

**City of Isanti**  
**Economic Development Authority**  
**Regular Meeting Minutes of**  
**January 6, 2015**  
**Isanti City Hall**

**1. Call To Order**

The meeting was called to order by Economic Development Director Sullivan at 7:35p.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, Clark Joslin, City Attorney

**c. Agenda Modifications**

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

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

- a) Oath of Office  
Economic Development Director Sullivan Administered the Oath of Office for EDA Commissioners Paul Bergley, George Wimmer, Keith Dragisich and Dan Collison.
- b) Election of 2015 EDA President  
Motion by Johnson, second by Lundeen to elect George Wimmer, motion carried unanimously.
- c) Election of 2015 EDA Vice-President  
Motion by Dragisich, second by Johnson to elect Steve Lundeen as Vice-President, motion carried unanimously.
- d) Election of 2014 EDA President Pro-tem  
No Designation Made, to be removed from organizational meeting in 2016

- e) Election of 2015 EDA Secretary  
Motion by Lundeen, second by Johnson to select Economic Development Director Mr. Sean Sullivan as Secretary, motion carried unanimously.
- f) Election of 2015 EDA Treasurer  
Motion by Johnson, second by Collison, to elect Finance Director Ms. Sarah Cotton as Treasurer, motion carried unanimously.
- g) Adoption of Bylaws  
No changes were made to Bylaws so no action was taken.
- h) Adoption of 2015 EDA Meeting Schedule  
Motion by Lundeen, second by Johnson to adopt 2015 meeting schedule as presented, motion carried unanimously.
- i) Adoption of City of Isanti Economic Development Authority Resolution 2015-1 a Resolution Organizing the Economic Development Authority of the City of Isanti  
Motion by Johnson, second by Lundeen to adopt Resolution 2015-1 as presented, motion carried unanimously.

### **3. Approve Minutes of December 2, 2014 Regular Economic Development Meeting**

Motion by Johnson second by Lundeen to approve the minutes for December 2, 2014. Motion carried unanimously.

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

City Attorney Joslin gave a brief presentation on the open meeting law and City Conflict of Interest Policy. He asked the Commissioners if there were any questions and there were none. He indicated that all members could contact him at any time if they weren't sure or needed advice on item in this area. He indicated that the forms needed to be filled out and returned by February 2015

Economic Development Director Sullivan asked the members to return the signed conflict of interest forms and Oath of office forms at the end of the meeting.

No formal action was requested or taken.

### **5. Isanti Area Chamber of Commerce Update**

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. Melissa Bettendorf, Executive Director was also present. The following items regarding the merger were highlighted:

Picked a new name North 65 Chamber of Commerce  
Both Boards will be together 11-12 members

July 1<sup>st</sup> start date of merger (July 1-June 30 Calendar)  
 Luncheons together now  
 Bridal Fair February 7<sup>th</sup>  
 Lot of new members on committee  
 Expo on March 21<sup>st</sup>  
 Legally two separate chambers  
 Board meetings are together  
 Chamber is regional in nature, don't want to have boundaries

President Wimmer wanted to get a schedule of meetings so that a Member from the City of Council of Isanti can be present. He wants to make sure that Isanti has the same representation as Cambridge.

Commissioner Dragisich indicated that the new combined office would be in Isanti along Highway 65. They are looking at selling or renting existing Isanti Chamber office. Cambridge has allowed the Cambridge Chamber the ability to get out of their lease.

No action requested or was taken

## **6. 236 Broadway St SE**

Economic Development Director Sullivan presented the staff memo. He highlighted the fact that significant improvement would need to be made to the property in order for the city to continue to rent it. Costs based on an estimated by NHH ranged from \$25,155.80 to \$41,885 based on the repairs made to the property. Sullivan also indicated that rent had been brought current for November and December but January was uncertain. He also indicated that one tenant provided written notice of intent to vacate the property at the end of January. Sullivan stated that the lease was up on April 30, 2015, City Attorney indicated he thought it was March 31, 2015. (Records show that the Lease term does expire on April 30, 2015). The City of Isanti does have the right to release tenant(s) from the lease early but has no obligation to do so. Based on the condition of the home and the pending costs to the city Sullivan asked the EDA for direction on how to proceed.

Discussion ensued and the consensus was that the City of Isanti should consider the sale of the property and that Economic Development Director Sullivan should select a real estate agent and work to sell the property. Reasons cited were that the city had not purchased other properties to increase its portfolio and there were not economies of scale, investing in this property would use up most of the equity already established in the property, housing market is better and the city could likely get a good price, uncertain vacancy.

President Wimmer indicated that the funds to purchase the property were from Park and Recreation, Sewer Fund, Water Fund, General Fund/Streets. It was not decided how proceeds of a sale over repaying the original funding sources would be allocated.

Commissioner Lundeen indicated that it would be very costly to try to recoup back lease payments and recommended that we move forward with a sale.

Sullivan was also directed to work with tenants to make transfer of property smooth and efficient with the hope that the City could receive all the rent agreed upon by the lease.

Motion by Lundeen, second by Johnson to recommend the sale of 236 Broadway St SE to City Council and to direct Economic Development Director Sullivan to obtain an agent at his choosing and bring offers back to the City Council for consideration. Motion passed unanimously.

## **7. Economic Development and EDA Marketing/Work Plan**

Sullivan presented the staff memo and indicated that a copy of the 12014 plan was attached for review. He indicated that he was working on a few initiatives to implement into the plan and was seeking input from the Commissioners prior to the City council Goal Setting Session. He asked for input from the Commissioners via email, phone or direct contact.

No formal action was requested and none was taken.

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

Economic Development Director Sullivan highlighted the Staff Memo and indicated that things were certainly picking up.

- a. Business Prospects
- b. Tourism Market Study Update
- c. Acquisition of Land on Hwy 65 / Hillock St
- d. East Central Minnesota Housing Study
- e. Isanti Indoor Arena – Home of Rum River BMX
- f. Makerspace Concept
- g. GPS 45:93
- h. Greater MSP
- i. EDAM
- j. Housing Starts in 2014
- k. Business Arrivals and Departures in Isanti 2014

## **9. Adjournment**

Johnson motioned, seconded by Lundeen to adjourn at 7:59 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 7th day of January, 2015.

Respectively Submitted,

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Sean M. Sullivan, Economic Development Director