has been working the last few months to get ready for field work. The team has held agency meetings and internal meetings with MnDOT staff to communicate with the resource team. Additionally, letters have been prepared for consultation with tribes and cooperating agencies. These letters are scheduled to go out in approximately one-two weeks. Quandel provided an environmental mapping package which shows the area of disturbance throughout the corridor. The team now has a good picture of the corridor area that needs to be studied in the field. The area of disturbance is mapped conservatively to ensure that adequate area has been evaluated in case of minor changes.

Field work is anticipated to begin this week. Since there is a long process for getting access to BNSF property, the team will begin fieldwork from public right-of-way. Garneth commented that a press release and letter were sent out to notify the public and local law enforcement of field work. Field staff will have letters on hand explaining the project and their work, which they can provide to anyone with questions. Francis noted he sent an email to the Steering Committee yesterday to provide them with a heads up.

Garneth noted that while field work occurs, other environmental staff will work on portions of the EA document. The annotated outline and purpose and need are underway. These two items are part of the initial stages to prepare for the EA.

Francis emphasized that the field resource staff will only work within public right-of-way until they can identify areas of private property and BNSF property they may need access to. If the team needs access to private property, MnDOT will make arrangements with the land owner directly to ensure there is no misunderstanding about what work will take place. MnDOT is not directly applying for permits to access BNSF property but are providing assistance and direct support to subconsultants needing access. Garneth added that subconsultants need to take on additional costs involved with gaining access to BNSF property.

#### **Roadway Consultant – AECOM**

Melanie summarized the work that AECOM is performing as part of their roadway engineering contract. AECOM is tasked with developing concept plans for 43 critical, humped crossings in the corridor. AECOM



is in the process of finalizing concept plans for critical crossings governed by State Aid requirements. Once the State Aid crossing plans are complete, they will be submitted to State Aid for review to ensure State Aid agrees with the requirements used to develop the plans. Additionally, AECOM is working on completing concept plans for the non-State Aid crossings. In the next month, the project team will meet with local road authorities to discuss the plans within their jurisdictions.

Francis noted that there was talk at the last Steering Committee meeting about setting up meetings with local road authorities. This has not happened yet due to the additional step of running crossing plans by State Aid. This extends the timeline a bit but it will not have a negative impact on the overall schedule. State Aid will add about one month to the current schedule. Ultimately, Francis and a member of the consultant team will be in attendance at these meetings.

### **Additional PE Work**

Francis asked Melanie to add an agenda item for future meetings to discuss the additional PE work. Melanie reported that additional PE work includes preparing concept plans for non-critical crossings where additional track is proposed, roadway widening to add a median occurs, and/or paving occurs. There is also work on the signal design which is part of the FRA statement of work. As part of a deliverable for FRA, the team is preparing a detailed discussion of the railroad operations at the more complex areas from Target Field Station to Coon Rapids and Superior to Duluth. Melanie also noted that a conditions assessment was requested by FRA to understand the base condition of the track to properly identify the track upgrades that are needed to support the NLX service and the improvements that are simply maintenance activities. Francis added that FRA has requested the conditions assessment but the team is unsure of how to accomplish putting that together yet. The team will have internal discussions to narrow down an approach. Francis noted that MnDOT will not pursue that issue until the RTC modeling issue is resolved.

Bob asked if some of the conditions assessment pieces can be pulled from the bridge management program. Melanie responded that some of it can be but the rest is proprietary information that BNSF would need to provide. Francis noted that FRA is looking down the road to negotiations with BNSF regarding cost with the idea that this project will not rebuild the railroad for BNSF. Only improvements absolutely needed for NLX would be funded by FRA.

Francis added that grade crossing closures is another issue under review. There is a draft final report on recommended closures. As the team meets with local road authorities, there will be discussions about specific crossings in their jurisdictions that the project would like to close. The team feels that the crossings recommended for closure are appropriate because each has an alternate access less than a mile away with an AADT under ten. The team has identified a process for seeking these closures. The first step will be to discuss the closures in one-on-one meetings with local jurisdictions. Mary asked how many are proposed for closure. Francis responded it was less than a dozen and informed Jill that the team should have an update for her in the next four to six weeks. Jill noted the first county fair is July 20. Francis and Jill will meet before then to discuss.

### **Stakeholder Involvement**

Joy noted a new edition of the newsletter went out this week. This newsletter covers the completion of the Hinckley Loop Study, summary of early 2016 outreach, information on railroad crossings and what the team is looking at in terms of safety treatments, and a station highlight of Coon Rapids. The newsletter is posted to the project website and also went out via email.



Additionally, the outreach team will work on developing a brochure in the next few months to provide more information about NLX and show corridor support. Joy noted these likely won't be available until late summer/early fall. Mary asked if the brochures would be available for the fairs. Francis responded that there is no guarantee they will be ready for County fairs but should be ready for the State Fair.

### Alliance Report

Jill noted that The Alliance will be in attendance at the county fairs beginning in July. The fair schedule is as follows:

- Isanti County – July 20
- Pine County – First week in August
- Carlton County – Mid-August
- St. Louis County – Alliance will not attend. Informational materials will be available

Francis noted that the team will provide a list of all the grade crossings with the recommended improvements. Jill asked if there could be maps by county. Francis will look into that.

Bob noted that the Alliance believes FRA and the federal government support the project. Bob also noted frustration that the NLX project has not been mentioned in any bill at the legislative level. The Alliance will continue to try and bring support for the project. The next Alliance meeting will be held on June 22. Francis noted he would be in attendance.

### Summary and Next Steps

The team will continue to move forward on many fronts and feels comfortable that the project is still on schedule. The overall project will be complete by June 30, 2017.





### **Economic Development Authority Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Modifications
2. Approval of Agenda
3. Approve Minutes of July 5, 2016 Regular Economic Development Authority Meeting
4. Consider Recommendation to Declare Garage at 100 Dahlin as Surplus Property
5. Review Quotes for Bags for Local Marketing Effort.
6. Other Business / Updates / Communications
  - a. Business Prospects/Projects
  - b. GPS 45:93
  - c. EDAM
  - d. NLX Steering Committee
  - e. CGI
  - f. 100-102 Dahlin
  - g. Housing Starts in 2016
  - h. Business Arrivals and Departures in Isanti 2016
7. Adjournment

**City of Isanti  
Economic Development Authority  
Regular Meeting Minutes of  
July 5, 2016  
Isanti City Hall**

**1. Call to Order**

The meeting was called to order by President Wimmer at 7:24 p.m.

**a. Pledge of Allegiance**

**b. Roll Call**

Commissioners Present: George Wimmer, Keith Dragisich, Ross Lorinser, Dan Collison,  
Paul Bergley and Tara Hallberg

Commissioners Absent: Steve Lundeen

Staff Present: Economic Development Director Sean Sullivan

**c. Agenda Modifications**

**2. Approval of Agenda**

Motion to approve Agenda as presented by Lorinser, second by Collison, motion carried unanimously.

**3. Approve Minutes of June 7, 2016 Regular Economic Development Meeting**

Motion by Lorinser second by Bergley to approve the minutes for June 7, 2016. Motion carried unanimously.

**4. Consider Adoption of Resolution 2016-2 RESOLUTION ORGANIZING THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF ISANTI MINNESOTA**

Motion by Lorinser second by Bergley to approve the resolution organizing the economic development authority of the city of Isanti, Minnesota. Motion carried unanimously.

**5. Hotel and Isanti Tourism Discussion**

Economic Development Director Sullivan introduced Economic Development Intern Skalicky. Skalicky spoke to the risks and profits of a city owned hotel. She highlighted the fact that the majority of municipal hotels had a larger population and different draws than Isanti. Skalicky spoke to the incentives from cities to finance a hotel. She pointed to the feasibility and exit strategies for cities who own hotels. Skalicky gave examples of high attendance events held annually in the City

of Isanti. She noted what competitors were offering, what other amenities could be provided for guests, the benefits of these amenities to residents, and what partnerships could be made. She highlighted the occupancy rates in the region as compared to that of what the hotel would have to have. She spoke to the risks of an underperforming hotel and the courses of action the city would need to take. She noted what other factors should be considered.

President Wimmer asked if the smaller communities were in a larger area or more stand-alone communities. Skalicky stated that example was from Myrtle Beach. Discussion ensued about the area and why the city chose to get involved.

Sullivan asked if there were any questions in regards to anything they heard.

Bergley asked if there were examples of exit strategies from hotels that weren't successful. President Wimmer noted that those examples were in the text. Skalicky confirmed that those were direct examples.

Dragisich asked if the occupancy came from the survey. Sullivan pointed to the different specific occupancy levels in the state, and from the specific region in the IDM Survey. President Wimmer spoke to the better information we will gain from the EIC survey.

Dragisich asked about previously interested investors. Discussion on this came from President Wimmer and Sullivan.

Sullivan talked about how to market the area, and the event surveys. He speculated on how to get the information out to businesses in the area and show them what profits they could be making. President Wimmer also speculated on how the information could benefit business owners and the City of Isanti in general.

Collison wondered at the willingness of businesses in Isanti to market their business versus businesses in other areas. Discussion followed on getting businesses to market themselves at events, and provide incentives to keep the spending by visitors in the City of Isanti, and how to provide the materials to the visitors.

Lorinser asked about the survey and whether we already had survey data or occupancy rates on event weekends in the region. President Wimmer stated it would be simple to call hotels prior to events to see if they were booked to capacity. He also touched on what could be booked by the event coordinators if there was a hotel closer to the complexes. Discussion followed on retaining events in the city, drawing in new events, and how many people from the events booked a hotel room.

Motion by Bergley second by Collison to ask the North 65 Chamber to support the City of Isanti getting a hotel. Motion carried unanimously.

Motion by Collison second by Bergley to research a City of Isanti Gift Bag. Motion carried unanimously.

## **5. Other Business / Updates / Communications**

Economic Development Director Sullivan indicated that Isanti was working on CGI Video. The videographer will be in town July 7 and 8<sup>th</sup>.

Dragisich wondered what direction the city plans on going in since we have secured pharmacy, clinic and whether we should update the marketing plan. President Wimmer stated that he has been hearing many suggestions from the community and that the City has to continue to build. Sullivan said that they are also looking at more housing options, and there was a discussion on that. There was a discussion also on the amount of retail space the City has left and the cost of renting space.

Sullivan highlighted that the City is at 43 new single family housing permits which is 2 more than last year's total, and that more are in the works of being acquired.

Sullivan provided an update on NLX project. He indicated that the committee was on track to have all project planning and specifications complete by the end of 2017.

- a. Business Prospects/Projects
- b. GPS 45:93
- c. EDAM
- d. NLX Steering Committee Update
- e. CGI
- f. 100- 102 Dahlin
- g. Housing Starts in 2016
- h. Business Arrivals and Departures in Isanti 2016

## **6. Adjournment**

Bergley motioned, seconded by Collison to adjourn at 8:18 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 5th day of July, 2016.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director



## Request for EDA Direction

**To:** Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** August 3, 2016

**Subject:** Consider Recommendation to Declare Garage at 100 Dahlin as Surplus Property

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### **Background:**

The City of Isanti acquired the real estate at 100 Dahlin Avenue in June 2016 with the intent to demolish and redevelop the site. Staff is in the process of obtaining bids for the demolition and asbestos abatement for the property. Staff had been hopeful that the garage would have been removed prior to the acquisition of the parcel which would have reduced the demolition costs but it did not occur. Staff believes that there is value in the three car garage and wants the EDA to consider declaring it as surplus property in an effort to reduce potential project costs. Staff has not received any inquiries about the garage and it is possible that there will not be any interest in purchasing it.

Staff anticipates receipt of quotes for demolition and abatement to be received by the end of July 2016 and will bring them to the City Council for consideration when appropriate. At that point we will have a better understanding of how much the project costs will be. At this point there is not a serious interest by a developer to develop the site so we have some time to evaluate the options. Staff is looking for direction on this matter.

### **Funding source:**

TBD

### **EDA Action:**

Based on Discussion



## Request for EDA Direction

**To:** Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** August 3, 2016

**Subject:** Review Quotes for Bags for Local Marketing Effort

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### Background:

At the July 5, 2015 EDA Meeting staff was directed to research the cost associated with putting together a "goodie bag" for distribution at local events to help market local businesses. Staff has compiled a list of options and estimated costs for various bag types and quantities for review. In addition to the purchasing of the bags Staff would also work with all local businesses that want to participate to get coupons or items that they wish to distribute to attendees for large community events. Staff has not reached out to the business community as of yet and believes that defining specific sectors might be a good idea. It is Staff's opinion that the focus should be around retailers and restaurants but wants input from the EDA. Things to consider include, but are not limited to:

- 1) Designing a map to put inside the bag to highlight certain business types especially restaurants and retailers.
- 2) Need to identify bag type. (reusable vs single use)
- 3) Asking for community partners for the purchase of the bag is another item that should be considered.
- 4) Do we market the Farmer's Market, Street Dances and Community Garden on bag?
- 5) Should we have different bags for different events or should we be uniform and just adjust the contents of the bags?
- 6) Timing. Should this be a plan to start in 2017 and rollout for large events?
- 7) What constitutes a large event?

Staff is looking for direction on this matter

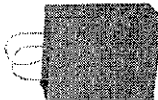
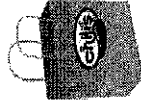
### EDA Action:

Based on Discussion

### Attachment:

- 1) Cost Estimates of Bags
- 2) Insert Examples for Community Events or Venues

Product	Dimensions (Inches)	Shipping	Setup	250	500	1000	2000	3000	Website / Company
Non woven Small Gift Bag	16.625x1			\$207.50	\$395.00	\$780.00	\$1,560.00	\$2,130.00	<a href="https://www.discountmugs.com/product/tot107-printed-non-woven-gift-bags/?color=Blue&amp;print_method=Blank">https://www.discountmugs.com/product/tot107-printed-non-woven-gift-bags/?color=Blue&amp;print_method=Blank</a>
Brown paper Bag w/ Handles	8x10			\$215.00	\$360.00	\$680.00	\$1,360.00	\$1,590.00	<a href="https://www.discountmugs.com/product/tot134-brown-paper-bags/?color=Brown&amp;print_method=Blank">https://www.discountmugs.com/product/tot134-brown-paper-bags/?color=Brown&amp;print_method=Blank</a>
Jenny Eco Shopper	13x10x5	Addtl	\$60.00	\$222.50	\$315.00	\$540.00	\$1,000.00	\$1,440.00	<a href="https://www.qualitylogoproducts.com/custom-bags/nonwoven-cinchup-back-pack.htm?service=STANDARD&amp;ribbonName=sale">https://www.qualitylogoproducts.com/custom-bags/nonwoven-cinchup-back-pack.htm?service=STANDARD&amp;ribbonName=sale</a>
Non Woven Cinchup backpack	17.5x14.5x.125	Free	Free	\$292.50	\$585.00	\$1,170.00	\$2,340.00	\$3,510.00	<a href="https://www.qualitylogoproducts.com/custom-bags/nonwoven-cinchup-back-pack.htm?service=STANDARD&amp;ribbonName=sale">https://www.qualitylogoproducts.com/custom-bags/nonwoven-cinchup-back-pack.htm?service=STANDARD&amp;ribbonName=sale</a>
Die Cut Handle bag	14x9.5	Addtl	\$60.00	\$197.50	\$260.00	\$430.00	\$760.00	\$1,080.00	<a href="https://www.qualitylogoproducts.com/custom-bags/diecut-bag-9pt5-by14.htm?service=STANDARD">https://www.qualitylogoproducts.com/custom-bags/diecut-bag-9pt5-by14.htm?service=STANDARD</a>



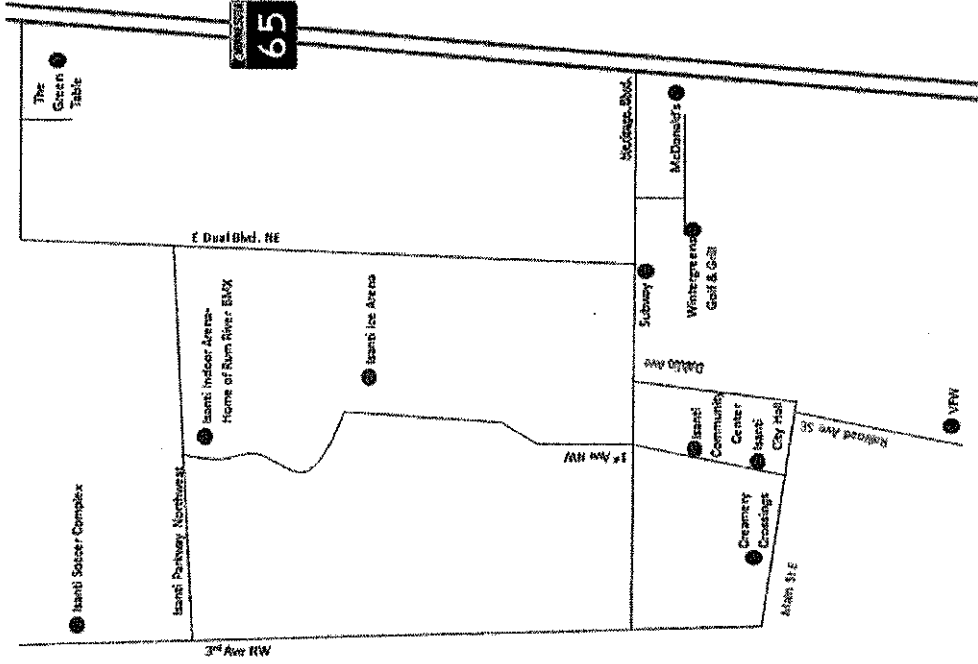
A Community For Generations.

# Isanti



## Isanti Events 2016

- 8/6 @ 9am Nature Detectives Club
- 8/6@ 1pm Storywalk
- 8/13 @ 7pm Street Dance
- 9/3 @ 9am Nature Detectives Club
- 9/10 8am-3pm Two Cities, One Community Event
- 10/1 @ 9am Nature Detectives Club
- 10/21@7pm Movie Night
- 11/5 @ 9am Nature Detectives Club
- 11/18@7pm Movie Night
- 12/3 @ 9am Nature Detectives Club
- 12/9 @ 7pm Movie Night



## I'm Hungry!

Creamery Crossings

Isanti VFW

Wintergreens

McDonalds

Subway

Jimmy's Pizza

The Green Table

## I'm Bored!

Legacy Park

River Bluff Preserve

We Have 11 Parks!

Watch an Isanti Redbird's Game

Annual Firefighter's Rodeo

Street Dances

Farmer's Market

# I'm Hungry!

Creamery Crossings

Isanti VFW

Wintergreens

McDonalds

Subway

Jimmy's Pizza

The Green Table

# I'm Bored!

Legacy Park

River Bluff Preserve

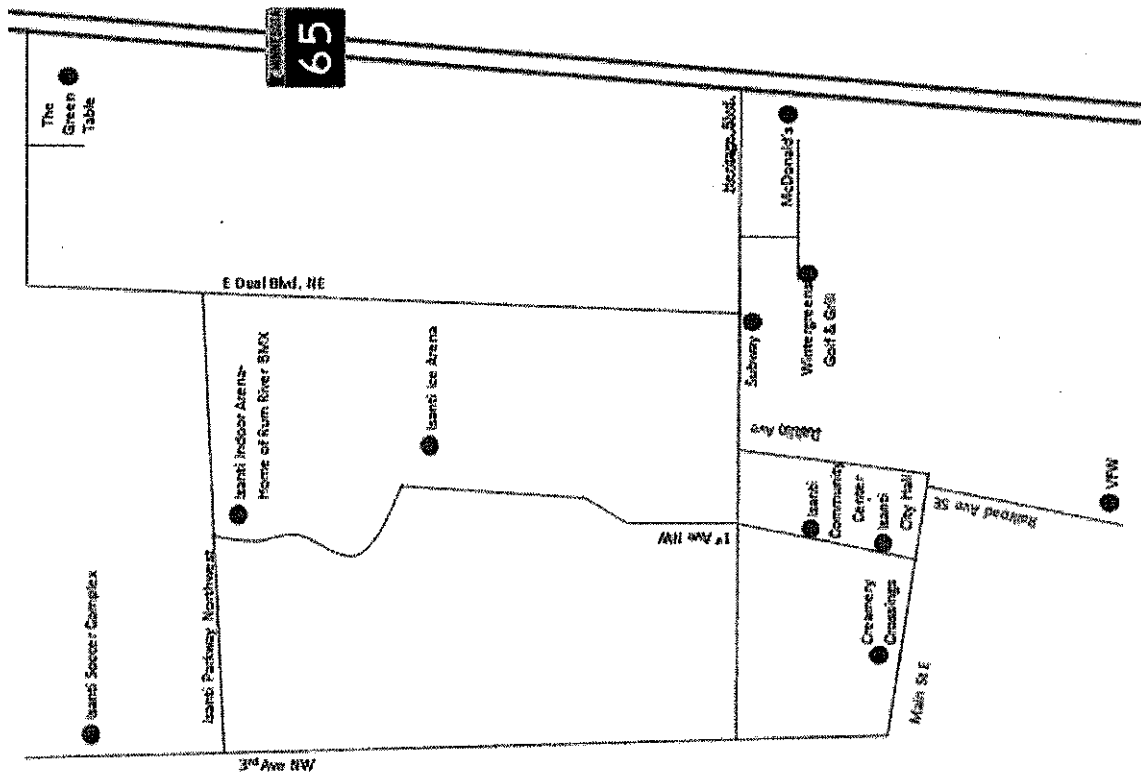
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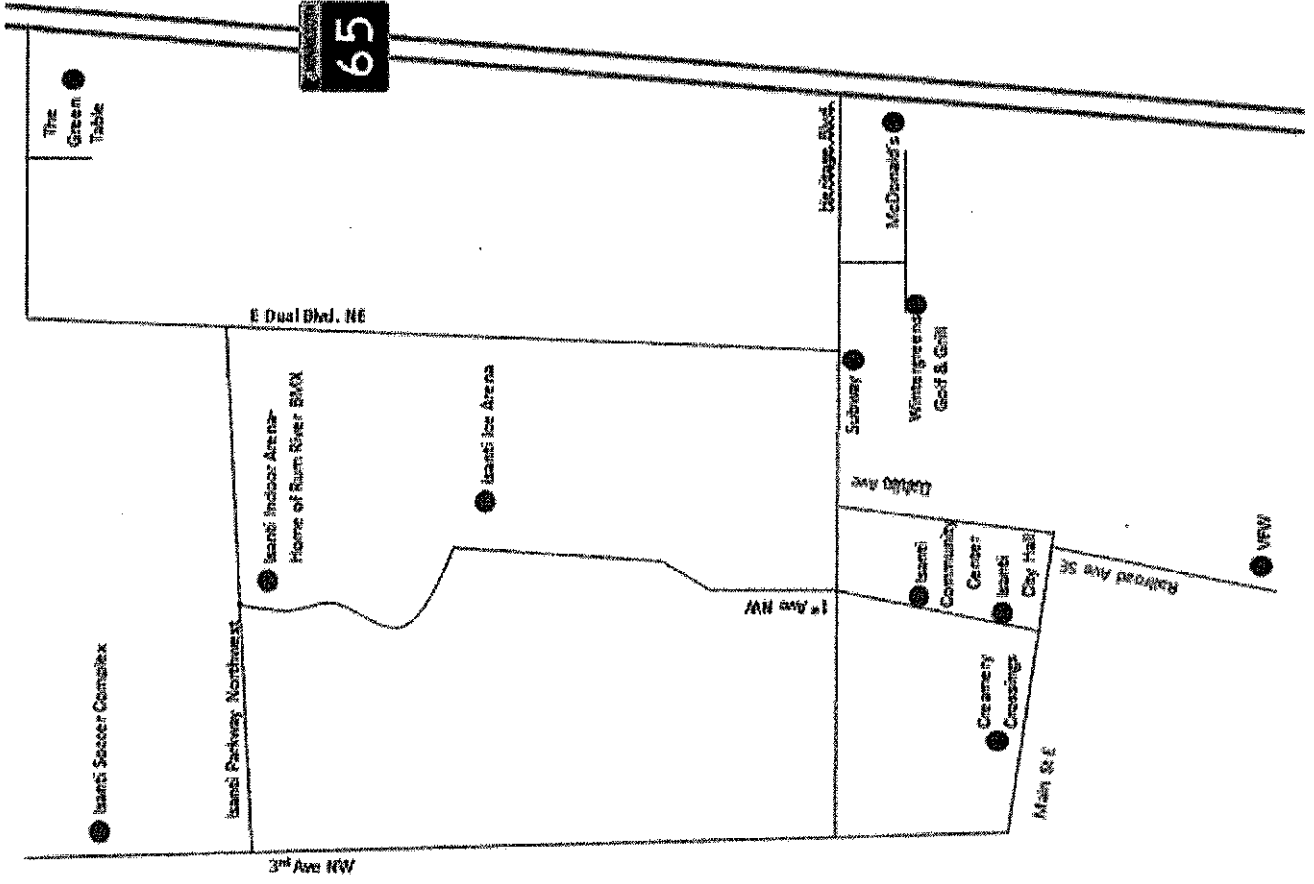


A Community For Generations.



## Upcoming Events!

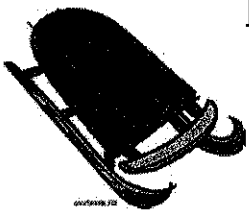
- |              |                                 |
|--------------|---------------------------------|
| 8/6 @ 9am    | Nature Detectives Club          |
| 8/6@ 1pm     | Storywalk                       |
| 8/13 @ 7pm   | Street Dance                    |
| 9/3 @ 9am    | Nature Detectives Club          |
| 9/10 8am-3pm | Two Cities, One Community Event |
| 10/1 @ 9am   | Nature Detectives Club          |
| 10/21@7pm    | Movie Night                     |
| 11/5 @ 9am   | Nature Detectives Club          |
| 11/18@7pm    | Movie Night                     |
| 12/3 @ 9am   | Nature Detectives Club          |
| 12/9 @ 7pm   | Movie Night                     |



# Isanti

## January

Nature Detectives Club  
Free Movie



## February

Nature Detectives Club  
Free Movie



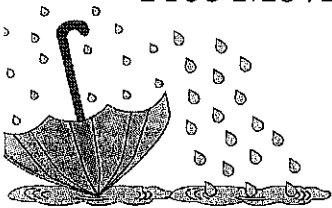
## March



Nature Detectives Club  
Free Movie

## April

Nature Detectives Club  
Free Movie



## May

Nature Detectives Club  
Farmer's Market Begins



## June

Nature Detectives Club  
Busy Bees  
Farmer's Markets  
Street Dance

## July

Nature Detectives Club  
Farmer's Markets  
Street Dance  
Annual Firefighter's Rodeo

## August

Nature Detectives Club  
Storywalk  
Farmer's Markets  
Street Dance

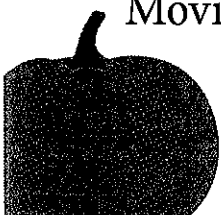
## September



Nature Detectives Club  
Farmer's Markets

## October

Nature Detectives Club  
Movie Night



## November

Nature Detectives Club  
Movie Night



## December

Nature Detectives Club  
Movie Night



A Community For Generations.

# Isanti



I'm Hungry!

I'm Bored!

Creamery Crossings

Legacy Park

Isanti VFW

River Bluff Preserve

Wintergreens

We Have 11 Parks!

McDonald's

Watch an Isanti Redbirds Game

Rollaway

Annual Firelighter's Rodeo

Jimmy's Pizza

Street Dances

The Green Bible

Barma's Bar/et

There's so much more to discover in  
Isanti, MN

A Community For Generations.



Join us for some of our upcoming events!

8/6 @ 9am Nature Detectives Club

8/6@ 1pm Storywalk

8/13 @ 7pm Street Dance

9/3 @ 9am Nature Detectives Club

9/10 @ 8am Two Cities, One Community Event

10/1 @ 9am Nature Detectives Club

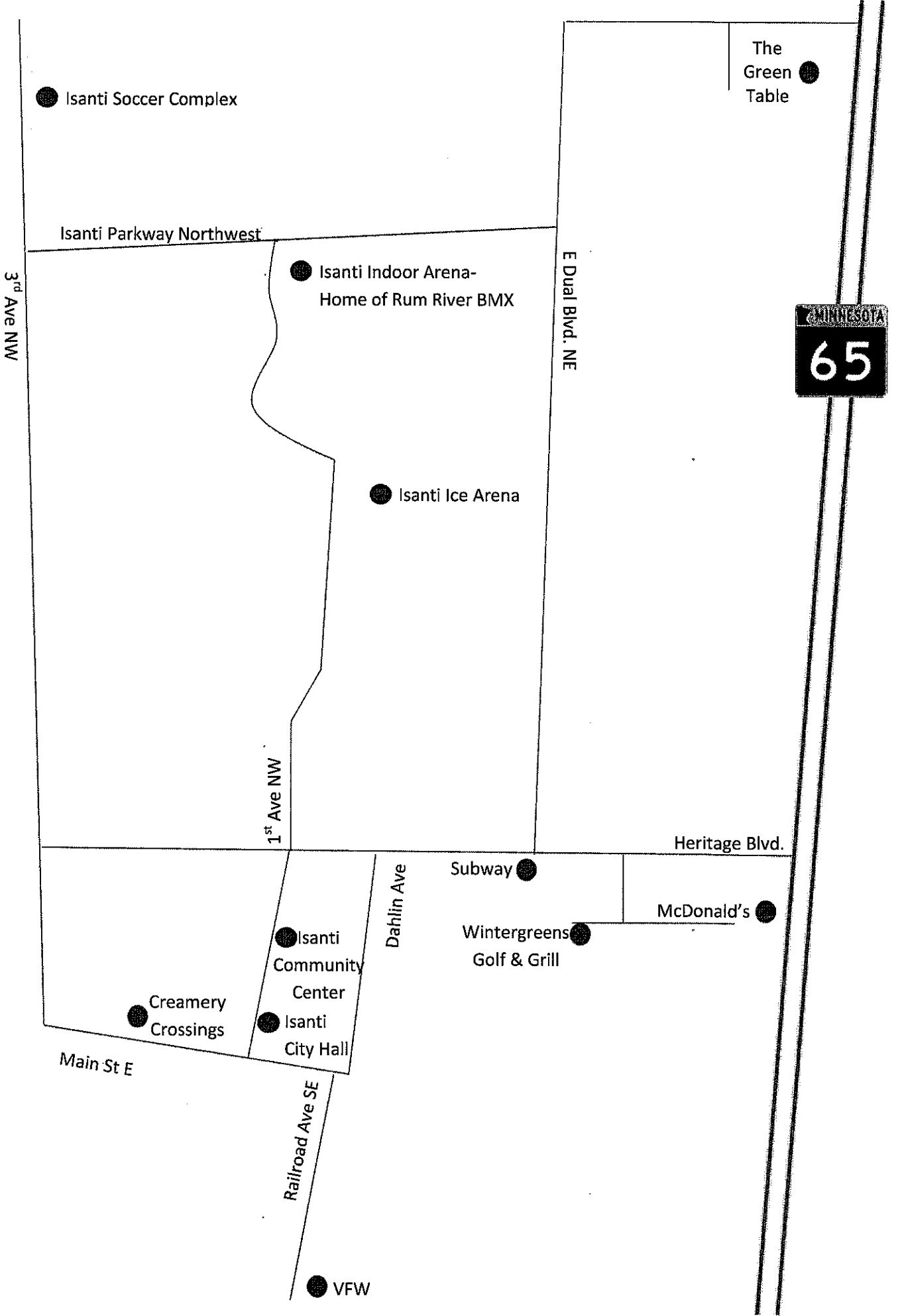
10/21@7pm Movie Night

11/5 @ 9am Nature Detectives Club

11/18@7pm Movie Night

12/3 @ 9am Nature Detectives Club

12/9 @ 7pm Movie Night



● Isanti Soccer Complex

The Green Table ●

Isanti Parkway Northwest

● Isanti Indoor Arena-  
Home of Rum River BMX

3<sup>rd</sup> Ave NW

E Dual Blvd. NE



● Isanti Ice Arena

1<sup>st</sup> Ave NW

Heritage Blvd.

Subway ●

McDonald's ●

● Isanti  
Community  
Center  
● Isanti  
City Hall

Dahlin Ave

Wintergreens  
Golf & Grill ●

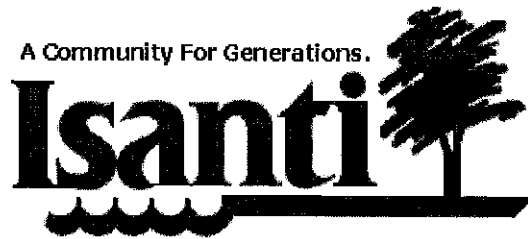
● Creamery  
Crossings

Main St E

Railroad Ave SE

● VFW

## MEMO



**To:** Economic Development Authority  
**From:** Sean M. Sullivan, Economic Development Director  
**Date:** July 28, 2016  
**Subject:** Project Updates / Informational Items

---

**Business Prospects/Projects:**

Coborn's Grocery Store – Construction underway. The project is anticipated to be complete late summer 2016 (August/September). The City Council approved the Site Plan for the 45,608 square foot project. The City Council will consider approval a plan to enhance the exterior of the building along Hwy 65 on August 3, 2016

Allina Health Clinic – Construction is underway on the clinic. Allina Health anticipates employment at that location to be between 25-35 people. The clinic should open sometime in the spring of 2017.

Hotel- Project at standstill.

Senior Memory Care – A site plan has been submitted and approved for a 24 unit Senior Memory Care Facility. Based on discussions with Developer Staff anticipates the project to break ground sometime in August/September of 2016.

General - Staff has been contacted by other prospects but the discussions are preliminary in nature. Prospects include: commercial-retail, SFR residential, market rate apartments, restaurants, hospitality and industrial. Staff will continue to pursue options as they present themselves and will continue to work on business recruitment.

**GPS 45:93** – Attached is the Agenda and Minutes from the last meeting.

**EDAM** –Attached is the Agenda and Minutes from the last meeting

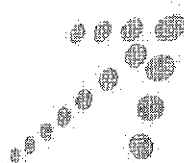
**NLX Steering Committee Update** – No update

**CGI:** Staff is waiting for the draft video to review.

**100-102 Dahlin** – The city closed on the property on June 22, 2016. All tenants are gone, building is secured and power has been cut from the building. Staff is in the process of getting quotes for demolition and asbestos abatement.

**Housing Starts in 2016:** As of July 28, 2016 there have been 46 single family housing permits picked up. The City is currently ahead of last year's pace. In 2015 the City saw 41 new single family housing permits pulled. 2015-16 were exceptional years for Isanti and more growth is projected in 2016 in this sector as well as market rate apartments and senior housing.

**Businesses Arrivals and Departures in Isanti 2016:** The City of Isanti is proud to recognize new businesses for choosing Isanti to be home in 2016. **Arrivals:** Twinkle Toes by Petra (103 Heritage Blvd NW), Nelson Massage Therapy (401 E Dual Blvd), Jung Do Sol TKD Club (4 Enterprise), Protection Security (901 E Dual Blvd) Joy-Us Cares (11 Heritage Blvd), HearSwell (33 Main St – Former Gental Dental) Leader Financial (404 Whiskey Road), Oakwood Insurance (404 Whiskey – Sharing space with Leader Financial), Bitzer Consulting (210 6<sup>th</sup> Avenue), Greater Midwest Realty (210 6<sup>th</sup> Avenue), Xcel Companies (101 Isanti Parkway), Ally Medical Supply (404 E Dual Blvd), SOCA (401 E Dual Mall), MN Care Partners (401 E Dual Mall) **Departures include:** Stellar Enterprises (404 Whiskey Road), Eagles Crossing (2 Enterprise)



**GPS 45 93**  
YOUR POINT OF OPPORTUNITY.

**Board of Directors Meeting**  
**Friday July 22, 2016**  
**Cambridge City Hall, 300 3<sup>rd</sup> Avenue NE, Cambridge, MN 55008**  
**10:00 a.m. - 12:00 p.m.**

**Introductions** (and what's new?)

**Additions to the Agenda**

**Approval of Agenda**

**Approval of Minutes**

- a.) June 24, 2016 Board of Directors Meeting Minutes

**Treasurer Report – Doyle Jelsing**

**Presentations**

- a.) Hill Capital – Investment Opportunities for GPS

**Chair Report – Richard Baker**

- a.) Going forward

**Committee Reports**

- a.) Workforce – ?
  - a. CMMA State Certified Youth Apprenticeship Info Session Aug. 10 9-11 in Sartell
- b.) Marketing/Website – Sean Sullivan
- c.) Housing – Lezlie Sauter
- d.) Equity Fund – Sara Treiber
- e.) Annual Meeting Committee – Richard Baker

**Old Business**

- a.) Video on Site Selector presentation - Brad Brzezinski ?

**New Business**

- a.) Staff Report – Tom Willett
- b.) Economic Gardening – Tom & Richard

**Other items**

**Next Board Meeting**

**August 26, 2016 – 10 AM – Pine County Center, Board Room, 635 Northridge Drive, Pine City**

**GPS Meeting Minutes**

**June 24, 2016**

The meeting was called to order by Vice President Perrotti at 10am @ North Branch City Hall.

**In Attendance:**

Rebecca Perotti	Central Minnesota Jobs & Training Services
Beth Thorp	City of Mora
Brent Stavig	Rush City Schools
Carla Vita	City of North Branch
Ken Cammilleri	City of Pine City
Eric Champion	North Highway 65 Chamber of Commerce
Rich Olseen	Congressman Nolan's office
Nancy Hoffman	Chisago County HRA-EDA
Stan Gustafson	City of Cambridge
Tom Willett	Staff
Jessica Seibert	City of Sandstone
Kylie Jordan	DEED
Greg Anderson	Isanti County Commissioner
Dan Bullert	Initiative Foundation
Jordan Zeller	ECRDC
Robert Musgrove	Pine County
Brad Brzczinski	DEED
Sara Treiber	Mille Lacs band Corporate Commission
Nate Sondrol	City of North Branch
Bridgitte Konrad	City of North Branch
Lezlie Sauter	Lakes & Pines, CAC, Inc.

**Introductions**

Introductions and updates were given by all in attendance.

**Additions to the Agenda**

None.

**Approval of the Agenda**

Motion by Musgrove, second by Hoffman to approve the agenda as presented. Motion carried unanimously.

**Approval of Minutes**

Motion by Musgrove, second by Vita to approve the minutes as presented. Motion carried unanimously.

**Treasurer Report – Doyle Jelsing**

a) P&L Statement / Details Presented.

b) Membership Dues Billing

Champion stated that he placed in his budget the cost for membership. Discussion that Cities are working on their 2017 budget now and any increases should be informed to parties before budgeting starts.

Informed that Milaca, Onamia, Wahkon received bills to become member and they were not expecting the bills. Tough for small cities to join with their very limited budgets.

- c) Cash Flow / Budget Presented.
- d) Economic Gardening / FAM Tour – Financial Report
- e) 990 Tax Form – Extension applied for and approved. CPA is working on it

#### **Presentations**

- a) None due to tour

#### **Chair Report**

- a) Workforce  
A new Chair of the committee is needed. Plans to meet next month at 9am.
- b) Marketing/Website – Sean Sullivan?  
Musgrove received a quote from “Buzzy Web”. The committee will be meeting before the next GPS meeting.
- c) Housing – Lezlie Sauter  
ECHO is working on their website. Their next meeting is in July. They received funding from many organizations including the Initiative Foundation for the website. They are working on a logo.

Low income Housing Tax Credits has a 4% interest rate. In MN the funding is competitive and all the funds allocated from the Feds are used.

- d) Equity Fund – Sara Treiber  
Austin with Hill Capital is presenting to GPS next month.
- e) Annual Meeting Committee – Richard Baker/Nancy Hoffman  
The annual meeting is 9/23 at the NW Fur Post. More information in the future.

#### **Committee Reports**

- a) Membership List – Still working on updating contact list.  
List of official members. Richard is working on the list with names, e-mails, etc. They are working on the process of follow-up to the business/organization when a member leaves their employment for a replacement. Perrottii will be bringing a list to a future meeting for all to review and assist on the updating. Discussion on who is responsible for maintaining. This will be an agenda item for the July 2016 GPS meeting.
- b) Membership Drive – “top 10 Hit List” / Pro rated dues for rest of 2016 – Tom Willett

Jelsing discussed the reason for a Top 10 list. Musgrove presented a history of businesses and organizations that were members of GPS in the past. Willett informed that the Top 10 list should be the most likely new members of a larger list. Discussion on who calls the Top 10 list. It should be people who have a relationship with the group already.

Add to list: Spire, Great River Energy, Kanabec EDA, Members Cooperative

Willett stated that the goal is to pro-rate membership dues for those starting mid-year. Gustafson stated that pro-rating was discussed in the past.

Dues will be sent out on December 1, 2016. Konrad reminded the group that preliminary budget levies for Cities are set in September, any due modifications must be known before budgets are set. Musgrove that the dues will be left in 2017 for the same cost as 2016. Dues for 2018 will be re-visited in 2017 for 2018.

Motion by Zeller, seconded by Musgrove to pro-rate dues for those starting mid-year. Motion carried unanimously.

Willett stated he is working a script for those contacting new members. Willett will set the appointment and attend the meeting with the GPS Member contact person. Before a contact is made, please check with Willett. Discussion on non-paying members.

- c) Conflict of Interest Policy/Board Evaluation – Richard Baker  
Motion by Vita, seconded by Musgrove to approve as presented. Motion carried unanimously.
- d) GPS Orientation Package for New Members – Richard Baker  
Discussion on whom to contact that should be members of GPS. Willett presented a marketing piece to the group. Treiber stated that the Band needs to be added as an affiliate membership. Note that the brochure could also be a marketing piece.

Discussion on the importance of DEED, schools, etc to get a different perspective.

#### **New Business**

- a) Economic Gardening Program (close out Initiative Foundation grant and transfer balance of donated funds).  
Lezlie gave an update.
- b) Letter of Support for CLC SBDC renewal of operations  
Hoffman motioned, seconded by Sauter to send the letter. Motion carried unanimously.  
Jelsing stated that Kanabec County is requesting to be a SBDC satellite.
- c) Future grant submission(s) – Tom Willett
  - a. 2017 Economic Gardening  
GPS will be asking the Initiative Foundation for the next Economic Gardening to cover administrative work.

Motion by Jelsing, seconded by Hoffman to submit a grant to the Initiative Foundation for Economic Gardening.

- b. Membership capacity Building  
Discussion if GPS might transition from a public to private entity like the Greater St. Cloud group.

Add capacity building to the July docket.

- c. ??? (Suggestions? Any Programs we want to do?)  
Initiative Foundation deadline is July 15, 2016. The typical grant is \$5,000, a \$10,000 grant is not uncommon.

- d) Staff Report – Tom Willett

Willett stated that Excelligent has poor information. Information is missing. He asked the group to inform him of missing information and he will work to get the information on the website.

#### **Other Items**

Fam Tour – no report was received from the site selector. Hoffman will give out her notes from the tour. Brzczinski stated the importance of keeping in touch with site selectors. Brzczinski will check to see if a video was made from the site selectors meeting.

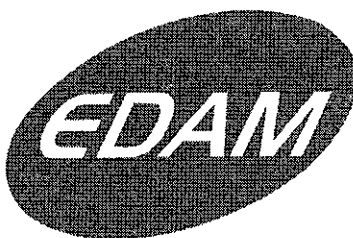
CVN is in August.

Minnesota Marketing's next meeting is in St. Cloud.

Federal Economic Development has had some members of Congress considering cuts. GPS members can e-mail Franke, Nolan and Klochuchar opposing the cuts.

#### **Adjourn**

Motion by Cammilleri, seconded by Hoffman to adjourn. Motion carried unanimously.



Economic Development  
Association of Minnesota  
**Economic Development Association of Minnesota**  
**Board of Directors Meeting**  
**1000 Westgate Dr., St. Paul, MN 55418**  
**July 27, 2016 – 10:00-12:00 P.M.**

Agenda

- I. Call to Order – Rock-Hantge
- II. Special Guest – Mike Mulrooney, MDEF
- III. Check In – Rock- Hantge
- IV. Review of Agenda – Rock- Hantge
- V. Consent Agenda – Rock- Hantge
  - a. Approval of Board Minutes - June Meeting 2016 (in packet)
  - b. Approval of monthly statements (in packet)
- VI. 2016 Work Plan – Rock- Hantge (in packet)
- VII. Committee Report Action Items/Requests
  - a. 2016 Board Retreat Update – Rock-Hantge
    - i. Confirmation of retreat location - Ewald
    - ii. 50<sup>th</sup> Anniversary update
  - b. Executive Committee update
  - c. Appoint/re-appoint committee chairs
  - d. Government relations proposals for 2017
- VIII. Review Action Items
- IX. Adjourn

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**EDAM's Mission:**

To champion Economic Development in Minnesota through professional development, networking, and advocacy.

**EDAM's Vision:**

Be recognized as Minnesota's vibrant and professional member-driven Economic Development organization.



Economic Development  
Association of Minnesota

**Economic Development Association of Minnesota  
Board of Directors Meeting  
EDAM Offices  
June 29, 2016 – 10:00 A.M.-12:00 P.M.**

Minutes

**I. Call to Order**

President Christie Rock-Hantge called the meeting to order at 10:06 a.m.

Members in attendance included: President Christie Rock-Hantge, Past President Heidi Peper, First Vice President Adam Kienberger, Matt Brown, Erin Sparks, Tony Schertler, Second Vice President Megan Barnett-Livgard, Kim Lindquist, Erik Hansen, Trisha Rosenfeld, Sean Sullivan. Absent: Jeff Rossate, Mark Vaux.

Staff Present: Eric Ewald

**II. Check In**

Board members each shared how they are feeling today.

**III. Review of Agenda**

“Review and approve 2017 sponsorships” will be more of a discussion item. There should be some discussion re: membership dues levels under membership. There will be presentation of current thinking/plans for the 50<sup>th</sup> anniversary but not anything related specifically to an award. The agenda item re: subcommittee structure will be for a future meeting. Ewald to make sure action is taking place to change contact information on the website. Add under committee reports for PD the Lake City event in July.

**IV. Consent Agenda**

- a. Approval of Board Minutes – March Meeting 2016
- b. Approval of monthly financial statements

*There was a motion and second (Hanson/Barnett-Livgard) to approve the consent agenda. The motion passed. One abstention – Sullivan.*

**V. 2016 Work Plan**

The Board reviewed the current EDAM work plan and had the following updates:

- a. **Goal 2** – Brown reported that they had largely completed their work and that during the interim between legislative sessions the Committee will be evaluating how EDAM wants to focus their government relations efforts for the 2017 legislative session. Broadband was suggested as a topic needing continued focus.
- b. **Goal 3** –Sparks reported that the committee has created a new member program to welcome new members and better engage them throughout the year including a mentor program. The Committee has gathered some feedback and Sparks and Hanson will be meeting in July to evaluate and develop a recommendation to the Board. Barnett-Livgard will get some information to Lindquist re: SCSU and mentorship opportunities with students there.
- c. **Goal 4** – Kienberger reported that the Rosenfeld will be taking over chairmanship of the committee next month with Barnett-Livgard will become Vice-Chair. One area of concentration will be additional leveraging of social media channels.

**VI. Review and approve sponsorship prospectus**

A number of committees want to have input on the 2017 sponsorship prospectus. It was decided to have this be a topic for a joint Committee Chair meeting to follow the July Board meeting. Rock will send a meeting invite. Chairs can review and mark-up the document prior to the meeting so they can come to the meeting on the 27<sup>th</sup> prepared to suggest changes. The document will be approved by the Board in August and printed and distributed in September. This meeting will also be used to establish new dues levels for 2017. Development of the 2017 budget should start now. Ewald to get a budget worksheet to Kienberger. Lindquist suggested that consideration be given to access options for those who are unemployed particularly those going from student membership to full employment. There was strong consensus that dues rates generally should go up. The student rate should be a part of this discussion.

**VII. 50<sup>th</sup> anniversary awards.**

There will be the regular awards at the Winter Conference and at the Summer Conference there will be special 50<sup>th</sup> anniversary awards that will recognize the best of the previous 50 years. There should be communication to the membership soon about this and the regular awards program to get them thinking about nominations.

Peper reported on current planning to date for the 50<sup>th</sup> anniversary. The Winter Conference will feature some special presenters inc. Jeff Finkel and entertainment. The Summer Conference will feature a special 5k run, special awards, a luncheon and other features.

**VIII. Finance and Commerce Top Partnerships Request**

Livgard moved and Rosenfeld seconded to not participate this year. The motion passed. Action item to send an invoice to F&C for 2016 awards sponsorship.

**IX. Committee Report Action Items/Requests**

- a. **2016 Board Retreat Update – Rock-Hantge**

Oct. 12. Ewald to look in to Fletchers. Other options could be the Curling Center in Chaska

and the private room at the Dover Restaurant in the Double Tree in Saint Louis Park.

**b. Professional Development**

1. There is just one registration for the program and boat tour in July. Board members were encouraged to do outreach to promote attendance. Sullivan moved that there be an attendance threshold of 30 by whatever deadlines exist for cancellation of the boat. Peper seconded. The motion passed.

2. 2018 Conference Location

There was a motion and second (Lindquist/Sullivan) to direct the Committee that EDAM will not go to Duluth in 2018. The motion passed.

3. There will be discussion at the PD meeting in July about optimizing the committee structure. There should be additional conversation around other positions including liaison positions.

4. The Board discussed the results of the survey from the Summer Conference.

**X. Review Action Items – Rogers**

Ewald to look to see if a check was sent to Joe Sertich. Ewald to remove Becca's name from the website. Ewald to get a budget planning workbook to Kienberger. Staff to send the 2017 sponsor prospectus to committee chairs. Rock to send a meeting invite for the chairs to meet after the July meeting. Ewald to make sure the deposit for the August event has been sent. Committee Liaisons and chairs will be assigned in July.

**XI. Adjourn**

*There was a motion and second to adjourn. The motion passed.*

***Respectfully submitted,  
Eric Ewald, CAE***



### **Economic Development Authority Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Modifications
2. Approval of Agenda
3. Approve Minutes of August 3, 2016 Regular Economic Development Authority Meeting
4. Consider Recommendation for Submittal of 2016 CEDS to ECRDC
5. Other Business / Updates / Communications
  - a. Business Prospects/Projects
  - b. GPS 45:93
  - c. EDAM
  - d. NLX Steering Committee
  - e. CVN
  - f. CGI
  - g. Promotional Bag and Welcome Brochure
  - h. Leader Financial and Oakwood Insurance Grand Opening
  - i. 100-102 Dahlin
  - j. Housing Starts in 2016
  - k. Business Arrivals and Departures in Isanti 2016
6. Adjournment

**City of Isanti  
Economic Development Authority  
Regular Meeting Minutes of  
August 3, 2016  
Isanti City Hall**

**1. Call to Order**

The meeting was called to order by President Wimmer at 7:45 p.m.

**a. Pledge of Allegiance**

**b. Roll Call**

Commissioners Present: George Wimmer, Keith Dragisich, Ross Lorinser, Dan Collison,  
Paul Bergley, Steve Lundeen and Tara Hallberg

Commissioners Absent: None

Staff Present: Economic Development Director Sean Sullivan

**c. Agenda Modifications**

**2. Approval of Agenda**

Motion to approve Agenda as presented by Lundeen, second by Collison, motion carried unanimously.

**3. Approve Minutes of July 5, 2016 Regular Economic Development Meeting**

Motion by Lundeen second by Collison to approve the minutes for July 5, 2016. Motion carried unanimously.

**4. Consider Recommendation to Declare Garage at 100 Dahlin as Surplus Property**

Economic Development Director Sullivan highlighted the history of the project. He asked the EDA if they still wanted to declare the property as surplus property in light of quotes received for the demolition and asbestos removal.

Discussion ensued.

Motion by Collison second by Hallberg to recommend to the City Council to declare the garage located at 100 Dahlin as surplus property. Motion carried unanimously.

**5. Review Quotes or Bags for Local Marketing Effort**

Economic Development Director Sullivan give a brief summation of the request by the EDA to look into City of Isanti "Goodie Bags" for community events. He went of the various bag types, costs and potential insert items. He asked the EDA for further input.

President Wimmer suggested a larger program that potentially would include "Isanti Bucks" or more buy in / collaboration from local businesses. He indicated that the City program would include all businesses which could potentially be more beneficial that a chamber program due to the fact that not all businesses are chamber members. He cited the farmers market bags and the level of participation by local businesses. He wanted to stress consistency and the fact that the program would "be there" annually.

Commissioner Dragisich stated that we needed buy in from businesses. The bags are only as successful as the items that are in it and we need a good participation rate from businesses.

Member Lorinser stated he attends many events including 5K runs and the "goodie bags" have great items in them. We would hope for the some level of items in our bags.

Member Lundeen said he was in favor of high quality, potentially reusable bags.

Motion by Collison second by Bergley to research a City of Isanti Gift Bag. Motion carried unanimously.

## **6. Other Business / Updates / Communications**

President Wimmer updated the EDA on the Coborn's appearance modification and that SnoBear USA was moving along nicely.

Sullivan handed out housing market information showing trends for and that that City of Isanti is a leader in many areas.

- a. Business Prospects/Projects
- b. GPS 45:93
- c. EDAM
- d. NLX Steering Committee Update
- e. CGI
- f. 100- 102 Dahlin
- g. Housing Starts in 2016
- h. Business Arrivals and Departures in Isanti 2016

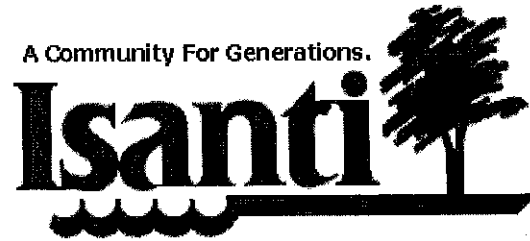
## **6. Adjournment**

Bergley motioned, seconded by Collison to adjourn at 8:00 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 3rd day of August, 2016.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director



## Request for EDA Direction

**To:** Isanti Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** September 6, 2016

**Subject:** **Consider Recommendation for Submittal of 2016 Comprehensive Economic Development Strategy (CEDS) Resolution to East Central Regional Development Commission (ECRDC)**

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### **Background:**

Please find the 2016 CEDS Survey Update completed by City Staff. Updates were made to the demographic information and narratives and the Medical Clinic/Campus was removed. The projects identified for the 2016 CEDS include: 1) Rail Served Industrial Park, 2) Downtown Redevelopment, 3) Mechanized Sewer Treatment Plant Upgrade and 4) Hotel. The purpose of the CEDS Survey is to identify Economic Development priorities that could qualify for EDA funding and it also serves as an internal planning document. If there are additional projects that the EDA feels should be added, or order changed, Staff would welcome suggestions. The survey needs to be returned to the ECRDC by September 22, 2016 so Final approval would need to take place at the September 20, City Council Meeting.

### **City of Isanti EDA Recommendation:**

Motion to recommend to the City Council the submittal of attached 2016 CEDS document.

### **Attachments:**

- 1) 2016 CEDS Document

East Central Regional Development Commission  
100 Park Street South  
Mora, MN 55051

**Comprehensive Economic Development Strategy (CEDS) Survey**

Name of agency or unit of government: City of Isanti

Address: 110 First Avenue NW, PO Box 428, Isanti, MN 55040-0428

Telephone: 763.444.5512

Fax: 763.444.5560

Contact person: Sean Sullivan, Economic Development Director

Email: [ssullivan@cityofisanti.us](mailto:ssullivan@cityofisanti.us)

Website: [www.cityofisanti.us](http://www.cityofisanti.us)

Person completing survey: Sean Sullivan, Economic Development Director

**I. Project Description:**

Please provide a description of each of your projects prioritized below, with Project 1 being the highest priority project, and Project 5 being lowest. Please be as specific as you can with your description, including how projects will benefit your community, the region, labor force, etc. Please also include who the major beneficiaries of the project are, the estimated cost, where you are at in the planning process, and any other information you would deem beneficial when advocating for the project.

**Project 1:**

**City of Isanti Rail Served Industrial Park/Rail Siding/Spur**

The City of Isanti began its work on developing a rail served industrial park in 2006. The City of Isanti and the City of Cambridge discussed a joint rail park between the two communities and funded a consultant to advise the communities on rail locations. The study was completed and passed on to Isanti County. Isanti County contracted consultants Janna King and Michelle Keller to assist with identifying locations of a potential rail park within Isanti County. Based on initial consultations with King and Keller, it was determined that an industry expert be hired to conduct a formal feasibility / market study. The City of Isanti site was one of the three sites identified. Charles McSwain Consulting was contracted by Isanti County to further research the feasibility of rail sites within Isanti County. The results of the research identified the site in the City of Isanti as the most financially feasible site in Isanti County. Current market conditions don't warrant the construction of the site in preparation of imminent development; however, the improving economic conditions may eventually drive its construction. In the event a catalyst

project was to come forth, incremental development of the park would be economically viable. The main costs associated with the Rail Industrial Park are the switches, siding, and spurs necessary.

Ever Cat Fuels constructed a bio-diesel manufacturing plant within Isanti and desires to have the ability to receive and ship its products by rail in the future. This project was opened in 2008 and serves as a model for bio-diesel fuel production in the country. Ever Cat Fuels would be a beneficiary of the rail served industrial park and may contribute financially to its development. A regional industrial rail park has the potential to bring in new businesses, industry, and well-paying jobs to the City of Isanti, which would benefit the entire region.

A rail served industrial park will assist businesses with costs associated with shipping and receiving via rail. The impact of a rail served industrial park is believed to extend beyond the Region 7E boundaries as businesses in adjoining counties use the spur to decrease their shipping costs.

The City of Isanti owns the land proposed for the rail served industrial park. There is the potential for acquisition of adjacent land to expand the proposed rail served industrial park site. BNSF has confirmed that the proposed site in the City of Isanti is large enough for a rail siding and the preliminary design has been approved by BNSF. The City Engineer has developed some preliminary design concepts for the park and associated infrastructure. More work needs to be completed and these concepts need to be further refined and developed to achieve maximum efficiency. The City is seeking funding for engineering and environmental studies of the park, spur, rail switches, rail lines and interior roads to access the park.

Isanti City and County residents have long commute times to their jobs outside of the community. According to the US Census, the average Isanti commute is 33.2 minutes, which is 10 minutes longer than the average commute in Minnesota. Many workers from Isanti are commuting farther in order to find well-paying jobs to support their families. The time and cost of the commute takes away from the family and the community. Reducing commute times and creating well-paying jobs within the City of Isanti and Isanti County is important to the strength of the region. The rails served industrial park would greatly assist with job development in the City of Isanti and Isanti County.

## **Project 2:**

### **City of Isanti Downtown Redevelopment.**

A successful historic downtown is important to the success of the entire City of Isanti. The City has upgraded Main Street with new pavement, infrastructure, lighting and banners. The Isanti City Hall was constructed in Historic Downtown Isanti as a way to energize the area and to provide some connectivity to other commercial development on Heritage Boulevard (CSAH 5). There is still redevelopment work to be done including the revitalization of existing buildings, and redevelopment of underutilized properties.

Main Street was the signature place to shop and have a business. The intent is to keep this area viable as a successful business district. The City has explored senior housing, market rate housing, and business expansions and relocations to spur downtown growth and redevelopment. In 2012, the City of Isanti partnered with the private sector to construct a downtown directional

sign to help generate commerce and the sign has been updated in 2016 to reflect changes in the occupant downtown. In 2016, there was only two vacant buildings (Former Chamber office and 100 Dahlin), on historic Main Street. The City acquired 100 Dahlin and is in the process of demolishing the building on site and redeveloping the site.

The City has incorporated a Transit Multi-Modal Facility into the comprehensive plan and is noted as an important tool for the growth of the downtown and to assist our citizens in their daily long commutes to their jobs. Passenger rail, light rail, commuter rail and park & ride facilities have been a focus of discussion in Isanti County. The City of Isanti supports a rail stop within our community but understands that station locations are limited. It was determined that Isanti could support a commuter bus. To begin bus service the annual cost would be approximately \$50,000 based on estimated ridership.

In 2013, the City of Isanti re-established a number of events and meetings to get more focus and involvement in historical downtown Isanti and they continue to be successful. The City EDA opened and operated a successful Farmer's Market at Eagle Park in downtown Isanti in 2013 and hosted two street dances. The City now has three street dances annually as they have proven to be very popular and great community building events. A full time Park and Events Coordinator position was created in 2014 to manage these events and to staff the Park and Recreation and Culture Board activities. Area businesses, the local Chamber of Commerce, and City Officials plan to meet to discuss issues pertinent to downtown Isanti and the community as a whole. The Isanti and Cambridge Area Chambers of Commerce are in the process of merged and the organization now is called the North 65 Chamber of Commerce. The office is located at 2 Enterprise in the City of Isanti.

The City, East Central Regional Library System, and the Friends of the Library have combined resources and opened a "Library Outreach Stop" at Isanti City Hall, as a step to providing local library services. This serves as another key draw to the downtown and City Hall.

### **Project 3:**

#### **Mechanized Sewer Treatment Plant Upgrade**

The City of Isanti is a young and vibrant community with a 2016 population estimated to be 5,629 according to State Demographer information from 2016 and recent housing permits pulled. Over the past 3 years the City has seen 130 single family housing permits pulled. The average age of City of Isanti residents is 30 years and the median household income is \$56,987. Isanti is also home to over 170 businesses and 1,750 employees. The City owns 24 Minnesota Shovel Ready Certified acres (4 lots) in the Isanti Industrial Complex Industrial Park and has an additional 137 acres of land set aside for more industrial development (Rail Served Industrial Park) and 32 developable acres just north of the existing industrial park. Prior to the Great Recession, Isanti County was the second fastest growing county in the nation based on growth percentage and the increase of housing starts is promising.

Although it cannot be assumed Isanti will grow at the levels it did during the mid-2000's it a fairly safe assumption that it will continue to grow at a fairly rapid rate. As of September, 2016, there were 337 platted lots (230-SFR, 103 Multi-Family) with infrastructure in place ready for immediate development. In order to keep up with future capacity and more stringent state environmental standards relating to water quality and additional nutrient removal, the City plans

to make facility upgrades to make the current sewer treatment plant a fully mechanical facility within seven years. The capacity of the current system is 657,000 gallons per day. The estimated capacity of the new system is 850,000 plus gallons per day and will be constructed with a projected growth period of 20 years. Although the need is not immediate, it is imminent. Planning for the construction and identifying potential funding for this structure that will not overburden the taxpayer is important. Preliminary project estimates for the new plant are \$10 million dollars, which includes reuse equipment the City already owns. In order to continue to grow smartly, maintain its place as a center of commerce, serve as a regional center for events, and be a great place for people to live, a new Mechanical Sewer Treatment Plant will need to be constructed.

#### **Project 4:**

##### **Hotel.**

The City of Isanti is home to many annual events and sport teams. Isanti Jubilee / PRCA Pro Rodeo, David C Johnson Civic Arena, the Isanti Soccer Complex, and the Minnesota State Soccer Cup have brought several people to the City of Isanti in past years. Isanti is home to the 2011 Class C State Champion Redbirds which have moved up to Class B and are very competitive. A 75,000 square foot indoor BMX Arena, name Isanti Indoor Arena – Home of Rum River BMX was constructed in 2015 and has been hugely successful bringing 80,000 participants/spectators to the City of Isanti annually. The indoor BMX arena is the only project of its kind in the nation and is a bona-fide draw regionally and nationally. Financing for this project was done through City issued Tax Abatement bonds and participation by the Initiative Foundation. The City has entered into a 40 year lease with the Rum River BMX Association to operate the second best track in the United States. Based on these demand generators, their impact, and the fact that the closest, hotel to Isanti is located in Cambridge, a regional hotel market study was warranted and completed in 2016.

The City of Isanti contracted with IDM to update a 2014 Tourism Impact Analysis Project Feasibility Study for the Isanti market in 2016. The findings of this study indicated a market for an 80 room hotel in this area. City Officials have been working on a 33-49 unit hotel with an indoor pool concept that would allow visitors to city attractions/events to stay and shop in Isanti and provide a venue for city residents to utilize. Estimated project costs for the 49 unit building are \$4 million dollars. This would also allow for the Civic Ice Irena, Isanti Soccer Complex, Isanti Indoor Arena – Home of Rum River BMX and other athletic facilities to hold more tournaments and events which would also increase commerce within the region.

Isanti is home to Evercat Fuels which is a cutting edge biodiesel pilot plant used to demonstrate the environmentally friendly process used to manufacture biodiesel. This facility employs nearly thirty employees and provides living wage jobs. Many out of town visitors come to see this pilot plant to learn about the processes involved with a new renewable energy source. Currently these visitors are forced to stay out of town or make a “day-trip” to Minnesota to visit Evercat. There are many other flourishing businesses including Advanced Telemetry Systems, ISD 911, SnoBear USA and Metal Coatings and Manufacturing that also help generate local demand for a hotel. Locating a hotel in Isanti, or this region, would help bring more jobs, commerce, investment, and modern amenities to Isanti County.

**II. Based on the projects you listed, please answer the following project benefits: (place a check for primary project benefits)**

Project No.	#1	#2	#3	#4
Job Creation	X	X	X	X
Job Retention		X		
Livable Wages	X	X		X
Public Facilities	X		X	
Housing		X	X	
Social / Recreational		X	X	X
Downtown Revitalization / Renovation		X		
Other	X	X		X

If other, please explain:

**Rail:** Diversification of industrial businesses.

Transportation alternative for industrial businesses to transport materials and goods to and from their location.

**Downtown:** Redevelopment of our downtown to bring additional business and services to our community.

Economic Growth Corridor for possible commuter rail / light rail / passenger rail / park & ride depot location.

**Hotel:** Synergy between sporting venues and the Isanti Indoor Arena – Home of Rum River BMX will increase exposure for the City of Isanti and increase commerce.

**III. Population to Benefit:**

Project No.	#1	#2	#3	#4
City	5,497 <sup>b</sup>	5,497 <sup>b</sup>	5,497 <sup>b</sup>	5,497 <sup>b</sup>
County	38,413 <sup>a</sup>	35,965 <sup>b</sup>	5,497 <sup>b</sup>	35,965 <sup>b</sup>
Region 7E	163,347 <sup>a</sup>	35,965 <sup>b</sup>	5,497 <sup>b</sup>	35,965 <sup>b</sup>

a: MN DEED 2014 <https://apps.deed.state.mn.us/lmi/rws/Results.aspx>

b: Population - Source Minnesota State Demographer July 2016, City of Isanti Population - 5,497, City of Cambridge - 8,496 and township populations for Athens - 2,155; Bradford - 3,375; Cambridge TWP - 2,373; Fish Lake - 2,000; Isanti TWP - 2,268; North Branch TWP - 1,813; Oxford - 909; Spencer Brook - 1,598; Springvale - 1,466; Stanford - 2,281 and Wyanett - 1,734.

**IV. Characteristics of Population to Benefit:**

Project No.	#1	#2	#3	#4
Unemployment	4.3% <sup>a</sup>	4.1% <sup>a</sup>	4.1% <sup>a</sup>	4.1% <sup>a</sup>
Low/Mod Income (family)	3,727 <sup>c</sup>	3,727 <sup>c</sup>	3,727 <sup>c</sup>	3,737 <sup>c</sup>
Elderly (60 plus yrs)	7,072 <sup>d</sup>	7,072 <sup>d</sup>	7,072 <sup>d</sup>	7,072 <sup>d</sup>
Youth (0-24 yrs)	12,565 <sup>d</sup>	12,565 <sup>d</sup>	12,565 <sup>d</sup>	12,565 <sup>d</sup>
Entire Community	163,347 <sup>c</sup>	35,965 <sup>b</sup>	5,497 <sup>b</sup>	35,965 <sup>b</sup>
Other	_____	_____	_____	_____

If other, please explain: \_\_\_\_\_

a: MN DEED Isanti County November 2016 <https://apps.deed.state.mn.us/lmi/rws/Results.aspx>

b: Population - Source Minnesota State Demographer July 2016, City of Isanti Population - 5,497, City of Cambridge - 8,496 and township populations for Athens - 2,155; Bradford - 3,375; Cambridge TWP - 2,373; Fish Lake - 2,000; Isanti TWP - 2,268; North Branch TWP - 1,813; Oxford - 909; Spencer Brook - 1,598; Springvale - 1,466; Stanford - 2,281 and Wyanett - 1734.

c: MN DEED 2014 - Low/Mod 80% median fam. <http://www.positivelyminnesota.com/apps/lmi/rws/Results.aspx>.

d: 2014 American Community Survey - US Census Fact Finder Isanti County  
<http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>

**V. Job Retention:**

Project No.	#1	#2	#3	#4
1-5 jobs			X	
6-10 jobs	X			X
11-20 jobs		X		
More than 20 jobs				

**VI. Job Creation:**

Project No.	#1	#3	#4	#5
1-5 jobs			X	
6-10 jobs				X
11-20 jobs		X		
21-49 jobs				
More than 50 jobs	X			

**VII. Project Readiness (planned start date):**

Project No.	#1	#2	#3	#4
Within 1 year		X		X
Within 2 years				
Within 3 years (or more)	X		X	

Note: That with a rail industrial park, actual construction could not begin until all applicable environmental studies have been completed. The above schedule assumes that an EIS would be needed in order to begin. If a catalyst project committed to the City of Isanti the project could commence in shortly over 1 year.

Anticipated timing for the need to upgrade to fully mechanized sewer treatment facility is 7 years but capacity issues could move that up sooner.

**VIII. Anticipated Financing Sources (check all that apply)**

Project No.	#1	#2	#3	#4	
Economic Development Administration (EDA)	X	X	X	X	
Essential Function Bonds					
General Obligation Infrastructure Bonds			X		
Revenue Bonds	X				
MN Housing Finance Agency		X			
Housing		X			
Pollution Control Agency	X				
State Public Facilities Authority			X		
Tax Increment Financing	X	X			
USDA/Rural Development	X	X	X	X	
None Considered					
Other	X	X	X	X	X

If other, please explain:

**Rail:** County of Isanti, Tax Abatement, Department of Transportation, BDPI

**Downtown:** Tax Abatement, City of Isanti Revolving Loan Fund

**Hotel:** Tax Abatement, City Financing

## IX. Community Tools

### Who are your community's go-to persons for economic development/business rapid response?

- 1) Economic Development Director Sean Sullivan  
Phone: 763.444.5512 Ext. 111, [ssullivan@cityofisanti.us](mailto:ssullivan@cityofisanti.us)
- 2) Don Lorsung, City Administrator  
Phone: 763.444.5512 Ext. 117, [dlorsung@cityofisanti.us](mailto:dlorsung@cityofisanti.us)
- 3) Development Advisory Committee (Current Members – Annual Appointment)

Mayor George Wimmer  
Phone: 763.442.8749, [George@GeorgeWimmer.com](mailto:George@GeorgeWimmer.com)

Councilmember Ross Lorinser  
Phone: 763.587.3841, [ross.lorinser@gmail.com](mailto:ross.lorinser@gmail.com)

### Industrial Parks

Name of industrial park and location:

Centennial Industrial Park. North side of the City of Isanti. East of the BNSF railroad tracks. West of TH 65. South of Cajima St (road in Isanti).

Size of industrial park: 62.00 acres approximate buildable

Acres available in industrial park: 24.00 acres approximate buildable

Asking price for industrial park land (per acre): \$1 (if they meet City requirements)

Infrastructure in place at industrial park (please check all that apply):

Roads: X Water: X Sewer: X

Storm Sewer: X Telecom. X Fiber Optics: X

Are there any plans for expansion of the existing industrial park or create a new industrial park?

Yes: X No:

Please explain: A rail served industrial park, which would expand our current industrial park, is the City's number one CEDS request. In addition, there are 32 acres adjacent and to the north of the existing industrial park that could serve for expansion of the existing park. There is no timetable for either project.

Total daily water capacity: 1,584,000 gallons. Available daily water capacity: 1,584,000 gallons

Total daily sewer capacity: 576,000 gallons. Available daily sewer capacity: 576,000 gallons

**Loan Funds**

City Revolving Loan Fund – Yes

Asset Base - \$42,969 Available September 2016

Source – City Funds and State MIF Loan Repayment (20%)

**X. Other Information Requested:**

What do you believe is the greatest obstacle to the Economic Development of the community or area served by your organization?

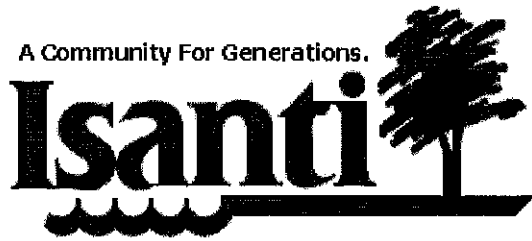
Rank from 1 to 5 with 1 being the greatest obstacle.

Adequate housing	_____
Inadequate Infrastructure	_____
Inadequately trained labor force	<u>5</u>
Lack of agency staff	_____
Lack of capital	<u>1</u>
Lack of development plan	_____
Lack of labor force	<u>2</u>
Lack of sites for development	_____
Lack of transportation	<u>3</u>
Other	<u>4</u>

If other, please explain: The foreclosure crisis and uncertainty for costs for transportation, energy and goods and services. Isanti has fully recovered from the foreclosure crisis of 2009-2013. However, there are still some reservations as to re-investing in Isanti as many past investors were hurt financially by the sudden decline in economic activity in Isanti due to the Great Recession. Fuel costs have been trending lower, but historically they have been rather volatile. Gas prices are averaging \$2.20 in the area now but the days of \$4.00 gas are not out of recent memories for people and businesses looking to move to Isanti. Until we have some stability for an extended period of time there will be reservations by potential investors in Isanti. In addition, the cost of construction of new buildings far exceeds the price of acquiring exiting buildings. Vacant Building inventory continues to decline in Isanti and regionally but this serves as a barrier to new building construction in the industrial sector.

**Thank you for taking the time to complete this survey.**

## MEMO



**To:** Economic Development Authority  
**From:** Sean M. Sullivan, Economic Development Director  
**Date:** September 2, 2016  
**Subject:** Project Updates / Informational Items

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**Business Prospects/Projects:**

Coborn's Grocery Store – Grand Opening was held on August 17, 2016. The store is doing extremely well based on feedback from residents and others outside the City of Isanti.

Allina Health Clinic – Construction is underway on the clinic. Allina Health anticipates employment at that location to be between 25-35 people. The clinic should open sometime in the spring of 2017.

Hotel- Project at standstill.

Senior Memory Care – A site plan has been submitted and approved for a 24 unit Senior Memory Care Facility. Project has been delayed but still on track for construction in 2016.

General - Staff has been contacted by other prospects but the discussions are preliminary in nature. Prospects and targeted business types include: commercial-retail, SFR residential, restaurants, hospitality and industrial. Staff will continue to pursue options as they present themselves and will continue to work on business recruitment.

**GPS 45:93** – Attached is the Agenda from the last meeting

**EDAM** –Attached is the Agenda and Minutes from the last meeting

**NLX Steering Committee Update** – No update.

**CVN:** Staff attended the Community Venture Network presentation on August 12 and is currently processing leads and meeting with interested parties. A lot of these companies are early stage but

some are closer to getting project in the ground. Establishment of relationships early is key to potentially landing some of these prospects.

**CGI:** Staff is waiting for the draft video to review.

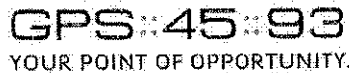
**Promotional Bag and Welcome Brochure:** Staff is working with President Wimmer to finalize drafts and participation letter. Staff anticipates the Welcome Brochure to be included in all the promotional bags to help market the City of Isanti and out businesses. No timetable has been set on this item but it is a marketing priority.

**Leader Financial and Oakwood Insurance Grand Opening (404 Whiskey Rd):** The owners of these businesses are going to have a ribbon cutting/Grand Opening on September 9<sup>th</sup> from 2 – 7 pm. Staff is working to get a more specific time for the ribbon cutting.

**100-102 Dahlin** – The city closed on the property on June 22, 2016. All tenants are gone, building is secured and power has been cut from the building. Staff has received demolition bids and they will be considered at the September 6, City Council Meeting. This is truly an addition by subtraction type project. There has been some interest by a developer in redeveloping the site but it is very general.

**Housing Starts in 2016:** As of September 2, 2016 there have been 51 single family housing permits picked up. The City is currently ahead of last year's pace. In 2015 the City saw 41 new single family housing permits pulled. 2015-16 were exceptional years for Isanti and more growth is projected in 2016 in this sector as well as market rate apartments and senior housing.

**Businesses Arrivals and Departures in Isanti 2016:** The City of Isanti is proud to recognize new businesses for choosing Isanti to be home in 2016. **Arrivals:** Twinkle Toes by Petra (103 Heritage Blvd NW), Nelson Massage Therapy (401 E Dual Blvd), Jung Do Sol TKD Club (4 Enterprise), Protection Security (901 E Dual Blvd) Joy-Us Cares (11 Heritage Blvd), HearSwell (33 Main St – Former Gental Dental) Leader Financial (404 Whiskey Road), Oakwood Insurance (404 Whiskey – Sharing space with Leader Financial), Bitzer Consulting (210 6<sup>th</sup> Avenue), Greater Midwest Realty (210 6<sup>th</sup> Avenue), Xcel Companies (101 Isanti Parkway), Ally Medical Supply (404 E Dual Blvd), SOCA (401 E Dual Mall), MN Care Partners (401 E Dual Mall), the Paw Spa (401 E Dual Blvd), Coborn's Market Place, **Departures include:** Stellar Enterprises (404 Whiskey Road), Eagles Crossing (2 Enterprise), Xcel Companies (101 Isanti Parkway)



**Board of Directors Meeting**  
**Friday, August 26, 2016**  
**Pine County Board Room, 635 Northridge Drive NW, Pine City, MN**  
**10:00 a.m. - 12:00 p.m.**

**Mission Statement:**

To capitalize on the strengths that come from being a regional economic development alliance; acting as a conduit for members to access resources, prospective businesses and educational opportunities that would otherwise not be available to them; and to provide a regional approach to workforce development and business retention.

**Introductions (and what's new?)**

**Additions to the Agenda**

**Approval of Agenda**

**Approval of Minutes**

- a.) July 22, 2016 Board of Directors Meeting Minutes

**Treasurer Report -- Doyle Jelsing**

- a.) Financials  
 b.) Approval of 990 Tax Form, and direct President to sign and ensure filing with the State of MN and that all fees, \$25 to State of MN and \$300 to Anfinson Thompson & Company P.A. for 990 preparation are paid.

**Presentations**

- a.) None

**Chair Report -- Richard Baker**

The Changing Dynamics of Economic Development in the 5-County Region and the future role of GPS 45:93. In preparing for our annual meeting and pending operational strategy discussions, I began thinking about the accomplishments of GPS 45:93 over the last 15-months since our last annual meeting in June of 2015, and here are the items that I have come up with:

- 1) Completed an updated strategic Plan -- Thank you Lezie
- 2) A successful first ever hosting of a site selector in September 2015
- 3) The Implementation of the first round of an Economic Gardening Program
- 4) Updated Bylaws
- 5) Moved Bookkeeping services to Chisago County HRA-EDA
- 6) Opened up a separate checking account
- 7) Secured D&O, General Liability & theft insurance policies
- 8) Wrote and implemented a Conflict of Interest Policy for the Board of Directors
- 9) Draft completed on a new member orientation -- I would like to see a timeline added of the organization's milestones since inception and then I think we could call it complete.
- 10) Secured Equity Fund Resources, so we can refer potential businesses to an equity fund resource. (Hopefully on Friday the Board will approve buying shares in Hill Capital and this long discussed and previously frustrating, trial and error, endeavor will find some closure.)
- 11) About to begin (Exec. Committee has approved and we will have started by the annual meeting) Development of an Operations Strategy plan to better align our volunteer and paid consultant's time.

## Committee Reports

- a.) Executive Committee
  - 1.) Approve Executive Committee action taken, in consultation with the Initiative Foundation, to contract with Economic Development Services, Inc. to lead the Executive Committee and Past Presidents through an Operational Strategy discussion and plan development.
    - a. Approve Contract
    - b. Approve the submission of a grant request to the Initiative Foundation to fund \$2500 of the cost of this Operational Strategy discussion.
- b.) Workforce – Carla Vita
  - 1.) CMMA State Certified Youth Apprenticeship Info Session was held Aug. 10 9-11 in Sartell.  
Copies of materials is included in packet.
  - 2.) New Occupations In Demand – Informational only (SEE CMJTS LMI Update in Packet)
  - 3.) DEED Seeks Program Grant Reviews (SEE Packet)
- c.) Marketing/Website – Sean Sullivan
  - 1.) Website
  - 2.) Regional approach to CVN Prospects
- d.) Housing – Lezlie Sauter
- e.) Equity Fund – Sara Treiber
  - 1.) Investment in Hill Capital Corporation
  - 2.) Crowdfunding – Sandy Voigt
  - 3.) 1 Million Cups – Hill Capital, Stan G. was wondering if anyone has ever attended?
- f.) Annual Meeting Committee – Richard Baker
  - 1.) Annual meeting is scheduled for Friday, September 23<sup>rd</sup>. Do to scheduling conflicts, the location is NOW at the Pine Technical and Community College.  
Tentative schedule is:  
  
9:00 a.m. – 9:30 a.m. Check-in & Networking  
9:30 a.m. – 10 a.m. GPS 45:93 Presidential Update  
10 a.m. – 11:00 a.m. Ben Winchester "Rewriting the Rural Narrative"  
11 a.m.- Noon Liz Templin "The Silver Tsunami"  
Lunch – Lunch is provided following the program.  
Please stay to network.  
Please invite your city & county administrators, city council and county commissioners, and other key community leaders. This is a FREE event to all attendees.

## Old Business

- a.) Video on Site Selector presentation - Brad Brzezinski ?
- b.) Letter of support for CMJTS' *Greater Minnesota's Promise*. (Information Only SEE Packet)

## New Business

- a.) Economic Gardening – Tom & Richard
- b.) Staff Report – Tom Willett
- c.) Potential Early Termination of Consultant Contract
- d.) Regional Approach to Broadband
- e.) CEDS – Jordan Zeller

## Other items

## Next Meeting

September 23<sup>rd</sup> - \*\*\*ANNUAL MEETING\*\*\* – Pine Technical and Community College, 900 4<sup>th</sup> Street SE,  
Pine City, MN 55063



Economic Development  
Association of Minnesota  
**Economic Development Association of Minnesota**  
**Board of Directors Meeting**  
**1000 Westgate Dr., St. Paul, MN 55418**  
**August 31, 2016 – 10:00-12:00 P.M.**

Agenda

- I. Call to Order – Rock-Hantge
- II. Check In – Rock- Hantge
- III. Review of Agenda – Rock- Hantge
- IV. Consent Agenda – Rock- Hantge
  - a. Approval of Board Minutes - July Meeting 2016 (in packet)
  - b. Approval of monthly statements (in packet)
- V. 2016 Work Plan – Rock- Hantge (in packet)
- VI. Joint Committee Chair meeting recap on the prospectus – Barnett Livgard/Rosenfeld
- VII. Committee Report Action Items/Requests
  - a. 2016 Board Retreat Update – Rock-Hantge
    - i. 50<sup>th</sup> Anniversary update
  - b. Executive Committee update
  - c. Government Relations
  - d. Professional Development
- VIII. Review Action Items
- IX. Adjourn

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**EDAM's Mission:**

To champion Economic Development in Minnesota through professional development, networking, and advocacy.

**EDAM's Vision:**

Be recognized as Minnesota's vibrant and professional member-driven Economic Development organization.



Economic Development  
Association of Minnesota

**Economic Development Association of Minnesota  
Board of Directors Meeting  
EDAM Offices  
July 27, 2016 – 10:00 A.M.-12:00 P.M.**

Minutes

**I. Call to Order**

President Christie Rock-Hantge called the meeting to order at 10:07 a.m.

Members in attendance included: President Christie Rock-Hantge, , First Vice President Adam Kienberger, Second Vice President Megan Barnett-Livgard, Kim Lindquist, Erik Hansen, Trisha Rosenfeld, Sean Sullivan, Matt Brown, Erin Sparks, Jeff Rossate Phone: Tony Schertler Absent: Mark Vaux, Past President Heidi Peper Staff Present: Eric Ewald, Nick de Julio Guests: Mike Mulrooney

**II. ED Review**

Nick de Julio was introduced as the new Executive Director of EDAM. He will work with Eric Ewald to ensure there is no drop off in client work.

**III. Special Guest: Mike Mulrooney, MDEF**

Mulrooney discussed the 50<sup>th</sup> year- golf tourney and the historical context of EDAM. He is working on a strategic plan to raise funds-support scholarship money.

Discussion was had amongst members regarding supporting the foundation as well as EDAM's needs for-potential golf support next summer (fundraising) and using communication tools to grow partnerships. Mulrooney suggested that maybe volunteers from EDAM could be used for helping with timing, feedback, and connecting with volunteer committee.

**IV. Check In: Christie Rock-Hantge**

Board members each shared how they are feeling today. Average of 9

**V. Review of Agenda: Christie Rock-Hantge**

Add the following topics to the agenda under Committee Reports:

- Professional development update and
- Action on winter conference 2018/2019 location
- GR proposals discussion

*There was a motion and second (Hansen/Sullivan) to approve the agenda changes. The motion passed.*

**VI. Consent Agenda: Christie Rock-Hantge**

- a. Approval of Board Minutes – June Meeting 2016
- b. Approval of monthly financial statements (Ewald work with Adam on 2017 budget –October finalize) (current shortage with budget and dues- looking at raising dues once we set a budget/package)  
Membership committee forward ideas to joint chair committee. Get ideas to Megan and Trisha one week before Aug meeting.

*There was a motion and second (Kienberger/Brown) to approve the consent agenda. The motion passed.*

**VII. 2016 Work Plan: Christie Rock-Hantge**

The Board agreed to skip over this section

**VI. Committee Report Action Items/Requests**

**A- 2016 Board Retreat Update: Christie Rock-Hantge**

**i. Confirmation of retreat location: Ewald**

The 2016 Board retreat will take place at Lord Fletchers (in the larger event room) on October 12. The Board is seeking approval of the confirming Lord Fletchers (\$500 minimum required, plus add tax and service to it) Event will roughly cost \$700

*There was a motion and second (Barnett-Livgard/Kienberger) to approve the confirming the location and the costs withbooking the venue. The motion was passed*

Action Item: de Julio will check about the availability of AV equipment with the room.

Action Item: de Julio will let Christy (Ewald) know that the location was approved so she can give confirmation to the venue

**ii: 50<sup>th</sup> Anniversary Update- Barnett-Livgard**

No update was provided by Barnett-Livgard: Will look for incoming story submissions. The proposal deadline is Aug 5<sup>th</sup>

There was discussion about other awards programs from recent year- The Winter Conference Deadline historically has been early November.

For past projects regarding the Summer Conference- The deadline has been three months prior.

**B- Exec Committee Update**

No update was provided

**C- Appoint/reappointment chairs**

The Board discussed the following board appointments/reappointments:  
Marketing- Trisha Rosenfeld and Megan Barnett-Livgard were appointed  
Membership – Tim Johnson was appointed and Erin Sparks has been removed  
All current chairs stayed the same

*There was a motion and second (Schertler/Hansen) to approve the following chair appointments.  
The motion was passed.*

**D- GR Proposal for 2017**

Matt Brown and Nick de Julio presented an update on the pending 2016 Special Session talks as well as presented committee progress and direction/focus for 2017. Matt and Abraham met with Nick de Julio and Becca Pryse to discuss 2017 options and what services would be available. Brown indicated that pursuing ideas in package 2 were closer to what they wanted to do. The BOD had a discussion about supporting more direct lobbying with a focus on key areas. There were discussions around media outreach, site visits and member education at the Winter Conference.

The Board wants the GR committee needs to work on their focus and set goals that they want to meet in order to move forward in looking at a new GR contract.

Brown was directed to move forward in working on the committee focus and goals that justify a contract service increase.

**E- Professional Development Update**

I: 2018/2019 Winter Conference: The Double Tree in St Louis Park for 18/19 Winter Conference.

*There was a motion and a second (Hansen/Rosenfeld) to approve the Double Tree location for 2018/2019 Winter conference. The motion passed.*

II: State of the committee- There was discussion and summary presented on the committee and conferences. The board discussed what drives people to events and the number of events that are held and if there needs to be a limit on them so they are not watered down.

Action Item: Nick-Provide the BOD with numbers regarding attendance at EDAM events for the last year- meeting minimum.

The board discussed the webinar format and what best serves members to attend as well as watch at a time that is convenient. Ideas of doing some lead up webinars to the final event were discussed as a way to drive attendance to events but to also prepare people for an event. Having a webinar theme for the year, one stop registration were all ideas and goals discussed. The board agreed that this might be more realistic as a 2018 goal.

Committee will meet in Sept (every other month 6 times: in person) 2 sub-committees meet during the off months.

*There was a motion and second (Brown/Sullivan) to approve the Professional Development 2017 Outline. Lindquist voted No. Motion was passed.*

**IX. Review Action Items – Ewald**

- de Julio will check on AV equipment at Fletchers for the Oct 12 event and update the BOD.
- Ewald will get budget planning documents to Adam for 2017 planning.
- de Julio will work with Ewald will work on getting the contract secured for 18/19 winter conferences.
- de Julio will send over the Prospectus template to Barnett-Livgard
- Brown will work on setting up the September GR meeting- reach out to regionals organizations to set up meetings/CRH will talk with Heide to set up regional meetings.
- de Julio will provide the BOD with numbers regarding attendance at EDAM events for the last year-meeting minimum.
- de Julio will check about the availability of AV equipment with the room.
- de Julio will let Christy (Ewald)know that the location was approved so she can give confirmation to the venue

**X. Adjourn**

*There was a motion and second (Sullivan/Rosenfeld Trisha) to adjourn. The motion passed.*

***Respectfully submitted,  
Nick de Julio, AE***



### **Economic Development Authority Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Modifications
2. Approval of Agenda
3. Approve Minutes of September 6, 2016 Regular Economic Development Authority Meeting
4. Consider Request for Contribution to Minnesota Economic Development Foundation (MNEDF)
5. Other Business / Updates / Communications
  - a. Business Prospects/Projects
  - b. GPS 45:93
  - c. EDAM
  - d. NLX Steering Committee
  - e. CVN
  - f. CGI
  - g. Promotional Bag and Welcome Brochure
  - h. 100-102 Dahlin
  - i. Minnesota Manufacturers Week – October 2-8
  - j. Housing Starts in 2016
  - k. Business Arrivals and Departures in Isanti 2016
6. Adjournment

**City of Isanti**  
**Economic Development Authority**  
**Regular Meeting Minutes of**  
**September 6, 2016**  
**Isanti City Hall**

**1. Call to Order**

The meeting was called to order by President Wimmer at 7:30 p.m.

**a. Pledge of Allegiance**

**b. Roll Call**

Commissioners Present: George Wimmer, Keith Dragisich, Ross Lorinser, Dan Collison, Paul Bergley, Steve Lundeen and Tara Hallberg

Commissioners Absent: None

Staff Present: Economic Development Director Sean Sullivan

**c. Agenda Modifications**

**2. Approval of Agenda**

Motion to approve Agenda as presented by Lundeen, second by Bergley, motion carried unanimously.

**3. Approve Minutes of August 3, 2016 Regular Economic Development Meeting**

Motion by Lundeen second by Bergley to approve the minutes for August 3, 2016. Motion carried unanimously.

**4. Consider Recommendation for Submittal of 2016 CEDS to ECRDC**

Economic Development Director Sullivan highlighted items in the staff memo. Removal of the Medical clinic and updating the remaining four priority projects was completed by staff which include: Rail industrial Park, Downtown Redevelopment, Wastewater Treatment, Hotel. Sullivan stated that this document was used for identifying projects that could be eligible for Federal EDA dollars.

Motion by Lundeen second by Bergley to recommend to the City Council submittal of the 2016 CEDS document as presented.

**5. Other Business / Updates / Communications**

President Wimmer updated the EDA on the Hwy 65 Overlay District and that it would be reviewed by DAC, City Council and Planning Commission. He indicated looking at higher development

standards for the first 1 or 2 blocks would be part of this discussion. He also provided an updated on the Street Collector Fees and that DOAC would be looking at potential impacts of reducing or eliminating this fee.

Sullivan updated the EDA in regards to the status of the Promotional Bag / Welcome Brochure project, continued positive growth in housing and the net gain of businesses and their positive impact on Isanti.

Commissioner Collison asked when the Gas Station would be opening.

President Wimmer indicated the date of opening of the gas station was not certain, and the initial success has been phenomenal.

- a. Business Prospects/Projects
- b. GPS 45:93
- c. EDAM
- d. NLX Steering Committee Update
- e. CVN
- f. CGI
- g. Promotional Bag and Welcome Brochure
- h. Leader Financial and Oakwood Insurance Grand Opening
- i. 100- 102 Dahlin
- j. Housing Starts in 2016
- k. Business Arrivals and Departures in Isanti 2016

## **6. Adjournment**

Lundeen motioned, seconded by Collison to adjourn at 7:44 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 6<sup>th</sup> day of September, 2016.

Respectively Submitted,

**Sean M. Sullivan, Economic Development Director**



## Request for EDA Direction

**To:** Isanti Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** October 4, 2016

**Subject:** Consider Request for Contribution to Minnesota Economic Development Foundation (MNEDF)

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### Background:

City Staff has received a request for a \$1000 contribution from the City of Isanti from the Minnesota Economic Development Foundation (MNEDF). The City currently does not have this as a budgeted item in the 2016 or 2017 budget. The MNEDF is an organization that provides scholarships to economic development activities that include internships and training opportunities. The City of Isanti has benefitted from these scholarships relating to internships (2), and training (Sullivan – NDC). Staff is asking the EDA to consider a recommendation to make a contribution.

### City of Isanti EDA Recommendation:

Possible recommendations to the City Council could include:

- 1) \$1000 contribution
- 2) Contribution of a lesser amount
- 3) Providing a letter of support and a future commitment
- 4) Providing a letter of support without a future commitment
- 5) Other as deem appropriate by EDA

### Attachments:

- 1) Contribution Request from MNEDF dated September 23, 2016



September 23, 2016

Sean Sullivan  
City of Isanti  
110 First Ave NW  
Isanti, MN 55040

Dear Sean:

The Minnesota Economic Development Foundation (MNEDF) is a 501(c)(3) nonprofit, devoted to building stronger Minnesota communities through economic development education and training. Since our inception in 2003, many communities and organizations across the state, including the City of Isanti, have benefited from the foundation's support for internships and economic development training and education.

I am writing to ask the City of Isanti for a contribution of \$1,000 to continue the MNEDF's important work this year and going forward.

Continued economic growth requires well-equipped professionals in local governments, community development groups, utilities, and other private sector organizations. As the current economic development workforce ages and moves toward retirement, many positions are opening up. MEDF funds the specific training that new entrants into the field need to be successful.

MNEDF operates on an annual budget of about \$35,000. Conducting its work on a very lean basis, the foundation is managed by an all-volunteer board of senior, long-time economic development professionals who see the value of giving back to the profession. Because of how we manage, we channel 95% of our contributions into direct programming.

We hope to keep in place an aggressive set of programs in the coming year: community internships, basic economic development coursework at UMD, scholarships for IEDC and NDC professional training, and targeted assistance to young development professionals.

The beneficiaries of these programs are the next generation of economic development leaders. Please join us in supporting the work of MNEDF. I will be calling in the near future to see if you have any questions. Thanks for considering support for this important economic development effort.

Sincerely,

Michael J. Mulrooney, Chairman  
Minnesota Economic Development Foundation

**Board of Directors  
and Executive Officers**

**BOARD OFFICERS**

Michael Mulrooney, Chair  
Central Minnesota Dev. Company

Mark Lofthus, Vice Chair  
Dakota Electric Association

Janna King, Treasurer  
Economic Development Services, Inc.

Tim Korby, Secretary  
Donohue Associates

Patrick R Connoy, Past Chair  
Hennepin County

**DIRECTORS**

David Anderson  
Frauenshuh, Inc.

Clark Arneson  
City of Blaine

John Campobasso, Kraus-Anderson Construction  
Co.

Tim Clawson  
Faribault County Development Corp.

Michael Langley  
GREATER MSP

Megan Barnett-Livgard  
GREATER MSP

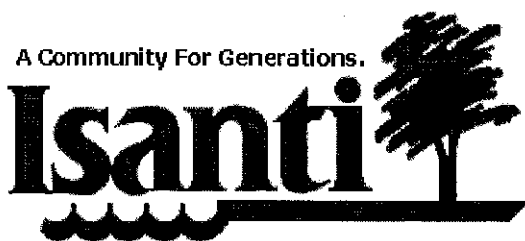
James Maciej  
J-V-M Realty Advisors

Craig Waldron  
Hamline University

1769 Lexington Avenue N  
#339  
Roseville, MN 55113

(612) 308 2577  
www.MNEDF.org

## MEMO



**To:** Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** September 29, 2016

**Subject:** Project Updates / Informational Items

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**Business Prospects/Projects:**

Allina Health Clinic – Construction is underway on the clinic. Allina Health anticipates employment at that location to be between 25-35 people. The clinic should open sometime in the spring of 2017.

Hotel- Project at standstill.

Senior Memory Care – A site plan has been submitted and approved for a 24 unit Senior Memory Care Facility. The City Council is slated to act on a Commercial SAC and WAC Repayment Agreement on 10/4/16.

General - Staff has been contacted by other prospects but the discussions are preliminary in nature. Prospects and targeted business types include: commercial-retail, SFR residential, restaurants, hospitality and industrial. Staff will continue to pursue options as they present themselves and will continue to work on business recruitment.

Trans-Mississippi Biological Supply – Closing on remaining two units occurred on September 21 at Village Bank. The City has a secured \$15,000 interest in the real estate through the City RLF Program. Welcome to Isanti!!!

**GPS 45:93** – Staff attended the Annual Meeting on September 23, 2016.

**EDAM** –Attached is the Agenda and Minutes from the last meeting. Staff will be attending a Strategic Planning Session for the EDAM Board of Directors on October 12.

**NLX Steering Committee Update** – No update.

**CVN:** Staff attended the Community Venture Network presentation on August 12 and is currently processing leads and meeting with interested parties. A lot of these companies are early stage but some are closer to getting project in the ground. Establishment of relationships early is key to potentially landing some of these prospects.

**CGI:** The City has received the draft Isanti County Video. Staff has provided comments to CGI and Isanti County on the draft. The City has not seen a draft video for the City of Isanti version.

**Promotional Bag and Welcome Brochure:** Staff is working with President Wimmer to finalize drafts and participation letter. Staff anticipates the Welcome Brochure to be included in all the promotional bags to help market the City of Isanti and out businesses. No timetable has been set on this item but it is a marketing priority.

**100-102 Dahlin Ave NE** – The city closed on the property on June 22, 2016. The Demolition contract was awarded to Sauter and Sons. Staff is attending pre-con meeting for disconnection from the natural gas main. The project will require removal and reinstallation of a curb. Staff anticipates demolition to commence around October 6<sup>th</sup>. This is truly an addition by subtraction type project. There has been some interest by a developer in redeveloping the site but it is very general.

**Minnesota Manufacturers Week – October 2-8** – City Staff will be meeting with Isanti Manufacturers to conduct business retention and expansion visits and to thank them for choosing to locate in Isanti.

**Housing Starts in 2016:** As of September 29, 2016 there have been 55 single family housing permits picked up. The City is currently ahead of last year's pace. In 2015 the City saw 41 new single family housing permits pulled. 2015-16 were exceptional years for Isanti and more growth is projected in 2016 in this sector as well as market rate apartments and senior housing.

**Businesses Arrivals and Departures in Isanti 2016:** The City of Isanti is proud to recognize new businesses for choosing Isanti to be home in 2016. **Arrivals:** Twinkle Toes by Petra (103 Heritage Blvd NW), Nelson Massage Therapy (401 E Dual Blvd), Jung Do Sol TKD Club (4 Enterprise), Protection Security (901 E Dual Blvd) Joy-Us Cares (11 Heritage Blvd), HearSwell (33 Main St – Former Gental Dental) Leader Financial (404 Whiskey Road), Oakwood Insurance (404 Whiskey – Sharing space with Leader Financial), Bitzer Consulting (210 6<sup>th</sup> Avenue), Greater Midwest Realty (210 6<sup>th</sup> Avenue), Xcel Companies (101 Isanti Parkway), Ally Medical Supply (404 E Dual Blvd), SOCA (401 E Dual Mall), MN Care Partners (401 E Dual Mall), the Paw Spa (401 E Dual Blvd), Coborn's Market Place, Fusion Nails (404 Whiskey Rd), Trans-Mississippi Biological Supply (101 Isanti Parkway), Tab and Slot (702 E Dual Blvd), Learning Designs (2 Enterprise) **Departures include:** Stellar Enterprises (404 Whiskey Road), Eagles Crossing (2 Enterprise), Xcel Companies (101 Isanti Parkway), Waterworks Manufacturing (702 E Dual Blvd), Sunlife Salon (2 Enterprise)



Economic Development  
Association of Minnesota

Economic Development Association of Minnesota  
Board of Directors Meeting  
1000 Westgate Dr., St. Paul, MN 55418  
September 28, 2016 – 10:00-12:00 P.M.

Agenda

- I. Call to Order – Rock-Hantge
- II. Check In – Rock- Hantge
- III. Review of Agenda – Rock- Hantge
- IV. Consent Agenda – Rock- Hantge
  - a. Approval of Board Minutes - August Meeting 2016 (in packet)
  - b. Approval of monthly statements (in packet)
- V. 2017 Membership Adjustment Proposal - Barnett Livgard/Rosenfeld
- VI. 2017 Budget Proposal - Kienberger
- VII. Board Nominations/Elections – de Julio
- VIII. Committee Report Action Items/Requests
  - a. Executive Committee update
  - b. Government Relations
  - c. Professional Development
    - i. EDAM U proposal presented by Erik Hansen
  - d. Marketing/Communications
  - e. Membership
- IX. Review Action Items
- X. Adjourn

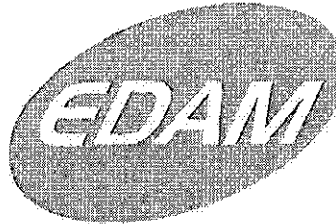
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**EDAM's Mission:**

To champion Economic Development in Minnesota through professional development, networking, and advocacy.

**EDAM's Vision:**

Be recognized as Minnesota's vibrant and professional member-driven Economic Development organization.



Economic Development  
Association of Minnesota  
**Economic Development Association of Minnesota**  
**Board of Directors Meeting**  
1000 Westgate Dr., St. Paul, MN 55418  
August 31, 2016 – 10:00-12:00 P.M.

Minutes

- I. President Christie Rock-Hantge called the meeting to order at 10:10 a.m.

Members in attendance included: President Christie Rock-Hantge, First Vice President Adam Kienberger, Second Vice President Megan Barnett-Livgard, Kim Lindquist, Erik Hansen, Trisha Rosenfeld, Sean Sullivan, Matt Brown, Erin Sparks, Past President Heidi Peper, Tony Schertler  
Phone: Jeff Rossate, Mark Vaux, Staff Present: Nick de Julio

- II. Check In – Rock-Hantge  
Board members each shared how they are feeling today.

- III. Review of Agenda – Rock- Hantge

Added the following topics to the agenda:

- Board Elections- Exec Committee update
- 2017 Budget Update- Exec Committee update
- MN Brownfields Sponsorship- Under action items

*There was a motion and second (Brown/Kienberger) to approve the agenda changes. The motion passed.*

- IV. Consent Agenda – Rock- Hantge

- a. Approval of Board Minutes - July Meeting 2016 (in packet)  
Make adjustments reflecting changes to events section and meeting schedule of the PD Committee in the July minutes.
- b. Approval of monthly statements (in packet)  
Update summer sponsorship to \$2000

*There was a motion and second (Rosenfeld/Lindquist) to approve the consent agenda with the changes. The motion passed.*

- V. 2016 Work Plan – Rock- Hantge (in packet)

Rock- Deleted the work plan update from the agenda

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VI. Joint Committee Chair meeting recap on the prospectus – Barnett Livgard/Rosenfeld  
Barnett-Livgard and Rosenfeld discussed EDAM memberships and sponsorships and how they are looking at adjusting the categories, reclassifications as well increased membership rates. The committee is still working on details of what membership packages and rates would look like. Committee plans to work with Scott and Skip as well as the marketing committee- No action needed. Barnett-Livgard and Rosenfeld are looking to bring a proposal in September for board approval.

VII. Committee Report Action Items/Requests

a. **2016 Board Retreat Update**

The October 12<sup>th</sup> board retreat start at 9:00am- de Julio will check with the speaker on his AV needs. Rock- Hantge will set up a conference call with the BoD to talk agenda for the day - a doodle poll will be sent out in two weeks to check on availability of board members.

i. 50<sup>th</sup> Anniversary update

The last eblast- calling for winter submissions: de Julio will talk with Brian to clarify submission needs to make sure directions and asks are clear. To date we have only received four submissions for 50<sup>th</sup> stories. Set up secondary email to list serve to capture stories.

Pepper will discuss the 50<sup>th</sup> Anniversary stories request with the past presidents and ask for their submissions.

b. **Executive Committee update**

Board Elections

-Plan: de Julio will circulate the following material to board members for their review: Board terms, the Board application, and eblast draft calling for nominations and applications.

-Brown, Sparks and Schertler will talk offline about the 2<sup>nd</sup> VP position and who has interest in running for the opening.

2017 Budget Update

Kienberger – preliminarily discussed the steps he has been taking and areas he is looking at adding spending and income as he has been drafting the budget. He plans to present his budget at the Sept at BOD meeting. Discussed past planning meetings and that he is looking at big picture and extra expenses. Potentially uses reserves part of discussion in helping pay for the 50<sup>th</sup> Anniversary. Kienberger also want to look at sponsorships versus dues- plays into increases for members.

Budget details potentially upcoming:

-Directory- Potentially phase out hard copies: advertising fee loss potentially from moving away, but should be a wash. Might be other ways to bring income in from this.

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OCTOBER 2-8 • 2016

5.i.

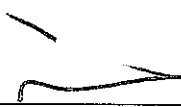
## Proclamation

- Whereas: The manufacturing industry is a dynamic segment of Minnesota's economy, and an integral part of Minnesota's economic development strategy; and
- Whereas: Manufacturing has the second largest total payroll among business sectors in Minnesota, providing \$20 billion in wages; and
- Whereas: Manufacturing contributed almost \$48.2 billion to the Minnesota economy 2015, and is the second-largest industry (16 percent) contributing to our private gross domestic product; and
- Whereas: Manufactured exports brought \$18.9 billion into the Minnesota economy in 2015; and.
- Whereas: Manufacturing provides over 317,200 highly skilled, high paying jobs, which significantly contribute to Minnesota's high standard of living and economic vitality.
- Whereas: Manufacturing businesses employ 295 people on the City of Isanti which is approximately 17 percent of all jobs located within the City of Isanti

Now, therefore, I, George A. Wimmer, Mayor of the City of Isanti, Minnesota do hereby proclaim that the week of October 2 to October 8, 2016 shall be observed as:

### ***MINNESOTA MANUFACTURING WEEK***

in the City of Isanti on this 20<sup>th</sup> day of September, Two Thousand and Sixteen.

  
MAYOR George A. Wimmer



### **Economic Development Authority Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Modifications
2. Approval of Agenda
3. Approve Minutes of October 4, 2016 Regular Economic Development Authority Meeting
4. Review of Framework for Marketing Initiatives and Strategy
5. Consider Advertising in North 65 Chamber - Isanti County Map
6. Other Business / Updates / Communications
  - a. Business Prospects/Projects
  - b. GPS 45:93
  - c. EDAM
  - d. NLX Steering Committee
  - e. CVN
  - f. Minnesota Real Estate Journal Industrial Conference - November 17, 2016
  - g. CGI
  - h. Promotional Bag and Welcome Brochure
  - i. Minnesota Manufacturers Week Visits
  - j. Governor's Council on Freight Rail
  - k. 100-102 Dahlin
  - l. Housing Starts in 2016
  - m. Business Arrivals and Departures in Isanti 2016
7. Adjournment

**City of Isanti  
Economic Development Authority  
Regular Meeting Minutes of  
October 4, 2016  
Isanti City Hall**

**1. Call to Order**

The meeting was called to order by President Wimmer at 7:31 p.m.

**a. Pledge of Allegiance**

**b. Roll Call**

Commissioners Present: George Wimmer, Keith Dragisich, Ross Lorinser, Dan Collison, Paul Bergley, and Steve Lundeen

Commissioners Absent: Tara Hallberg

Staff Present: Economic Development Director Sean Sullivan

**c. Agenda Modifications**

**2. Approval of Agenda**

Motion to approve Agenda as presented by Lundeen, second by Collison, motion carried unanimously.

**3. Approve Minutes of September 6, 2016 Regular Economic Development Meeting**

Motion by Collison second by Bergley to approve the minutes for September 6, 2016. Motion carried unanimously.

**4. Consider Request for Contribution to Minnesota Economic Development Foundation (MNEDF)**

Economic Development Director Sullivan highlighted the staff memo and the history of City of Isanti Awards from the MNEDF for Interns and Training opportunities. Sullivan indicated that he has been the recipient of a scholarship for training for NDC and that the organization has done great things for economic development and provided a valuable service for the City of Isanti. He stated that this was not a budgeted item and that a funding source would need to be identified. Sullivan asked the EDA to consider supporting this organization with a donation.

Discussion ensued.

President Wimmer acknowledged that this was not a budgeted item but the Council does have the discretion to ad items such as this. He indicated that the General Fund, or other Funds that were possibly under budget, could be used for these type items.

Member Dragisich stated that he supported making a donation to the fund because the City had been a scholarship recipient multiple times.

Motion by Lundeen second by Dragisich to recommend to the City Council a donation of \$1000 to be made to MNEDF and to refer to Finance Committee to identify that funding source. Motion carried unanimously.

### **5. Other Business / Updates / Communications**

Sullivan highlighted items on the Staff Memo.

Lundeen informed the EDA that the construction traffic associated with Allina has not be ideal. A Stop sign was needed.

President Wimmer stated that it was part of the site plan and that Allina was responsible for putting a stop sign in and the City would reciprocate at the McDonald's development.

President Wimmer stated that Coborn's is looking to phase the gas station area. They want to do the pumps immediately and at some point would like to do the carwash.

President Wimmer informed the EDA that Governor Dayton visited SnoBear USA in Isanti and that we have a very good meeting about SnoBear USA, economic development and use of state programs.

Discussion about housing market and trends occurred. Thought was the season was wrapping up and that there still was sufficient lot inventory in the City.

- a. Business Prospects/Projects
- b. GPS 45:93
- c. EDAM
- d. NLX Steering Committee
- e. CVN
- f. CGI
- g. Promotional Bag and Welcome Brochure
- h. 100- 102 Dahlin
- i. Minnesota Manufacturing Week – October 2 - 8
- j. Housing Starts in 2016
- k. Business Arrivals and Departures in Isanti 2016

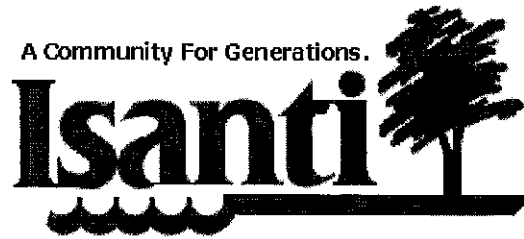
### **6. Adjournment**

Lundeen motioned, seconded by Collison to adjourn at 7:58 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 4<sup>th</sup> day of October, 2016.

Respectively Submitted,

**Sean M. Sullivan, Economic Development Director**



## Request for EDA Direction

**To:** Isanti Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** November 1, 2016

**Subject:** **Review of Framework for Marketing Initiatives and Strategy**

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**Background:**

At Council Goal Setting Staff was asked to put together a plan for marketing for 2016 and beyond. Staff has put together a Framework for Marketing Initiatives and Strategy. Staff has used this as a guide and has been working on a number of initiatives throughout the course of the year. Staff would like the EDA to review the attached Marketing Initiatives and Strategies and would like some feedback. Staff will outline some highlights of what has transpired over the course of the year and welcomes discussion as to where the EDA wants to go in the future. New items or in effective ones will be added or removed from the plan moving forward.

**City of Isanti EDA Recommendation:**

Based on Discussion

**Attachments:**

- 1) 2016-17 Framework for Marketing Initiatives and Strategy Draft

## **2016-17 Framework for Marketing Initiatives and Strategy**

**Develop and produce multiple commercial / retail marketing piece(s) for print and electronic use highlighting the following:**

Growth In Isanti (Actual and projected) (ECR Housing Study) (38 in 2014, 41 in 2015, 56 new Houses in 2016)

Focus on New Generation of new Coborn's and Allina Concepts and incorporate into Marketing  
Potential Demand for Restaurants / Drinking Establishments (Buxton)

Potential Demand for Sporting Goods.

Areas of Development (Anlauf/Johnson/East of 65, Fiedler, 404 Palomino) When Aerials flown

Things to do and see and do while you are here. – Welcome Brochure (Parks, Trails, Events, Distillery Tours, Rum River Country Camping, Jubilee, PBRC Rodeo, Museums, Redbirds, BMX, Soccer)

Isanti Indoor Arena – Home of Rum River BMX

Business Recruitment Award for SnoBear USA, not retail per se but shows we are getting investment from outside of Minnesota.

More House (SF) for money – Hot market.

### **Utilize updated Hotel Study to entice investment in Isanti Hotel**

Based on study results, use high points to garner interest. (ROI, room demand, events, City Support)

Create Jump Drives with pertinent data regarding the City of Isanti and items that will support interest in hotel.

Start with Cobblestone but.... Consider other options

If City plays lead role we need to get legal opinion on how we can proceed

Meet with interested investors

### **Website Updates**

All Departments are responsible for their own updates. Want to "Color-up" some pages and utilize the News and Announcements more. As I continue to make more upgrades to ED area it might become necessary to involve Kevin Linden more. Will get Isanti CGI Video up when ready. Right now I am doing updates with my minimal experience but big changes might end up costing money.

### **Coordinated email/direct mailing to select manufacturers (20-30) in 2016-17)**

Revisit (travel) targeted areas and check for signs of growing businesses visits

Mail Welcome Brochures, Newly created Flyer and Letter from Mayor to targeted manufacturers (East Bethel, Ham Lake, Blaine, Fridley, Columbia Heights and other surrounding areas) Need to identify manufacturers and a hook.....

Follow-up phone call asking for the business if they are interested or want to meet.

Follow up email after phone and or meeting.

Ask larger Isanti Manufacturers of companies that they would like to see here in Isanti (supply chain, collaboration) (SnoBear USA, Metal Coatings, Granger, ATS, Evercat, etc.) (Tab and Slot example)

### **Cold Calls and Visits as opportunities present themselves. (General Prospecting)**

#### **Market visits from Elected Officials to the City of Isanti on Social Media, Newspaper and other outlets**

Governor Dayton visit to SnoBear USA

Senator Klobuchar Visit to SnoBear USA

#### **Use Information Gathered from MN Manufacturing Week Visits to Enhance Economic Development and Communication**

Where do your Stormwater Utility Dollars go?

Recruiting businesses that existing Isanti businesses have recommended.

Putting Businesses together with programs that can finance growth and to explain and facilitate use if wanted. (IF, MIF, JCF, RLF)

Other individual follow-up

#### **City of Isanti Promotional Bag Project**

Draft Letter written to see if businesses have interest in participating

Bag research completed

Based on commitment from businesses – could look at Isanti bucks type program.

#### **Continue to update Shovel Ready Marketing pieces**

Highlight SnoBear USA and choice to move here and get testimonials

Highlight 2016 Business Recruitment Award from EDAM.

Update Shovel Ready Brochure

Talk about business expansions (Granger, SnoBear, Lex Tex, Pats Small Engine and others)

Market Success of Isanti to receive and Administer MIF and Job Creation Funds

Work with BJ Baas, or other company to put together a Sketch Plan for a Spec Building on lot in Isanti Centennial Complex.

Work with Kylee Jordan at DEED to update State shovel ready site.

### **Be Present at events where Prospects and Networking Connections are**

CVN (GPS 45:93), MNCAR (EDAM), EDAM Summer and Winter Conferences, MREJ Conferences, Broker Events, Chamber/Community Golf Events (Sponsorships/donations for events. Utilize Shirts, Mugs, Pencils and potentially pens) ICSC membership might be good start but not sure we are ready to attend conference yet – gear up for 2017 after Coborn's and Allina clinic and potentially other projects when complete or in pipeline.

Annual East Central Job Fair – Participate and try to get more Isanti businesses involved.

Fam Tour on hold in 2016 – State leveraging Ryder Cup for this year. Participate in FAM Tour in 2017

Follow-up and distribute marketing materials to all leads.

### **Updated MAPS for uses in meetings, conferences and presentations**

Get Quotes from Bolton and Menk (\$775 for main map, \$155 for matching pamphlet)

New Industrial Park Map

New Map showing Industrial Park and Future Rail / Knife River Area

New Retail Map (Show Coborn's and Allina New Gen Concepts) After Aerial

Utilize Aerial Maps (when flown in 2017) to show how Isanti is growing

All maps need to be in electronic format for Jump Drives and WEB use.

### **Connectivity/Proximity to Metro Area without Headaches (Not sure how strong this is)**

NLX – Value of getting a stop in Cambridge (Casino, Duluth, Twin Cities, Hotel)

High Speed Internet

Less than an Hour to MSP Airport

Closer to Brainerd and going "Up North" for weekend

Less Traffic in Day to Day life

### **Develop a New Tag Line ?**

Something to do with Moving Forward, Growth, Responsibly but catchier. We have used Invest in Isanti and A Community for Generations for different audiences. Not sure about this yet.

Could continue to roll with variations of existing...

### **CGI Video**

Isanti County Video is complete and City Video has been shot but is still being edited. Once Video is proofed we will add to website and drive traffic there.

### **Coordinate and Attend Grand Openings and Ribbon Cuttings When Appropriate**

## **Continue to Market City Owned Land with Signage and Listings**

Industrial Park

100 Dahlin...

Rail Industrial Park when ready

## **What are We Selling? (We always bring up these items when appropriate)**

Young growing community – cool place to live, things to do

City sponsored events and venues, Farmer's market, Street Dances, ICC

Outside the of Twin Cities, less headaches, less crime, less traffic

Close enough for some major retail (Menards, Fleet Farm, Kohl's, Walmart - just 7-10 minutes away)

Health Care close and variety of choices – don't have to go to Twin Cities (Allina Hospital, Allina Clinic, Fairview Clinic, Physical Therapy, Social services)

Brand new Coborn's Grocery Store w/Pharmacy built in Isanti chose Isanti because it's growing and has great growth potential.

National, Regional and Corporate Chains locating in Isanti (Family Dollar, Coborn's, Allina, Subway, McDonald's)

Isanti is unique – BMX Facility, New Concept Allina Clinic and Coborn's Store, SnoBear USA, Soccer Complex, Great Park System, Year round Ice Arena

Cheap Land with new infrastructure capacity at treatment plant to handle growth (both retail and industrial)

Incentives if needed (Access to incentives that Metro doesn't have Access to, Greater MN BDPI, Initiative Foundation, ECRDC)

SAC and WAC Deferral Program and its Successful Usage

Strong Core Businesses here – history of longevity and diversity.

Big Fish in Little Pond

Easy development process and professional staff to make the process even easier.

City willing to partner with private sector on projects that move Isanti forward.

City willing to support businesses that are bringing new jobs and investment to Isanti

Pro-Growth City Council

Stable City Council – Not a lot of surprises, know what to expect

Flexible building standard in Industrial District (Wood Laminant fine according to building official)

Housing from for young, middle aged, senior, Millenials (IRET would help this)

Robust Park and Trail System

**Audience (Who are we selling to):**

Manufacturing Business Owners in North Metro

Delivery: Direct mail, email, phone and face to face contact using marketing materials

Site Selectors

Delivery: City Website, DEED and DEED Website and publication, Conferences, MNCAR Listing, LOIS Listing, Conferences, GPS Website

Brokers/Real Estate (i.e. RIC, Premier, etc.)

Delivery: Face to face, email, phone using marketing materials, networking events, MNCAR Listing, GPS Website, Conferences and networking events

Senior Housing Developers (traditional, memory care, assisted living)

Delivery: ECR Housing Study, and Executive Summary, Potentially a MREJ Event, Nurture Existing relationships (Dustin Lee, Marty Fisher, Gaughan, RIC) GPS Website

Developers/Entrepreneurs

Delivery: City Website, Conferences, MNCAR Listing, GPS Website, Networking, DEED Magazine

Residents

Delivery: City Council Meetings, City Website, Isantian

Existing Businesses

Delivery: EDA, City Website, Mayor Employer Appreciation Day, New Business Mtgs, Manufactures Week, Word of Mouth, East Central MN Job Fair, Grand Openings, email, phone.

Specific End Users: ((Auto Parts, Fast Food, Sit Down Restaurant, Brew Pub, Mexican Food, Buffet, Pizza Ranch, hotel, Eye Doctor, Mobile Phone sales and repair, sporting goods (athletic Equipment), Checkers, Business leads from Isanti Manufacturers, others))

**Potential Costs**

Memberships (EDAM, GPS (CVN, MNCAR), ICSC?, Initiative Foundation - \$2,150

MNEDF - \$1000 Contribution

Maps and Display Items – \$500 (Will probably need more money here)

Updated Aerials and incorporation into maps/documents – Unknown

Hotel Study - \$1,900

Targeted Direct Marketing to Businesses \$250-750

Golf / Chamber /Connexus Networking Events - \$500-750

Mayor's Employer Appreciation Day - \$500-1500 (up for 10<sup>th</sup> Year Event)

Conferences / Structured Networking Events - \$2,500

Updated/newly created brochures/ electronic documents (\$0-\$1,000)

DEED Economic Development Magazine& Web / Joint with Connexus - \$3,000

ICSC Conference (Las Vegas or Chicago) Budgeted for 2016 but I don't think we are ready -\$2000

DRAFT



## Request for EDA Direction

**To:** Isanti Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** November 1, 2016

**Subject:** Consider Advertising in North 65 Chamber – Isanti County Map

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### Background:

The City of Isanti was approached to see if it wanted to advertise in the North 65 Chamber of Commerce Map for Isanti County. From my discussions with Melissa Bettendorf unlike the previous Chamber of Commerce Map for Cambridge Chamber of Commerce, the individual City maps would be more equal in size. In addition I have requested to view the proposed City of Isanti Map to be inserted prior to publication to assure its accuracy and that it includes items important to the City of Isanti and its businesses. Here are some additional details as provided by the North 65 Chamber of Commerce:

The map is printed every 2 years. It is available to the public and new residents at the chamber office, government offices, and a variety of business and sporting locations throughout the community. If you've seen the 2014 map, the 2016 map will be similar. Stop by the office or give a call to view the 2014 map.

4,000 maps will be printed and distributed through 2018. One side will have the cities of Cambridge, Isanti, and Braham street maps and the other side will have a full Isanti County map. When you consider this is the only map of our area and that the ad will be placed for 2 years, this is a very affordable way to advertise your business.

### **2016 Isanti County/Cambridge/Isanti/Braham Community Map Advertising Rates**

\$300*	3.75" x 2" (business card size)
\$550*	3.75" x 4.25"

\*Please submit your ad in a high resolution file. *This pricing is for ad space only.* If you need assistance preparing an ad, ECM can assist with simple ad composition for no cost or can provide a quote for custom ad design.

Something as simple as a City Contact List, Web address, or links to other pertinent info should be considered for advertising.

**City of Isanti EDA Recommendation:**

The EDA does have some discretionary marketing dollars for items such as this. Staff is asking for the EDA to make recommendation/decision on this item.

**Attachments:**

None, a 2014 map will be available for viewing at the EDA meeting and possibly the City of Isanti Insert Map.

## MEMO

A Community For Generations.



**To:** Economic Development Authority  
**From:** Sean M. Sullivan, Economic Development Director  
**Date:** October 28, 2016  
**Subject:** Project Updates / Informational Items

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**Business Prospects/Projects:**

Allina Health Clinic – Construction is underway on the clinic. Allina Health anticipates employment at that location to be between 25-35 people. The clinic should open sometime in the spring of 2017.

Hotel- Project at standstill.

Senior Memory Care – A site plan has been submitted and approved for a 24 unit Senior Memory Care Facility. The City Council approved a SAC and WAC Deferral Agreement on October 4, 2016. Staff continues to be on contact with the developer.

The City has received a Site Plan Application for an auto part sales company. The project consists of a 7,453 square feet building on the lot south of Coborn's Marketplace. The Planning Commission will review the site plan on November 9, 2016.

General - Staff has been contacted by other prospects but the discussions are preliminary in nature. Prospects and targeted business types include: commercial-retail, SFR residential, restaurants, hospitality and industrial. Staff will continue to pursue options as they present themselves and will continue to work on business recruitment.

**GPS 45:93** – Staff attended the GPS 45:93 meeting on October 28, 2016. Attached is the agenda and minutes from the previous meeting.

**EDAM** –Attached is the Agenda and Minutes from the last meeting. Staff attended the Strategic Planning Meeting for the EDA board of directors on October 12 and a path was charted for the future of the organization. EDAM will be playing a more significant role in the upcoming

legislative session lobbying for funding of economic development programs the will benefit Isanti and the rest of Minnesota.

**NLX Steering Committee Update** – The Northern Lights Express Project, a proposal to provide high-speed passenger rail service between Minneapolis and Duluth, hosted four open houses to discuss the potential changes to railroad grade crossings along the project's corridor.

The open houses provided information on proposed safety improvements and changes to the 169 railroad grade crossings and an update on the project work and schedule. Project staff were available but there was no formal presentations. The project would operate on approximately 152 miles of existing railway track.

The open houses will be held in Hinckley on Oct. 18 from 5 to 7 p.m. at the Hinckley-Finlayson High School, 201 Main St. E.; in Cambridge on Oct. 19 at the Cambridge City Center Mall, 140 Buchanan St. N.; in Askov on Oct. 24 from 5 to 7 p.m. at the Pine County History Museum, 6333 H C Andersen Alle; and in Superior, Wis., on Oct. 25, from 5 to 7 p.m. at the Superior Government Center, 1316 N. 14th St.

Staff did not attend this meeting however was assured that there were not any crossings in the City of Isanti that we being proposed to be closed. If funding or a definite timetable is determined, Staff will convey to the EDA.

**CVN:** Staff attended the Community Venture Network presentation on August 12 and is currently processing leads and meeting with interested parties. The next meeting is on December 9<sup>th</sup>, 2016 and staff will be in attendance. A lot of these companies are early stage but some are closer to getting project in the ground. Establishment of relationships early is key to potentially landing some of these prospects.

**Minnesota Real Estate Journal Industrial Conference - November 17, 2016:** Staff will be attending this event to generate new business leads, market and to network. Land Owners, Brokers Developers and other Economic Development professionals will be present. This event is also a good market indicator for the upcoming year.

**CGI Video:** The City has received the draft Isanti County Video. Staff has provided comments to CGI and Isanti County. The City has not seen a draft video for the City of Isanti version.

**Promotional Bag and Welcome Brochure:** Staff is working with President Wimmer to finalize drafts and participation letter. Staff anticipates the Welcome Brochure to be included in all the promotional bags and letter to targeted industrial businesses to help market the City of Isanti and our businesses. No timetable has been set on this item but it is a big piece of the marketing strategy.

**100-102 Dahlin Ave NE** –The demolition is complete and final grading is underway. Staff will research what the cost would be to market this property with signage.

**Minnesota Manufacturers Week Visits**– City Staff has met with 19 manufacturing type companies in Isanti. Staff is still trying to set up meetings with 3 more businesses. Staff listens to business' concerns, completes a survey and tries to match economic development tools with the

businesses needs. As part of the visit we always thank them for choosing Isanti as they are so important to the local and national economies. Once the surveys are complete the information is entered into a data base and aggregate data is provided. The information is confidential and is not shared with anyone for specific businesses. Staff typically shares this aggregate information around the turn of the new year.

**Governor's Council on Freight Rail** – Staff will be attending this meeting on November 14, 2016. The City has been trying to figure out how to fund feasibility and design for a potential future rail industrial project just north of Public Works and east of the Isanti Soccer Complex.

**Housing Starts in 2016:** As of October 27, 2016 there have been 56 single family housing permits picked up. The City is currently ahead of last year's pace. In 2015 the City saw 41 new single family housing permits pulled. 2015-16 were exceptional years for Isanti and more growth is projected in 2017 in this sector as well as market rate apartments and senior housing.

**Businesses Arrivals and Departures in Isanti 2016:** The City of Isanti is proud to recognize new businesses for choosing Isanti to be home in 2016. **Arrivals:** Twinkle Toes by Petra (103 Heritage Blvd NW), Nelson Massage Therapy (401 E Dual Blvd), Jung Do Sol TKD Club (4 Enterprise), Protection Security (901 E Dual Blvd) Joy-Us Cares (11 Heritage Blvd), HearSwell (33 Main St – Former Gental Dental) Leader Financial (404 Whiskey Road), Oakwood Insurance (404 Whiskey – Sharing space with Leader Financial), Bitzer Consulting (210 6<sup>th</sup> Avenue), Greater Midwest Realty (210 6<sup>th</sup> Avenue), Xcel Companies (101 Isanti Parkway), Ally Medical Supply (404 E Dual Blvd), SOCA (401 E Dual Mall), MN Care Partners (401 E Dual Mall), the Paw Spa (401 E Dual Blvd), Coborn's Market Place, Fusion Nails (404 Whiskey Rd), Trans-Mississippi Biological Supply (101 Isanti Parkway), Tab and Slot (702 E Dual Blvd), Learning Designs (2 Enterprise), Boards and Brushes (2 Enterprise), New Hope Community Church Isanti (114 Dahlin), JoJo's Photography (27 Main) **Departures include:** Stellar Enterprises (404 Whiskey Road), Eagles Crossing (2 Enterprise), Xcel Companies (101 Isanti Parkway), Waterworks Manufacturing (702 E Dual Blvd), Sunlife Salon (2 Enterprise), Elim Baptist Church (114 Dahlin)

6.b.



**Board of Directors Meeting**  
**Friday, October 28, 2016**  
**Lakes & Pines Community Action Council, Oakwood Room**  
**1700 Maple Ave. E., Mora**  
**10:00 a.m. - 12:00 p.m.**

**Mission Statement:**

To capitalize on the strengths that come from being a regional economic development alliance; acting as a conduit for members to access resources, prospective businesses and educational opportunities that would otherwise not be available to them; and to provide a regional approach to workforce development and business retention.

**Introductions (and what's new?)**

**Additions to the Agenda**

**Approval of Agenda**

**Approval of Minutes**

- a.) July 22, 2016 Board of Directors Meeting Minutes
- b.) August 26, 2016 Board of Directors Meeting Minutes

**Treasurer Report – Doyle Jelsing**

- a.) Financials

**Presentations**

- a.) Tools for Business Success – Kay Reynolds / Carolyn Usinger

**Chair Report – Richard Baker**

- a.) Annual Meeting feedback?
- b.) Planning for Next Year – Budget, nominating committee, meeting schedule, consultant contract.  
Other?

**Committee Reports**

- a.) Executive Committee - Update on Operational Strategy Planning
  - 1.) Consultant vs. Administrative services
- b.) Workforce – Carla Vita
- c.) Marketing/Website – Sean Sullivan
  - 1.) Website – *Contact Us* issue
  - 2.) Regional approach to CVN Prospects
- d.) Housing – Lezlie Sauter

e.) Equity Fund – Sara Treiber

### **Old Business**

a.) Video on Site Selector presentation - Brad Brzezinski ?

### **New Business**

- a.) Appoint Nancy Hoffman to Executive Committee to fulfill term vacated by Diane Sibley Anderson
- b.) Nominating Committee
  - 1.) Executive Committee
    - a. President
    - b. Vice President
    - c. Treasurer
    - d. 2 past presidents
    - e. 2 members at-large
- c.) Economic Gardening – Tom & Richard
- d.) Staff Report – Tom Willett
- e.) Letter of support for Pine technical & Community College *WESA Grant Application*  
(Information Only SEE Packet)

### **Other items**

**Next Meeting - November 18, 2016 – City of Isanti, 110 1<sup>st</sup> Avenue NW, Isanti – host Sean Sullivan**

**GPS Meeting Minutes  
August 26<sup>th</sup>, 2016**

The meeting was called to order by President Richard Baker at 10AM at the Pine County Board Room.

**In attendance:**

Robert L. Musgrove	Pine County
Carla Vita	City of North Branch
Richard Baker	Mille Lacs County
Brett Carlson	North Branch Schools
Brent Stavig	Rush City Schools
Kyle Morell	City of Hinckley
Beth Thorp	City of Mora
Lezlie Sauter	Lakes & Pines CAC
Nancy Hoffman	Chisago County HRA-EDA
Sandy Voigt	Region Five Development Commission
Tom Willett	Staff consultant
Rick Olseen	Congressman Nolan's Office
Rebecca Perrotti	CMJTS
Jeff Wig	Initiative Foundation
Ken Cammilleri	City of Pine City
Doyle Jelsing	Neighborhood National Bank, Kanabec EDC
Bob Voss	ECRDC
Jordan Zeller	ECRDC
Sara Treiber	MLCV
Joe Mulford	PTCC
Greg Anderson	Isanti County Commissioner
Jessica Seibert	City of Sandstone

**Introductions**

Introductions and updates were given by those in attendance.

**Approval of the Agenda**

Motion by Vita, seconded by Jelsing to approve the agenda. Motion passed unanimously.

**Approval of Minutes**

July meeting minutes were omitted from the packet. Motion by Cammilleri, seconded by Vita to table until the September meeting. Motion passed unanimously.

**Treasurer's Report**

Income/expense and balance sheet reports were presented by Jelsing. He noted that the grant funds had been transferred from ECRDC to the Chisago HRA-EDA. Motion by Hoffman, seconded by Vita to accept the reports. Motion passed unanimously.

The IRS Form 990 was included in the packet and presented by Jelsing. Jelsing moved and Vita seconded to approve the 990 for filing. Motion passed unanimously.

#### **Chair Report:**

Baker presented a report on the accomplishments of GPS 45:93 over the last 15 months.

He noted that the group needs to launch a discussion of the changing nature of economic development in the region, given that there are more dedicated economic development officers in Region 7E with the addition of offices in Pine, Mille Lacs and Kanabec counties.

#### **Committee Reports:**

**Executive Committee:** Baker reported that the Executive Committee, in consultation with the Initiative Foundation, wishes to contract with Economic Development Services, Inc., to facilitate and conduct a planning workshop focusing on operational strategies for GPS 45:93. This would involve the Executive Committee plus a small group representative of the rest of the coalition. The event will take place at the Braham Community Center. Event details to follow. Motion by Treiber, seconded by Thorp to approve the contract and a grant application to the Initiative Foundation for funding. Motion passed unanimously.

**Workforce Committee:** Vita reported that the committee had met earlier in the day to discuss integrating workforce development strategies and issues into the Comprehensive Economic Development Strategy (CEDS) currently under review and updating by the ECRDC. She asked for support for this proposal. Motion by Jelsing, seconded by Perrotti to approve this request. Motion passed unanimously.

**Marketing Committee:** The committee had not met. Baker indicated a need for the committee to discuss a regional approach to marketing to CVN prospects to put forward a unified collaborative and integrated front. The group discussed this concept.

**Housing:** Sauter updated the group on the progress towards a regional web site for housing issues and resources. She and Treiber noted that an East Central Housing Organization (ECHO) has been formed to further the goal of regionalization in addressing housing needs.

**Equity:** Musgrove brought the group up to date on the progress with Hill Capital Corporation and the need to urge regional investors to make their commitments. Baker advocated for a GPS investment in HCC in order to create entre for GPS to forward companies to HCC for consideration. Musgrove moved, and Hoffman seconded, that GPS invest \$1000 to purchase one share of HCC stock. The motion was amended by Jelsing to change the amount of the investment to \$5000. The amendment was accepted as a friendly amendment by Musgrove and Hoffman. The motion, as amended, passed unanimously.

Baker and others suggested that GPS members consider attending the Million Cups events held by HCC at the Hill Library each month. He noted that Stan Gustafson of Cambridge wanted to know if anyone from GPS had yet attended.

Voigt reported on progress towards portal development to connect investors to companies for crowd-funding under the MnVest legislation. She noted that the North Central EDA was moving forward with creation of a portal. Baker noted that Justin Erickson and CVN are also planning to develop a portal.

**Annual Meeting:** Baker called the group's attention to the change in date and venue for the GPS annual meeting. It is now set for 9AM on Friday, September 23<sup>rd</sup>, at the PTCC auditorium. An invitation will be emailed in the short term.

**New Business:**

**Economic Gardening:** It was reported that the next CEO meeting of the company leaders from the 5 companies in the initial cohort has been set for September 13<sup>th</sup> at ECE in Braham.

**Staff Report:** The group's attention was directed to the staff report included in the packet.

**Potential Early Termination of the Consultant Contract:** Email communications between the staff consultant and the chair were included in the packet. The group discussed the current state of affairs and the lack of projects available for the staff consultant due to changes and due to the upcoming operational strategy workshop, which will provide more focus for action items for the group. Musgrove moved, seconded by Treiber, that the board authorize the Executive Committee to negotiate with the staff consultant to lead to either (1) study and/or negotiate an amended plan of work for the remainder of the year or (2), failing that, execute termination of the contract based on mutual agreement, as is allowed in the contract Section VI.B. Motion passed unanimously.

**Regional Broadband Initiative:** At the suggestion of Anderson, the group discussed the possibility of GPS undertaking a regional effort at creating greater access to broadband. The formation of another working committee was discussed.

The chair adjourned the group at 12:15PM.

Submitted respectfully by Robert L. Musgrove, Pine County Office of Economic Development



Economic Development  
Association of Minnesota

**Economic Development Association of Minnesota  
Board of Directors Meeting  
1000 Westgate Dr., St. Paul, MN 55418  
October 26, 2016 – 10:00-12:00 P.M.**

Agenda

- I. Call to Order – Rock-Hantge
- II. Check In – Rock- Hantge
- III. Review of Agenda – Rock- Hantge
- IV. Consent Agenda – Rock- Hantge
  - a. Approval of Board Minutes - September Meeting 2016 (in packet)
  - b. Approval of Board Minutes- October Board Retreat (in packet)
  - c. Approval of monthly statements (in packet)
- V. 2017 Board Retreat Debriefing – Rock-Hantge
  - a. Review and Approve 2017 EDAM Work Plan (in packet)
- VI. 2016 EDAM Work Plan Review – Rock-Hantge (in packet)
- VII. Committee Report Action Items/Requests
  - a. Executive Committee update
  - b. Member Services
  - c. Government Relations
  - d. Marketing/Communications
  - e. Professional Development  
Appointment of Professional Development Committee Chairs
  - f. 50th Anniversary Committee Update
- VIII. Review Action Items
- IX. Adjourn

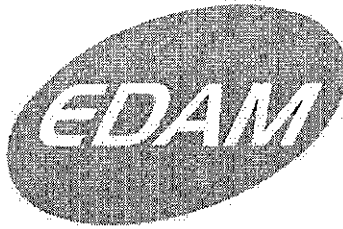
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**EDAM's Mission:**

To champion Economic Development in Minnesota through professional development, networking, and advocacy.

**EDAM's Vision:**

Be recognized as Minnesota's vibrant and professional member-driven Economic Development organization.



Economic Development  
Association of Minnesota  
Economic Development Association of Minnesota  
Board of Directors Meeting  
Conference Call  
September 28, 2016 – 10:00-12:00 P.M.

Minutes

- I. President Christie Rock-Hantge called the meeting to order at 10:04 a.m.

Members on the Call: President Christie Rock-Hantge, First Vice President Adam Kienberger, Second Vice President Megan Barnett-Livgard, , Erik Hansen, Trisha Rosenfeld, Sean Sullivan, Matt Brown, Tony Schertler Staff Present: Nick de Julio Absent: Past President Heidi Peper, Jeff Rossate, Mark Vaux, Kim Lindquist, Erin Sparks,

- II. Check In – Rock-Hantge

Board agreed to skip this section today to keep the agenda moving.

- III. Review of Agenda – Rock- Hantge

No changes were made to the agenda

- IV. Consent Agenda – Rock- Hantge

- a. Approval of Board Minutes - August Meeting 2016 (in packet)
- b. Approval of monthly statements (in packet)

*There was a motion and second (Barnett-Livgard/Kienberger) to approve the agenda. The motion passed.*

- V. 2017 Membership Adjustment Proposal – Barnett-Livgard/Rosenfeld

Barnett-Livgard gave an overview of the proposal before the BoD that she and Rosenfeld have been working on in consultation with other EDAM members to look at a restructure of the current membership structure that raises rates on individual memberships but also reconfigured the medalists' categories. As noted at the last meeting, MN's rates for membership are lower compared to surrounding areas. The proposal brings MN's rates to an equal level while adding extra benefits for members at little to no cost for EDAM.

Barnett- Livgard highlighted the PowerPoint that she and Rosenfeld put together to show the actual costs that EDAM members have paid under the current pricing model. It was noted that

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those cost fall very close to the proposed membership model and would relieve pressure on having to ask members twice a year to purchase additional sponsorship.

Following the presentation, member discussion followed: Sullivan supports only increasing the individual membership to \$275. Other members indicated they are supportive of the proposed model going forward. Members just want to make sure that medalists are approached and talked to about the changes before renewal notices go out. Barnett-Livgard indicated that we will be working on talking points so that all BoD's are on the same page.

Kienberger and de Julio did share some thoughts and concerns from the membership committee that met earlier that morning. Concerns focused around revenue levels and if there should be restrictions on what level someone needs to be at based off of revenue. The committee also wanted to make sure no one could get a better deal by picking sponsorship options and come in at a better benefit value while spending less than a medalist package.

No action was taken by the Board on the proposal. Those on the call did note that they are supportive of moving the proposal forward. De Julio will work with Barnett-Livgard to send out a summary to all BoD's to summarize the proposal with all supporting documents. The BoD will take action at the Board Retreat on October 12.

VI. 2017 Budget Proposal- Kienberger

Kienberger walked through the 2017 Budget Proposal for the BOD highlighting areas where changes were made from the 2016 Budget. Kienberger noted that the proposed budget before the board was built around the expectation that the board would be adjusting the dues rates. A conservative approach was taken into account by using the 2016 dues numbers and how the 2017 dues numbers and levels would come in. He wanted to leave some buffer areas. One noted was that with the winter and summer events, the sponsorship and budgets were not completely offset with the dues. There are still sponsorship opportunities to sell. With conference registrations, the proposal was budgeted at a 20% decrease with the new summer venue.

Following up on some member's feedback, the Spring Networking event was zeroed out. The Income and Cost now show zero in their columns. In regards to the 50<sup>th</sup> Anniversary line item, Kienberger discussed allocating some of the revenue that the membership dues increase shows to help offset cost so the BoD would not have to use reserves to pick up expenses. Members indicated that they would still and plan to sell sponsorships to cover these costs, but that a line item of \$10K should be added to the budget line.

Those on the call were supportive of the proposal before the BoD. No action was taken on the proposal. De Julio will work with Kienberger to send a summary to all BoD's and action on the proposal will be taken at the October 12<sup>th</sup> Board Retreat.

VII. Board Nominations

De Julio presented a quick overview of where we are at. The nomination email was sent out to the EDAM membership. It was suggested that we reword the notification to indicate that there

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are two open positions. De Julio will work with Fewell in the communications dept. to correct that. The deadline for applications is October 21.

Brown and Sparks talked following the last meeting and Brown has agreed to run for the 2<sup>nd</sup> VP position.

VIII. Committee Report Action Items/Requests

a. **Executive Committee update**

Nothing to Report

b. **Government Relations**

Brown reported that the GR committee met and is working on the 2017 Platform and will be making some changes to it to show a more focused approach on DEED programs in 2017. The committee is also working on putting together the pre-session stakeholder meeting. The committee has a few dates that it is working around.

c. **Professional Development**

EDAM U Proposal:

Hansen presented the EDAM U proposal to the BoD that he is seeking guidance from the board on and how it ties to the work plan for next year. It was noted that the PD Committee was seeking clarification on the action of online versus in-person activities.

Member discussion ensued regarding the number of events, costs as well as the added value of being a member. Discussion also followed regarding creating a curriculum that is useful to members and that the topics ideas are coordinated with other events so that they build off each other. The board also discussed the idea of accreditation. Members expressed concerns around accreditation and that it could be a hard item to take on this time along with other accreditations that are out there for professionals. Hansen noted that he was open to ideas on the topic.

The board did discuss if EDAM U should have its own committee as the PD committee spends a lot of time working around the winter and summer conferences and EDAM U gets pushed back due to deadlines. Members were unsure about splitting up the committee as they two (conferences and EDAM U) do go hand in hand. The board agreed that the entire topic needs to be part of a larger discussion and that the board recommended making it part of the strategic planning session on Oct 12. Rock-Hantge and Hansen were going to follow up and have a conversation about adding it to the agenda.

d. **Marketing/Communications**

Nothing to Report

e. **Member Services**

Nothing to Report

IX. Review Action Items

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- de Julio to work with Barnett-Livgard and Rosenfeld on a membership proposal to go out to the board on Oct 3<sup>rd</sup>/4<sup>th</sup> for their review prior to board action on Oct 12.
- de Julio to work with Kienberger on a budget proposal summary to send out to the board on Oct 5<sup>th</sup> to summarize the presentation and what the BoD discussed so action can be taken by the board on Oct 12.
- de Julio to work with Fewell to update the language in the Board Nomination language for the next Tuesday eblast.

The board was reminded about the Strategic Planning event on Oct 12<sup>th</sup> starting at 9:00am at Lord Fletchers. The agenda is being wrapped up and will be sent to the board once it is ready.

X. Adjourn

*There was a motion and second (Barnett-Livgard/ Sullivan) to adjourn the meeting. The motion passed. The meeting adjourned at 11:24am*

***Respectfully submitted,  
Nick de Julio, AE***

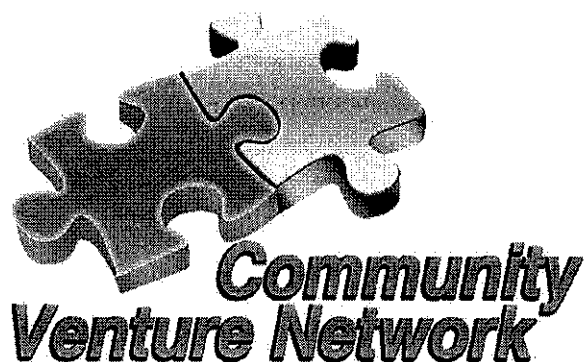
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## CVN EVENT LOCATION DETAILS

**Friday, December 9<sup>th</sup>, 2016**

9:00 am registration, 9:15 am start; 2:30 pm end

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**Southview Country Club (event location)**

239 Mendota Road East  
West St. Paul, MN 55118  
(651) 451-6856

**Courtyard Marriott Minneapolis-St. Paul Airport**

(shuttle will be provided to Southview at 8:30am and from Southview to the airport at 2:30pm)

1352 Northland Drive  
Mendota Heights, MN 55120  
(651) 452-2000

Standard Rate: \$169 *CVN Preferred Rate: \$96\**

*\*when booking, please do so by Thursday, November 17<sup>th</sup> and ask for the Community Venture Network Room Block – April 2016.*

**Northwood Inn & Suites**

1225 E 78<sup>th</sup> Street  
Bloomington, MN 55120  
(866) 539-0036

Standard Rate: \$60\*

*\*published rate on hotels.com – may vary at time of booking*

**Microtel Inn & Suites St. Paul – Eagan**

3000 Denmark Avenue  
Eagan, MN 55121  
(651) 405-0988

Standard Rate: \$51\*

*\*published rate on hotels.com – may vary at time of booking*



STATE OF MINNESOTA  
*L'Étoile du Nord*  
Office of Governor Mark Dayton  
& Lt. Governor Tina Smith

## Governor's Council on Freight Rail: Economic Development Working Group

### Agenda

*Time: Monday, November 14, 2016 - 1-3:30 PM*

*Location: Minnesota Department of Revenue, 600 Robert St N, St Paul, MN 55101, Room 2000*

**Objective:** *Education and information sharing on railroad operations for shippers, city, county and township economic development staff. Identify ways we can support shippers and local governments.*

**Target Audience:** *State, city, county and township economic development directors, administrators, League of Cities, Association of Counties, Association of Townships, Railroad economic development people, RR product or customer managers (i.e., agriculture, energy products, etc.)*

**Purpose:** Assemble stakeholders and discuss ways to expand rail economic development in the state

1. Welcome and Introductions
2. Rail 101 with rail representatives
  - a. Presentation by Union Pacific
  - b. Presentation by Red River Valley and Western
3. MnDOT Rail Toolkit
4. MnDOT's Minnesota Rail Service Improvement Program
5. Opportunities for Service Expansion - shipper or local government

#### **Possible Future Meeting Topics:**

- *Discussion of long range capital improvement planning*
- *Shipper specific topics*
- *Education for city managers and economic development directors on rail service*
- *Passenger projects that promote economic development*



### **Economic Development Authority Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Modifications
2. Approval of Agenda
3. Approve Minutes of November 1, 2016 Regular Economic Development Authority Meeting
4. Consider Survey of Newly Constructed Houses/Residents
5. City of Isanti and Chamber Map Update
6. Consider Recommendation for Installation of Real Estate Sign at 100 Dahlin
7. Other Business / Updates / Communications
  - a. Business Prospects/Projects
  - b. GPS 45:93
  - c. EDAM
  - d. NLX Steering Committee
  - e. CVN
  - f. CGI
  - g. Legislative Visit with House Speak Kurt Daudt
  - h. Tentative 2017 EDA Meeting Schedule
  - i. Housing Starts in 2016
  - j. Business Arrivals and Departures in Isanti 2016
8. Adjournment

**City of Isanti  
Economic Development Authority  
Regular Meeting Minutes of  
November 1, 2016  
Isanti City Hall**

**1. Call to Order**

The meeting was called to order by President Wimmer at 7:37 p.m.

**a. Pledge of Allegiance**

**b. Roll Call**

Commissioners Present: George Wimmer, Keith Dragisich, Ross Lorinser, Dan Collison, Paul Bergley, and Tara Hallberg

Commissioners Absent: Steve Lundeen

Staff Present: Economic Development Director Sean Sullivan

**c. Agenda Modifications**

**2. Approval of Agenda**

Motion to approve Agenda as presented by Lorinser, second by Collison, motion carried unanimously.

**3. Approve Minutes of October 4, 2016 Regular Economic Development Meeting**

Motion by Collison second by Lorinser to approve the minutes for October 4, 2016. Motion carried unanimously.

**4. Review Framework for Marketing Initiatives and Strategy**

Economic Development Director Sullivan highlighted items in the Framework for Marketing Initiatives and Strategy. Sullivan focused on examples of specific marketing efforts and the results that were generated. He stressed that the City was using multiple mediums to market to different audiences and that some of the efforts have been generating results. He also noted that there are many leads that are explored that end up not going anywhere. He stressed the fact that the most recent aerials are from 2011 and do not show the commercial, industrial and residential growth that has occurred which can be very misleading. Once aerials are flown the marketing materials produced will be more relevant. Building relationships with existing businesses and potential future business is key.

Discussion Ensued.

Isanti County Commissioner Warring indicated that Isanti County was looking at funding for new aerials to be flown in April 2017.

Members Dragisich and Collison indicated that they have seen posts on Linked In and that they were done well.

Consensus of the EDA was that Economic Development Director Sullivan was doing a great job and that the Economic Development Team should continue with the initiatives that were outlined in the strategy discussed and wait for the production of some marketing materials based on the new aerials to be flown.

No action was requested, none was taken.

#### **5. Consider Advertising in North 65 Chamber – Isanti County Map**

Economic Development Director Sullivan highlighted the staff memo touching on the history of the previous map done by the Cambridge Chamber of Commerce and the concept moving forward for the North 65 Chamber of Commerce. He acknowledged the disproportionate sizing of the Cambridge, Isanti and Braham maps in the Cambridge Chamber publication. He asked Melissa Bettendorf, President of the North 65 Chamber of Commerce, to have the maps be more proportional in the new North 65 Chamber of Commerce map being produced. Sullivan thought advertising in this map would be a good use of marketing dollars as long as the maps were proportional.

Discussion ensued.

President Wimmer expressed his dissatisfaction with the fact that there was not a mock-up done for the proposed map. He stressed that before the EDA should consider investment in this marketing medium the EDA needs to know what the final product will look like. He understood why the Cambridge Chamber of Commerce Map has Cambridge larger than Isanti but could not understand why Isanti was shown in an equal size to Braham. He has no interest in advertising in a map that does not show a true representation of the size of the City of Isanti and relation to the other cities in the individual map section.

Chamber President Melissa Bettendorf stated that she was unable to get a mock map done in time for the meeting and thanked Economic Development Director Sullivan for submitted corrections to the Isanti base map. They are in the draft stage she will provide a draft when available. She picked up this project which was started by Eric Champion some time ago and was trying to move it forward. She also indicated that the sizing of the maps should be adjusted.

Member Dragisich indicated that for the cost he thought investment in this map would be worth it as long as Isanti is shown nicely.

President Wimmer is concerned that if a map shows Isanti disproportionately small it will hurt Isanti. We are not the same size as Braham and it should not be represented that way. Proportionality is important.

Member Lorinser expressed the same concern as President Wimmer and that at times we have been viewed as the little brother of Cambridge and that we are not.

Discussion ensued.

Consensus by the EDA was to wait until a map proof was available showing the layout, content and sizing before considering whether or not to advertise in the map. It would then be reviewed, approved or denied by City Council when it's ready.

## **6. Other Business / Updates / Communications**

Sullivan highlighted items on the Staff Memo.

President Wimmer indicated the Senator Klobuchar and Governor Dayton have shown interest in supporting programs like MIF and JCF in meetings the City has been present. These programs have been under attack and need to be supported. Sen. Klobuchar had some good suggestions regarding the Rail Industrial Park and customs from regional airports.

Member Dragisich asked about status of Coborn's project.

President Wimmer stated Coborn's submitted a site plan for the gas station, canopy and kiosk. Plans were not submitted for a convenience store and /or car wash. The car wash and convenience would come at a later date but is was not certain. From a business standpoint they are doing incredibly well.

- a. Business Prospects/Projects
- b. GPS 45:93
- c. EDAM
- d. NLX Steering Committee
- e. CVN
- f. MN Real Estate Journal Industrial Conference – November 17, 2016
- g. CGI
- h. Promotional Bag and Welcome Brochure
- i. Minnesota Manufacturing Week Visits
- j. Governor's Council on Freight Rail
- k. 100- 102 Dahlin
- l. Housing Starts in 2016
- m. Business Arrivals and Departures in Isanti 2016

## **6. Adjournment**

Lorinser motioned, seconded by Collison to adjourn at 8:15 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 1<sup>st</sup> Day of November, 2016.

Respectively Submitted,

**Sean M. Sullivan, Economic Development Director**



**To:** Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** December 6, 2016

**Subject:** Consider Survey of Newly Constructed Houses and Residents

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**Background:**

The City of Isanti has seen steady growth over the past 3 years. Over that period there has been 138 new homes constructed. City Staff would like to get some feedback from the new residents on why they chose to move to the City of Isanti. This survey would also be designed to identify the demographic that is choosing to purchase new homes in the City. The information would be helpful for economic development, marketing and future planning. A draft welcome letter and request for the resident to complete the survey is attached for review. Staff is looking for comments or suggestions to the letter and survey that would make it more effective. Staff has access to addresses for all of the newly constructed homes and plans to mail the letter and survey out. In order to get more responses, Staff would also like to send along self-addressed envelopes. Based on the cost of postage the survey cost would be approximately \$129.72 ((\$.47 X 2) X 138)) Staff is looking for direction on this matter.

**Action Requested:**

Recommendation on the form of the letter and survey and authorization to add this line item to the EDA Budget for 2017 under 495-Marketing.

**Attachments:**

- 1) Letter from Mayor Wimmer
- 2) Survey for New Residents

On City Letter Head

January X, 2017

Isanti Resident(s)

XXX Isanti Avenue NE

Isanti, MN 55040

Dear Isanti Resident:

As Mayor of the City of Isanti, I would like to welcome you to our Community of Generations. I am happy that you have chosen to move here to be a part of our growing community. According to our records you have purchased, or moved into a new home recently. We value the opinions and suggestions of all of our residents but are looking specifically at why people are choosing to move to Isanti. All survey results are confidential as they do not require your name or address in order to be completed. Enclosed you will find a brief survey and a self-addressed stamped envelope to return that survey. I strongly encourage you to take the time to fill it out so that the City may learn more about why people are moving to Isanti so we can better serve you better serve you and future residents. If you have any questions or concerns, please contact me anytime at 763.442.8749 or [george@georgewimmer.com](mailto:george@georgewimmer.com).

Best Regards,

Mayor George A. Wimmer

# City of Isanti - New Resident Survey

When did you move into your Home? Month \_\_\_\_\_, Year 201\_\_\_\_

What did your new home cost? (Select one below)

- |  |  |
|--|--|
| <input type="checkbox"/> \$110,000 - \$140,000 | <input type="checkbox"/> \$140,000 - \$160,000 |
| <input type="checkbox"/> \$160,000 - \$180,000 | <input type="checkbox"/> \$180,000 - \$200,000 |
| <input type="checkbox"/> \$200,000 - \$220,000 | <input type="checkbox"/> Over \$220,000        |

What factors led to choosing to move to Isanti? (Please **Select up to 3 and Rank** from choices below)

Rank	Reason	Rank	Reason
_____	Cost of Home	_____	Grew up In Isanti / Family
_____	Proximity to Twin City Metro Area	_____	Public School District
_____	Shopping	_____	Private / Charter School
_____	City Park and Trail System	_____	Small Town Feel
_____	Less Traffic	_____	Job Opportunities
_____	Don't Like Big Cities	_____	Crime Rate
_____	Other _____	_____	Other _____

Do you or others in your household work in the City of Isanti City Limits? **YES** or **NO** (Please circle)

Do you or others commute outside of the City of Isanti to work? **YES** or **NO** \_\_\_\_\_ # commuters (Please circle and indicate how many commute)

For commuters which direction do you go? **North/South/East/West** (Please Circle one or more)

What is the gender of the person filling out this survey? **Male** or **Female** (Please Select one)

What is the age of the person filling out this survey? (Please Select one from below)

- 18-25  
  25-30  
  30-35  
  35-45  
  45-55  
  55-65  
  Over 65

How many children under the age of 18 live in your household? Please select one from below

- 0  
  1  
  2  
  3  
  4  
 \_\_\_\_\_ If over 4 please insert number here \_\_\_\_\_

How many adults over the age of 18 live in your household? Please select one from below

- 0  
  1  
  2  
  3  
  4  
 \_\_\_\_\_ If over 4 please insert number here \_\_\_\_\_

Comments or Suggestions on how to improve our community \_\_\_\_\_

THANK YOU FOR COMPLETING THE SURVEY. PLEASE RETURN TO CITY OF ISANTI IN ENVELOPE PROVIDED



## Request for EDA Direction

**To:** Isanti Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** December 6, 2016

**Subject:** Isanti City Map and North 65 Chamber of Commerce Map Update

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### **Background:**

In addition to the North 65 Chamber of Commerce Map the EDA has discussed, the City has begun research to see what a map featuring the City of Isanti and Isanti County only might cost. This map would be exclusive to City of Isanti and its businesses and would be distributed to all Isanti residents. Staff has received a proposal from one vendor but is researching others to see what would be most cost effective approach to achieve the best product. Ballpark estimates of the initial proposal are around \$5,300. It is assumed that staff would try to offset the cost with a reallocation of \$1,433 from the Park Rec and Culture Fund and advertisement sales. If those did not fund the project Staff would suggest the EDA 495- Marketing Fund be utilized. More details to come as more information is gathered.

### **Update to Previous Information shared with EDA**

The City of Isanti was approached to see if it wanted to advertise in the North 65 Chamber of Commerce Map for Isanti County. *I have spoken with ECM Publishing and Melissa Bettendorf and unlike the previous Chamber of Commerce Map for Cambridge Chamber of Commerce, the individual City maps will be more proportional in size based on population.* City Staff has provided numerous changes to the City of Isanti base map to the chamber which will be incorporated into the new map. I have requested to view the proposed City of Isanti Map to be inserted prior to publication to assure its accuracy and that it includes items important to the City of Isanti and its businesses. Here are some additional details as provided by the North 65 Chamber of Commerce:

The map is printed every 2 years. It is available to the public and new residents at the chamber office, government offices, and a variety of business and sporting locations throughout the community. If you've seen the 2014 map, the 2016 map will be similar. Stop by the office or give a call to view the 2014 map.

4,000 maps will be printed and distributed through 2018. One side will have the cities of Cambridge, Isanti, and Braham street maps and the other side will have a full Isanti County Map.

*If the City of Isanti does its own map it will not be the only one of its kind distributed in the area which would be contrary to the past information given by the North 65 Chamber of Commerce. The maps would be unique, however with the Isanti Map being exclusive to Isanti Businesses.*

**2016 Isanti County/Cambridge/Isanti/Braham Community Map Advertising Rates**

<b>\$300*</b>	<b>3.75" x 2" (business card size)</b>
<b>\$550*</b>	<b>3.75" x 4.25"</b>

\*Please submit your ad in a high resolution file. *This pricing is for ad space only.* If you need assistance preparing an ad, ECM can assist with simple ad composition for no cost or can provide a quote for custom ad design.

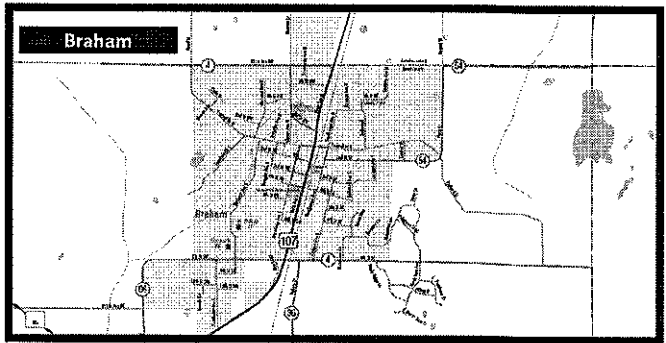
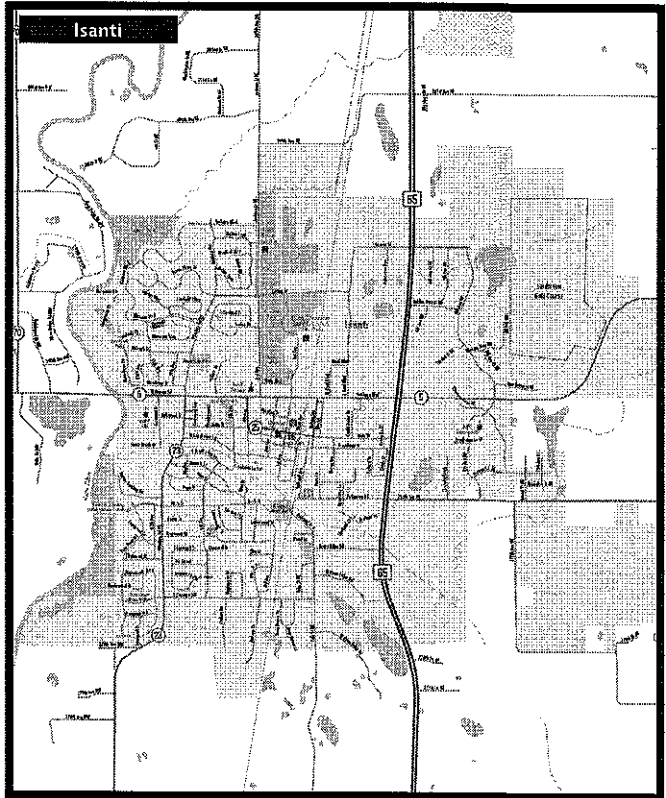
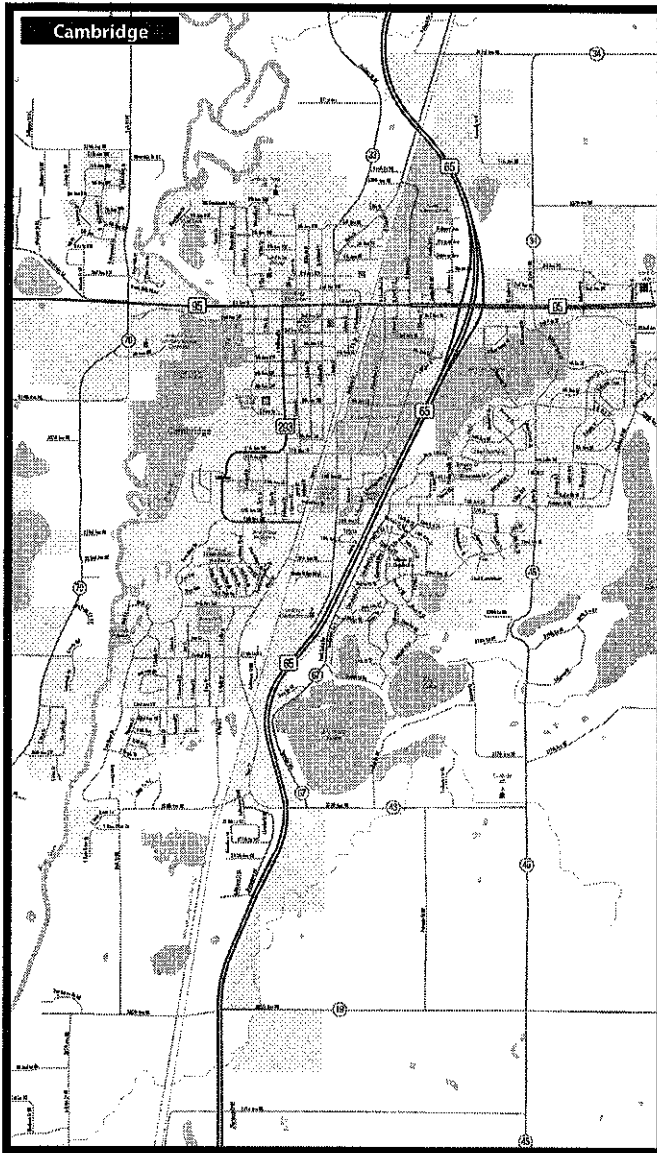
Something as simple as a City Contact List, Web address, Logo or links to other pertinent info should be considered for advertising.

**City of Isanti EDA Recommendation:**

Staff to continue research on creating its own City of Isanti Map and a recommendation to the City Council to PROCEED / NOT PROCEED with advertising in the North 65 Chamber of Commerce Map based on review of the updated sizing of the North 65 Chamber of Commerce Map

**Attachments:**

- 1) North 65 Chamber proportional map showing Isanti, Cambridge and Braham





**To:** Economic Development Authority

**From:** Sean M. Sullivan, Economic Development Director

**Date:** December 6, 2016

**Subject:** Consider Recommendation for Installation of Real Estate Sign at 100 Dahlin

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**Background:**

The City of Isanti EDA discussed installing signage at 100 Dahlin to help market the property. Staff has consulted with Signs By Jill, a local sign company who provided the signs for the City Industrial Park, and she has provided a design and cost for signage. It has been broken down into the actual cost for the sign, posts and installation so that all can be considered. In the past, Public Services has installed signage and/or purchased posts to reduce the City cost of a project like this. Staff is looking for a recommendation from the EDA on how to proceed.

**Action Requested:**

Recommendation of approval of sign design and cost to City Council.

**Attachments:**

- 1) Quote from Signs by Jill
- 2) Sign design



Sign Artist Since 1979

Signs by Jill  
 Jill Reller  
 227 Richard Ave SE  
 Isanti, MN 55040

# Quote

City of Isanti  
 110 1st Ave NW PO B 428  
 Isanti, MN 55040

Date	Estimate #
12/1/2016	454

Description	Qty	Rate	Total
4'x4' 1/2" corrugated plastic signs - single faced - simple layout	2	130.00	260.00
3 - 4'x4'x10' treated post & 4 - treated 2"x4"x4' delivered to sign sight or City Works	1	125.00	125.00
Install sign on City property (more if ground is frozen and hard to dig)	1	200.00	200.00

*Thank you for the opperutnity to work with you.  
 Please contact me if you have any questions  
 about this estimate.*

**612-242-3292**  
 Jill@SignsByJill.com  
 SignsByJill.com

<b>Subtotal</b>	<b>\$585.00</b>
<b>Sales Tax (6.875%)</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$585.00</b>

**4'**

***CORNER LOT***

**FOR SALE**

**4'**

***INCENTIVES AVAILABLE***

**763-444-5512**

A Community For Generations.



## MEMO



**To:** Economic Development Authority  
**From:** Sean M. Sullivan, Economic Development Director  
**Date:** December 1, 2016  
**Subject:** Project Updates / Informational Items

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**Business Prospects/Projects:**

Allina Health Clinic – Construction is underway on the clinic. Allina Health anticipates employment at that location to be between 25-35 people. The clinic should open sometime in the spring of 2017.

Hotel- Project at standstill.

Senior Memory Care – A site plan has been submitted and approved for a 24 unit Senior Memory Care Facility. The City Council approved a SAC and WAC Deferral Agreement on October 4, 2016. Staff continues to be in contact with the developer and the developer has indicated that plan to construct in Spring 2017.

The City has approved a Site Plan Application from O' Reilly Auto Parts. The project consists of a 7,453 square foot building on the lot south of Coborn's Marketplace. Construction is anticipated to commence on Spring 2017

General - Staff has been contacted by other prospects but the discussions are preliminary in nature. Prospects and targeted business types include: commercial-retail, SFR residential, restaurants, hospitality and industrial. Staff will continue to pursue options as they present themselves and will continue to work on business recruitment.

**GPS 45:93** – Staff attended the GPS 45:93 meeting on November 18, 2016. Attached is the agenda and minutes from that meeting.

**EDAM** –Attached is the Agenda and Minutes from November 30, 2016 meeting.

**NLX Steering Committee Update** – No updates

**CVN:** Staff will attend the Community Venture Network presentation on December 9<sup>th</sup>, 2016. Establishment of relationships early is key to potentially landing some of these prospects. Attached is the lineup of presenters

**CGI Video:** The City has received the draft City of Isanti Video. Staff has provided comments to CGI to make some changes. Staff is waiting for the changes to be implemented.

**Legislative Visit with House Speaker Kurt Daudt:** Mayor Wimmer and Economic Development Director Sullivan visited Speaker Daudt at his office on December 28<sup>th</sup>. Discussion centered around maintaining stable, sustainable funding for MIF and JCF funding to support local projects.

**Tentative 2017 EDA Meeting Schedule:** Mark your calendars for the 2017 EDA meetings. The EDA will officially adopt these dates at the organizational meeting on January 3, 2017

**Housing Starts in 2016:** As of December 1, 2016 there have been 60 single family housing permits picked up and one more waiting to be picked up. The City is currently ahead of last year's pace. In 2015, the City saw 41 new single family housing permits pulled. 2015-16 were exceptional years for Isanti and more growth is projected in 2017 in this sector as well as market rate apartments and senior housing.

**Businesses Arrivals and Departures in Isanti 2016:** The City of Isanti is proud to recognize new businesses for choosing Isanti to be home in 2016. **Arrivals:** Twinkle Toes by Petra (103 Heritage Blvd NW), Nelson Massage Therapy (401 E Dual Blvd), Jung Do Sol TKD Club (4 Enterprise), Protection Security (901 E Dual Blvd) Joy-Us Cares (11 Heritage Blvd), HearSwell (33 Main St – Former Gental Dental) Leader Financial (404 Whiskey Road), Oakwood Insurance (404 Whiskey – Sharing space with Leader Financial), Bitzer Consulting (210 6<sup>th</sup> Avenue), Greater Midwest Realty (210 6<sup>th</sup> Avenue), Xcel Companies (101 Isanti Parkway), Ally Medical Supply (404 E Dual Blvd), SOCA (401 E Dual Mall), MN Care Partners (401 E Dual Mall), the Paw Spa (401 E Dual Blvd), Coborn's Market Place, Fusion Nails (404 Whiskey Rd), Trans-Mississippi Biological Supply (101 Isanti Parkway), Tab and Slot (702 E Dual Blvd), Learning Designs (2 Enterprise), Boards and Brushes (2 Enterprise), New Hope Community Church Isanti (114 Dahlin), JoJo's Photography (27 Main) **Departures include:** Stellar Enterprises (404 Whiskey Road), Eagles Crossing (2 Enterprise), Xcel Companies (101 Isanti Parkway), Waterworks Manufacturing (702 E Dual Blvd), Sunlife Salon (2 Enterprise), Elim Baptist Church (114 Dahlin), Sam Heldman Photography (27 Main)



**Board of Directors Meeting**  
**City of Isanti, City Hall 110 1<sup>st</sup> Ave. NW, Isanti, MN**  
**Friday November 18, 2016**  
**10:00 a.m. - 12:00 p.m.**

**GPS 45:93 Strategic Plan 2015-2020 Summary**

1. Act regionally.
2. Provide education and networking opportunities.
3. Promote enhancement of regional workforce and infrastructure.
4. Sustain organizational vitality through effective engagement of volunteer and contracted leadership and resources.

Introductions (and what's new?)

Additions to the Agenda

Approval of Agenda

Approval of Minutes

- a.) October 28, 2016 Board of Directors Meeting Minutes

Treasurer Report – Doyle Jelsing

- a.) Financials
- b.) Budget for 2017

Presentations

Chair Report – Richard Baker

- a.) Moving Forward

Committee Reports

- a.) Executive Committee
  1. Operational Strategy Update
- b.) Nominating Committee
  1. Executive Committee Nominations & Elections  
Nominations for 2017 Executive Committee\*\*  
President - Rebecca Perrotti  
Vice President - Nancy Hoffman  
Treasurer - Doyle Jelsing

## Nominations - continued

### Two Past Presidents

- a. Lezie Sauter
- b. Sean Sullivan

### Two At-Large Members

- a. Jelene Foss
- b. Richard Baker

\*\* Nominations accepted from the floor

- c.) Workforce - Carla Vita
- d.) Marketing/Website - Sean Sullivan
  - 1. CVN Initial Proposal
  - 2. Website
- e.) Housing - Lezie Sauter
- f.) Equity Fund - Sara Tralber

## Old Business

- a.) Meeting Schedule 2017
- b.) Consultant Contract 2017
- c.) Economic Gardening - Initiative Foundation grant

## New Business

- a.) Economic Gardening Contract
- b.) Staff Report - Tom Willett

## Other items

## Next Board Meeting

December 16, 2016 - 10 AM - Pine Technical & Community College, 900 Fourth Street SE,  
Pine City

GPS 45:93 Board of Directors Meeting Minutes  
Friday, October 28, 2016

Attendance

Nancy Hoffman, Chisago County  
Sandy Voigt, Reg. 5 Dev. Commission  
Jordan Zeller, ECRDC  
Mark Perry, City of Hinckley  
Beth Thorpe, City of Mora  
Stan Gustafson, City of Cambridge  
Brad Brzezinski, DEED  
Jolene Foss, City of Princeton  
Greg Anderson, Isanti County Commissioner  
Richard Baker, GPS President  
Doyle Jelsing, Neighborhood National Bank  
Rebecca Perrotti, CMJTS  
Brett Carlson, North Branch Area Schools  
Brent Stavig, Rush City Schools  
Ken Cammilleri, City of Pine City  
Robert Musgrove, Pine County  
Sean Sullivan, City of Isanti  
Janna King, Isanti County  
Sara Treiber, ALBO Corporate Ventures

Introductions & What's New

Nancy Hoffman updated on the Broadband going in Chisago county and 800 acre solar farm opened last week.

Sandy Voigt updated that they applied for the Entrepreneur Funds

Jordan Zeller updated that they have new members on the RLF Board; still have an opening in Kanabec County. Sara made some suggestions.

Mark Perry reported that a Family Dollar is opening in Hinckley.

Beth Thorpe reported on the Telework Center through Blandin Foundation that opened; ready for use.

Stan Gustafson reported on Presbyterian homes starting construction in Cambridge; Good Will, Dollar Tree and couple others just opened. Developer bought land around Target - Maurices, famous footwear, and other retailers going in. Snowflake parade is coming up soon. Metro Plains is building 28 units of affordable housing through LIHTC. Brad Brzezinski reported on Mfg. Show in Chicago, working on long-term leads. Job creation fund is very low, reach out to him if you have something. MIF has a healthy amount. BPI fund is exhausted until July 2017 (new facilities). Conducting outreach to companies headquartered in WI that HAS locations in NE MN.

Jolene Foss reported on the new O'Reilly's opening, getting closer to having a Quick Trip; 3 Industrial Park Businesses are talking about expanding.

Greg Anderson mentioned the Isanti Co Sheriff is making a move of offices, and then the dispatch center will expand. EDA decided to move forward with Broad Band in Isanti County.

Richard Baker reported he may not be here any longer....as he may be out of town for the next meeting and hopefully a new job by December.

Doyle Reported that Kanabec EDA hired Heidi Steinmetz as the ED person for Kanabec County.

Brent Stavig reported on the need to expand programming, especially for MN/ Counseling (applying for funding) so having voters decide on an operating referendum. Grocery store in Rush City closed, going to tear it down and build a Quick Trip.

Rebecca Perrotti reported on the grant CMJTS has been implementing to train people in customer service and other skills to improve the workforce. November 17<sup>th</sup> hosting an event for businesses to give feedback on how CMJTS can better meet their needs "Breakfast of Workforce Champions"

Brett Carlson - offered to help promote programs for his community/Region, email him (Community ED Director).

Ken Cammilleri reported that a craft brewery and bakery are opening in Pine City. Hotel Study completed that they are marketing heavily.

Robert Musgrove noted that townships have been getting a lot of requests from solar installers in Pine County. Hosting a meeting on how to navigate this - in Hinckley City Hall on ??

Sean Sullivan reported that Coborn's is open, Allina is under construction (Clinic to open in March), Auto Parts store for spring and Sr Housing project next spring. 41 new housing units for 2015, so far at 56 for 2016.

Janna King reported she is working with Braham Event Center on updating their business plan, they have had 50,000 people go through their facilities in the first 2 years of operation, purely done with volunteer labor. Dalbo is opening a cheese plant, hiring 16 people in January. Trunk Hwy 65 Mtg hosted MN DOT to discuss reduced conflict intersections in Isanti County and at the 107/65 intersection.

#### Approval of Agenda

Motion - Musgrove

Second - Treiber                      Approved

#### Approval of Minutes

July 22 & August 26

o Motion Cammilleri

o Second Zoller                      Approved

#### Treasurers Report

Motion Musgrove

Second Thorpe                      Approved

#### Presentation - Tools For Business Success by Janna King in place of Kay Reynolds

Gave background on who/what/why.

The site is oriented towards businesses assistance, works for wide range of businesses from start-ups to mature and well-established ones. All members should go on and check to make sure that their local links are on the site (mentioned that Chambers of Commerce information likely needs some updating). Put the flyer and business cards out at financial institutions, city offices, etc.

#### Chair Report

Annual Meeting Feedback - Attendees enjoyed it, and appreciated the invite because the information was super valuable. Richard feels we should leave it for September each year. Doyle heard feedback at three separate events about the value of the meeting.

Planning for Next Year

o Budget -

o Nominating committee - Looking for someone to Chair this Committee, Let Richard know.

o Meeting Schedule - Sign up to Host!

o Consultant Contract - Looking at dividing the Consultant Contract into an Administrative duties and tasked Consultant contract.

- o Other - Dues billing in December; Storage of historical documents, Nancy is working on this. There is also a Google drive folder that was created by Lezlie that has been shared and could be continued. Need to establish a document retention policy.

**Committee Reports**

Executive - See above notes on Consultant Contract

Workforce - Members asked to help with regional career counseling connection project and provide feedback so they can gather data and information to determine what is going on and build from that and to not duplicate efforts. CMJTS is working on Pathways to Prosperity Program to help low-income people get on a career pathway; builds heavily on existing partnerships between ABE, Colleges, WFCs and CMJTS. Also updated communications on what CMJTS offers.

Marketing/Website - Tom is working with Justin on website email issue. Also working on a form that Tom would use to communicate with Prospects. Group is discussing changing this process. Overall thought is to have members in attendance discuss after the presentations to triage who will work with which prospects. Group can't decide if a proposal should ever be submitted on behalf of the entire region/GPS. Justin emailed a suggested format for responding to prospects, so the group looked at this and decided that an individual proposal tailored to the prospect would be better than filling out a form and sent that feedback to Justin.

Housing - Talked about LHTC funded projects, the regional housing plan meetings coming up on December 1<sup>st</sup> and January 12<sup>th</sup> to get elected officials input.

Equity - Richard and Nancy went to the brewery for an investors (Hill Capital) meeting and they were showcased for being integral in getting investors involved in community economic development activities. Next meeting is November 14<sup>th</sup> in Minneapolis.

**Old Business**

Site Selector Video - Brad found the video so would be available in November or December

**New Business**

Appointment of Nancy Hoffman to Executive Committee to serve out Diane Sibley Anderson's term.

- o M. Sullivan, 2<sup>nd</sup> by Musgrave Approved

Nominating Committee

- o President
- o VP
- o Treasurer
- o 2 Past Presidents
- o 2 Members at-large

Still need a chair for this committee.

Economic Gardening

- o Also mentioned in staff report, reported that the MN State Chamber is entertaining doing EG for Greater MN. No decision has been made but they are considering options. Tom will follow up from time to time and has offered input.
- o Richard mentioned that after the initial EG Program you don't have to recruit 5 businesses, you can do whatever you have a need for.

Staff Report

- o CEO Roundtable is December 13<sup>th</sup>.
- o Tom worked with Milaca to get their shovel ready site stuff together due to Richard's absence at ML County.
- o Minnesota Marketing is December 8<sup>th</sup>.

- o Listed Governor as a Story and the Solar Farm how.  
Letter of Support for PYCC WESA Grant Application.
- o Letter of support given to PYCC to develop their own mobile welding program  
Governors Meeting on Rail

M- Zeller J- - Thorpe to Adjorn

Next Meeting November 18, 2016 at the City of Isanti, 110 1<sup>st</sup> Avenue NW, Isanti

**Economic Development Association of Minnesota  
Board of Directors Meeting  
1000 Westgate Dr., St. Paul, MN 55418  
November 30, 2016 – 10:00-12:00 P.M.**

Agenda

- I. Call to Order – Rock-Hantge
- II. Check In – Rock- Hantge
- III. Review of Agenda – Rock- Hantge
- IV. Consent Agenda – Rock- Hantge
  - a. Approval of Board Minutes - October Meeting 2016 (in packet)
  - b. Approval of monthly statements (in packet)
- V. EDAM Bylaws Amendment
  - a. Review and Change the EDAM Bylaws (in packet) to account for new committee structure.
- VI. 2018 Summer Conference Location
  - a. Review recommendation of the PD committee
- VII. 2017 GR Contract Proposal Approval (In packet)
- VIII. 2016 EDAM Work Plan Review – Rock-Hantge (in packet)
- IX. Committee Report Action Items/Requests
  - a. Executive Committee update
  - b. Member Services
  - c. Government Relations
    - Approve Platform
  - d. Marketing/Communications
  - e. Professional Development
  - f. 50th Anniversary Committee Update
- X. Review Action Items
- XI. Next meeting: December 21-Cooper Restaurant St Louis Park
- XII. Adjourn

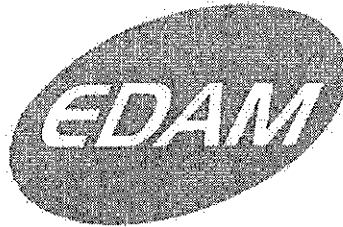
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**EDAM's Mission:**

To champion Economic Development in Minnesota through professional development, networking, and advocacy.

**EDAM's Vision:**

Be recognized as Minnesota's vibrant and professional member-driven Economic Development organization.



Economic Development  
Association of Minnesota  
Economic Development Association of Minnesota  
Board of Directors Meeting  
Conference Call  
October 26, 2016 – 10:00-12:00 P.M.

Minutes

- I. President Christie Rock-Hantge called the meeting to order at 10:02 a.m.

Members Present: President Christie Rock-Hantge, First Vice President Adam Kienberger, Second Vice President Megan Barnett-Livgard, Erik Hansen, Trisha Rosenfeld, Sean Sullivan (Phone), Matt Brown, Tony Schertler (Phone), Past President Heidi Peper, Mark Vaux (Phone), Erin Sparks Staff Present: Nick de Julio Absent: Jeff Rossate, Kim Lindquist,

- II. Check In – Rock-Hantge

Board members provided updates on how they were doing.

- III. Review of Agenda – Rock- Hantge

-Add discussion of 2017 Prospectus and roll out timeline- added as part of 2016 Work plan review

-Add reporting back to PD development- Under 2017 Work plan

- IV. Consent Agenda – Rock- Hantge

- a. Approval of Board Minutes - August Meeting 2016 (in packet)
- b. Approval of monthly statements (in packet)

*There was a motion and second (Rosenfeld/Schertler) to approve the consent agenda. The motion passed.*

- V. 2017 Board Retreat Debrief– Rock-Hantge

Establish new committees and chairs- There is board consensus to support the EDAM U curriculum. The board would split the current PD committee into two groups. EDAM U and Conference's Committee

Hansen noted that EDAM U separation is warranted. EDAM U would keep the 2017 work plan that the PD committee agreed on. There were some concerns with 2017 as the board wants to make sure there is no void in webinars while the committee works on the 2018 plan.

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The two Committees would look as such: Conference's Committee- Chair Eric M., Vice Chair Rick. EDAM U: Erik H as chair, with a vice chair to be appointed.

Hansen agreed to write a proposal and to lay out the PD content for year-round.

Rock-Hantge will email to the current PD committee about structure and needs and give them an update on the board Action.

Kienberger to talk with Eric M and Rick about the change to the PD structure as well.

*There was a motion and second (Hansen/Kienberger) to establish the two committees (EDAM U/ Conference's Committee) with EDAM U to work on an interim work plan with incorporating the 2017 PD work plan for the board by 2017. The motion passed*

De Julio will change the work plan with the notes changes: Committee name changes (EDAM U/Conference's Committee), moving desired outcome 4B under Marketing to EDAM U

Rosenfeld agreed to be the board liaison for the Conference's Committee

*There was a motion and second (Kienberger/Barnett-Livgard) to approve work plan as modified and developed at retreat. The motion passed*

VI. 2016 EDAM Work plan- Rock-Hantge

The board discussed the best plan for rolling out Prospectus to sponsors and how to handle it: Sullivan was seeking clarification on what board members should share and how they might want to it. The board agreed that the best direction was to have them view the prospectus as members are talking with sponsors.

Barnett-Livgard shared her meeting with Connexus- Brought materials for them to view, thanked them for their past support, shared what their 2016 expenses were, walked through the 2017 structure, followed up with a recap of benefits.

A question was raised as to how the Prospectus and the Winter Conference sponsorship outreach timeline works with Medalists: The board agreed that Scott and Skip should not reach out to medalists at this time. Scott and Skip can share the Prospectus with the non-medalists during their sponsorship calls.

The board agreed on a date for BOD's to finalize medalist's calls. The date is Nov 11<sup>th</sup> and renewal letters will begin to be mailed out on Nov 14<sup>th</sup>. Members will send feedback/updates to Nick and he will share with the board.

De Julio to send out all materials to the BoD for their outreach efforts.

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VII. Committee Report Action Items/Requests

- a. **Executive Committee update**  
Nothing to report at this time.
- b. **Government Relations**  
Nothing new to add from the report.
- c. **Professional Development**  
Nothing new to add from the report.
- d. **Marketing/Communications**  
Nothing to add to the Report. The committee meets right after the BoD Meeting.

**Member Services**

A few updates outside of the report- Sparks mentioned that she will meet with Johnson to talk about work plan of the committee. It was noted that Eric Mass is working on an EP session during Winter Conference- mentor program for current and new members. Barnett-Livgard to share documents with Eric that might help serve as a template. Once Eric is ready we can add information to upcoming eblast.

**50<sup>th</sup> Anniversary Committee:**

The committee has not been able to find a time to meet. One discussion that was asked was "what to do with the 14 stories they have received?" The stories don't tell the full story of EDAM. The committee has looked at video booths or hiring a firm to film members discussing stories. Costs range from 3-4K to 10K depending on the firm or if we should use volunteers. The board was asked to think about it and brainstorm. The group discussed capturing the member videos at the winter conference and use them during the summer conference as well as online. Board needs to reach out across the state and get the stories. Costs- come out of \$10K budget for now.

One idea is to use stories that we received throughout the year as part of eblast.

De Julio to send out story collections to BOD by December.

Past President's panel/event: Fall 2017 (Oct-Nov) to close out the 50<sup>th</sup> Anniversary. The committee will keep working on these ideas. Intention would be to have foundation take the lead.

Barnett-Livgard will follow up with the foundation to sponsor and host the event. One idea was for them to charge and keep proceeds.

The group is also discussing giveaways for past presidents along with the winter conference giveaway (50<sup>th</sup> blanket) and the summer give away (gift basket and other item).

Next committee agenda: add EDAM U category and Conferences.

VIII. Other Items

Next BoD agenda: have de Julio add EDAM U category and Conferences.

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IX. Review Action Items

- De Julio to send out story collections to BOD by December.
- Barnett-Livgard will follow up with the foundation to sponsor and host the event. One idea was for them to charge and keep proceeds.
- De Julio to send out all materials to the BoD for their outreach efforts.
- De Julio will change the work plan with the notes changes: Committee name changes (EDAM U/Conference's Committee), moving desired outcome 4B under Marketing to EDAM U
- Rock-Hantge will email to the current PD committee about structure and needs and give them an update on the board Action.
- Kienberger to talk with Eric M and Rick about the change to the PD structure as well.

X. Adjourn

*There was a motion and second (Barnett-Livgard/Sullivan) to adjourn the meeting. The motion passed. The meeting adjourned at 11:24am*

***Respectfully submitted,  
Nick de Julio, AE***

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Community Venture Network session – Friday, December 9<sup>th</sup>, 2016

Southview Country Club – West St. Paul, MN  
239 Mendota Rd E, St Paul, MN 55118

*Note: The following is a snapshot of the companies participating in our upcoming Community Venture Network seminar. If you have questions on particular projects, please let us know. Full summary information on each company will be provided to each attendee in a booklet on the day of the seminar.*



[www.performtel.com](http://www.performtel.com) PerformTel is an award winning call center specializing in call center outsourcing, telesales, inbound, outbound, customer service, order taking and customer retention. Out Think, Out

Hustle and Out Perform the Competition – We believe there's a reason we've been one of the fastest growing private companies in the USA two years running, we work hard to prove it. If you don't aspire to work hard, get a lot done. We didn't get started in the call center industry to be "just another BPO". Our team of innovators is working diligently everyday to build new and exciting applications to better serve our employees and our customers.

We currently have two locations in the Minneapolis metro area; Anoka and Hopkins. After opening our Anoka facility, we realized turnover in Hopkins was abnormally high, driven in part by saturation of call centers in the area. Additionally, the light rail will be coming through our building – literally – forcing us to relocate our entire Hopkins operation. Through our research, we found other companies benefitting from placement of jobs outside a metro area, the question for us is where to start and thus we're looking forward to presenting to the CVN group. We have a 6-9 month window before having to move and are looking to place about 100 jobs initially.



[www.re-systemsgroup.com](http://www.re-systemsgroup.com) GEL-TECH SYSTEMS are composite waterproofing systems that incorporate a cold, fluid applied GTS Poly-Rubber Gel with high performance GTM Protection Sheets. The combination of a non-curing, self-healing, Poly-Rubber Gel with a durable, puncture resistant

protection sheet makes GEL-TECH the ultimate waterproofing solution for above grade, below grade and blind side applications. RE-Systems Group Americas (RSGA) provides high performance waterproofing solutions for the civil, commercial, and restoration markets. Founded in Korea, we spent our first few years gaining acceptance in the US market and now have millions in total sales and projects large and small, from parking ramps to major highway construction in California.

We're ready to grow and grow fast. This includes adding to all facets of the business from management to sales to administration to production. We want to present to the CVN audience to explore options of US based manufacturing/production (vs sourcing product from South Korea). This could be a turnkey operation or a local partner (not contract manufacturer, but someone to be a long term partner). Either scenario will also include addition administrative operations. We believe our company could benefit from growing outside of a metro area and we hope you'll be interested in what we do.



[www.thebarriergroup.com](http://www.thebarriergroup.com) The trend in network security and the managing and defending against attacks has moved away from the deployment of individual solutions toward a consolidation of multiple applications. The evolution from standard Unified Threat Management (UTM) to Next-Generation Fire Wall (NGFW) and to sandboxing is still not able to inspect, analyze, and react in real-time, at the point of impact. Today, cyber-attacks are incorporating the evolving attributes of viruses, Trojans, bots, APTs, and DDoS to evade UTM, NGFW and sandboxing.

Barrier1™ and its patented analytics process, uses these attributes for the on-board Advanced Analytic Reaction Engine® (AARE) that drives the multi-layered algorithms. The results far exceed any other approach in the market today and all statements have been proven by live network testing. It is why we win the national awards, like SC Magazine's Innovation Hall of Fame, three years in a row. It's also why we were chosen to manage cyber security threats at US Bank stadium when the super bowl comes to Minneapolis in 2018.

We are growing and are looking to partner with a community who also has a regional University with cyber security focus (or an interest in developing one). We believe this would be a better platform to grow from than scaling in Minneapolis. We believe we have superior offerings and experience, but we do have competitors, most of whom are based on the east coast or west coast – we want to show you can grow a company on the cutting edge of technology and do it – and do it better – in the Midwest.

## Data Crossover

[www.datacrossover.com](http://www.datacrossover.com) Founded in 1982 by the father and son team of Dick and Rick Zirbes in Bloomington,

Minnesota as an auto interior and upholstery repair shop. Under the leadership of Rick it has grown to be the largest auto interior shop in Minnesota with multiple locations. Under the brand Dick and Ricks it is the go to shop in the twin cities. With the growth of the connected car and smart technologies, the future of the connected auto, home and work is changing at a rapid pace. To meet that pace, Rick seeing the future of electronics back 15 years ago started preparing for it. Data Crossover was created to provide services and products to meet that demand. Insurance companies are mandating quicker fix times and guaranteed fixes, which they are currently not getting – costing them millions of dollars each month in increased claim costs (re-repairs, long distance towing fees, rental cars, etc...).

The company is currently operating throughout Minnesota and has a backlog of work and thus is expanding quickly. We are looking at 3 options to explore through the CVN audience: 1) to identify individual employee technicians to be located in regions throughout the greater Midwest to service a wide range of areas; these are employees of the company (not contractors) and are not competitive to local industry and repair firms, but complementary; 2) identify a strategic location in each state for a 'hub' to manage all operations in each state; and 3) location of a headquarter location where we will work directly with a technical school on a formal tech training certification program, establish our IT operations (note: no central database exists today for logging of repairs and best practices for electronic-driven automotive repair) and for our technician and customer call in center.



[www.qleantech.com](http://www.qleantech.com) A leading protagonist for the commercialization of electro-chemically activated (ECA) solutions, QleanTech Enterprises offers technology producing solutions with the capacity to completely replace toxic cleaning and sanitizing chemicals for any application; moreover, small amounts of anolyte sanitizer can safely and effectively dose water systems to treat or prevent contamination and biofilms. But it is our painstakingly-devised, process-validated protocols, based on THE SCIENCE OF CLEAN and designed to reduce risk, which help us bring sanitation and cleanliness to a new level of responsibility. The company currently supplies their patented and proprietary systems to public and private entities in the United States and Europe.

Based in Mendota Heights, MN, we are at the stage of needing to expand our operations, having proven our technology efficacy through multiple customer installations. For purposes of the CVN audience, we are wanting to explore manufacturing options, which could include in house production, joint venture opportunities with existing manufacturers (specifications will be provided at the meeting) or a hybrid where we source key production components and do final testing and assembly. We look to each community who is interested to recommend the best approach to take within their community.

SecureWiFi



[www.securewif.biz](http://www.securewif.biz) Note: We are hopeful each community will complete the brief survey we have written, which was included in email with this attachment. This was written specifically for the CVN audience and will help us speak to key issues in the rural Midwest when we present.

We provide patented, encrypted, wireless solutions for IoT information sharing. We are an innovative software company providing a patented, two-way, enterprise-and-personal secure connection communication link. Our patented, ground-breaking technology is the key that unlocks the future to a secure Internet of Things (IoT) ecosystem, with Military Grade Encryption. The wide spectrum of IP-aware and -addressable technology known as the Internet of Things (IoT) is embedded deeply into our lives. The sensors at the heart of the IoT are now implanted into a wide range of applications, changing how we work and live. The combination of sensors range from smart thermostats to personal health monitoring devices, and more is sure to come. The combination of sensors and applications are making the new smarter cities, homes, railways, healthcare services and much more. Further the data analytics from the evolving connected world holds immense promise for continuously improving the system.

Two of our founders grew up in small communities in the Midwest and have had affiliations with economic development entities in the past. A majority of rural communities are wrestling with options around broadband connectivity and how to use it not just for the citizenry, but for police and emergency services, public entities and private industry. Our solution fits perfectly, we believe, into the rural landscape. We offer two things to communities who are interested: 1) a solution to provide secure mobile broadband within a community and 2) on site jobs to install, operate and service/maintain our system. Thus we believe we can both provide a solution to what we know is a challenge in many communities but also benefit the economic development community directly through job creation.



enVerde LLC

[www.enverdellc.com](http://www.enverdellc.com) We're a team of professional biologists, engineers, and business people working hard to improve the way our communities create energy and chemicals. At enVerde LLC, we understand that the decisions we make today have a huge impact on the global environment. That is why we are proud to introduce our new technology that can cost-effectively convert waste into clean energy and chemicals while providing economic development opportunities in the communities we serve.

We have a patented process which works with various feedstocks – 15+ proved to date – thus allowing us to pursue multiple rural areas, based on the available feedback. This ranges from wood-related waste to animal waste to food waste – as well as several other organic-based waste streams. We are interested in two things via the CVN network of communities: 1) to identify near term location(s) for pilot projects serving a specific waste stream and 2) to develop

relationships for future expansion of larger facilities. We plan to speak not only to our team and technological capabilities, but also to how we're approaching the industry as many others have not been successful. We have an economic model which we believe is very achievable and eliminates a lot of scale and risk issues associated with other companies in our industry.

## **2017 ECONOMIC DEVELOPMENT AUTHORITY MEETING SCHEDULE**

The Economic Development Authority shall hold regular meetings immediately following the 1<sup>st</sup> 7:00 p.m. City Council Meeting on the 1<sup>st</sup> Tuesday of every month at Isanti City Hall. All meetings are held at Isanti City Hall at 110 1<sup>st</sup> Avenue NW, Isanti, MN 55040 in the City Council Chambers. The 2017 scheduled meeting dates are below:

January 3, 2017

February 7, 2017

March 7, 2017

April 4, 2017

May 2, 2017

June 6, 2017

July 5, 2017 (Wed.)

August 2, 2017 (Wed.)

September 5, 2017

October 3, 2017

November 7, 2017

December 5, 2017