

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
January 26, 2010
Isanti City Hall

1. Call To Order The meeting was called to order by City Administrator Lorsung at 7:00 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present: Brandon Apitz, Keith Dragisich, Jim Kennedy, Zachary Knudson
(Youth Representative) Larry Kuechle, and George Wimmer

Members Absent:

Staff Present: City Attorney Clark Joslin and City Administrator Don Lorsung

c. Agenda Modifications

Member Kuechle asked to discuss EDA meeting start time as Item 5b. Consensus of the EDA to add this agenda item.

2. Organization of Advisory Bodies as per Ordinance 181

a) Oath of Office

Oaths for EDA Members present taken.

b) Election of 2010 EDA President

Motion by Kennedy, second by Wimmer to elect Kuechle as President, motion carried unanimously. Chair Kuechle then presided over the meeting.

c) Election of 2010 EDA Vice-President

Motion by Kennedy, second by Dragisich to elect Wimmer as Vice-President, motion carried unanimously.

d) Election of 2010 EDA President Pro-Tem

Motion by Wimmer, second by Dragisich to elect Kennedy as President Pro-Tem, motion carried unanimously.

e) Election of 2010 EDA Secretary

Motion by Wimmer, second by Kennedy to select Lorsung as Secretary, with the new Economic Development Director as a successor when hired, motion carried unanimously.

f) Election of 2009 EDA Treasurer

Motion by Wimmer, second by Kennedy, to elect Dragisich as Treasurer, motion carried unanimously.

g) Appointment of Business-Industrial Sub-Committee

Motion by Kennedy, second by Wimmer to suspend appointment, as there has been no recent committee business.

h) Open Meeting Law & Conflict of Interest Information, City Attorney Joslin

City Attorney Joslin was present to review open meeting law and conflict of interest. Discussion was had on Oath of Office and need for standing Committee members.

Clark addressed the open meeting law and State requirements. He then reviewed the Conflict of Interest law, purpose and examples. Regarding questions on either matter, Clark encouraged if there were questions to contact him.

3. Approve Minutes of November 24, 2009 Regular Economic Development Authority

Meeting Motion by Kennedy, second by Dragisich to approve the minutes as presented. Motion carried unanimously.

4. Rail Industrial Park – Brad DeWolf, City Engineer

City Engineer DeWolf gave a presentation on the planning process and timeframes for development of a Rail Industrial Park. Steps include: 1) Developing a Conceptual Layout, 2) work with BNSF on commitment for a Rail Spur, 3) Facility Plan for WWTP Modifications (ponds to full mechanical plant), 4) Environmental work, 5) Final Feasibility Plan completion, 6) Federal EDA Grant funding process, 7) Preparation of Plans and Specifications, and 8) Construction of the Rail Industrial Park. He reviewed the timeframe for the project. From beginning to end, it will take approximately 48 months. EDA members asked several questions regarding the proposed project that included the following: What would project costs be estimated at? The rail spur alone may cost \$1-1.5 million dollars and the total park project would cost several million dollars. What are the costs for the engineering studies? Initial costs for preliminary concept work could be \$10,000 and the WWTP Feasibility Study could be \$20,000. The utility funds could pay costs attributable to those areas. Total project costs for studies, environmental and plans would be in the \$50,000 range. What is the next step? That would be for the City Council to receive this information and consider a initial proposal for the Rail Park conceptual work and a WWTP Facility Plan. Could the park be developed in phases? Yes, the park could be laid out to be developed in a phased manner. Is the size adequate? City property for the initial plan is 137 acres in size. It is adequate and other parcels may be added in the future. Would it affect the Bike Walk trail? No, the park as envisioned would not affect the trail. Regarding the WWTP Facility Study, would that need to be done anyway and is there an environmental process? Wastewater requirements are changing and improvements will need to be made. An environment process (worksheet) will need to be prepared on the WWTP improvements. Also discussed was that industrial business prospects that have rail transportation needs will need to be identified as a part of these studies, so the park is designed to accommodate their needs.

After discussion on the next step, a Motion was made by Kennedy, seconded by Apitz, to recommend that the City Council proceed with the Industrial Rail Park Conceptual study and WWTP Facility Study. Motion carried unanimously.

5. Other Business / Updates

- a. CEDS Survey - City Administrator Lorsung reported on the annual CEDS Survey that was approved by the City Council in December, 2009. The survey came in late November, therefore it was not able to be reviewed with the EDA. The survey was basically updated and the priorities are: 1) Rail Served Industrial Park, 2) Downtown Redevelopment, and 3) Development of a Medical Clinic. These are the same priorities as the 2008 CEDS that was approved by the EDA. Staff hopes that the 2010 survey will arrive in the fall to ensure that the EDA has the opportunity to review the document.

- b. EDA Meeting Time – Chair Kuechle asked if a change in meeting time was desired. Members discussed availability and it was determined to stay with the 7:00 p.m. start time.
- c. Other Updates – Wimmer reported on a new downtown grocery business specializing in Mexican food products. He shared that a firm closing date is set for purchase of the former Midwest Metal Framing building. He also shared that an update on City activities will be given at the March County EDA meeting. Hopefully the new Isanti Economic Development Director will be introduced at that meeting.
- d. A question was asked regarding the status of the former Burger Top property and structure. Staff answered that it is checked periodically by the Building Official and so far it meets structural requirements. Staff will continue to monitor.

6. Adjournment

Kennedy motioned, seconded by Dragisich to adjourn at 7:49 pm. Motion passed unanimously.

Dated at Isanti, Minnesota, this 27th day of January, 2010.

Respectively Submitted,

Donald C. Lorsung, City Administrator