

**City of Isanti**  
**Economic Development Authority**  
**Regular Meeting Minutes of August 24, 2010**  
**Isanti City Hall**

**1. Call To Order**      The meeting was called to order by Chair Kuechle at 7:00 p.m.

**a. Pledge of Allegiance**

**b. Roll Call**

Members Present:      Keith Dragisich, Jim Kennedy, Mayor George Wimmer and Larry Kuechle and Zachary Knutson (Youth Representative)

Members Absent:      None

Staff Present:      Economic Development Director Sean Sullivan

**c. Agenda Modifications**

Motion by Wimmer, second by Dragisich, to approve the agenda as presented. Motion carried unanimously.

**2. Approve Minutes**

Motion by Dragisich, second by Kennedy to approve the July 27, 2010 minutes as presented. Motion carried unanimously.

**3. 2010 Comprehensive Economic Development Strategy Survey (CEDS)**

Economic Development Director Sullivan highlighted the purpose of the survey and the projects identified as priority for the City of Isanti. To receive Federal EDA dollars to subsidize a project it must be identified in the discussed CEDS Survey. A Rail Industrial Park, Downtown Redevelopment and Medical Clinic project were identified as high priority projects for the City of Isanti. Economic Development Director Sullivan asked for additional projects that might fall into this category and the consensus of the EDA was that there was nothing needed to be added.

Chair Kuechle questioned the attached narrative to the survey and asked that it be re-worded and forwarded to him for further review. This document will be reviewed by the City Council, and potentially DAC before being submitted back to the East Central Regional Development Commission on September 20<sup>th</sup>.

Motion by Wimmer, second by Dragisich to recommend to City Council the 2010 Comprehensive Economic Development Strategy Survey (CEDS) and the 3 priority projects subject to review of the project narrative by the EDA Chair. Motion carried unanimously.

#### **4. Revolving Loan Fund Modifications and Marketing Allocation**

Economic Development Director Sullivan presented the Staff Memo and highlighted the changes to the City of Isanti Revolving Loan Fund and Criteria. The changes included:

- 1) Extending the allowable term **up to 10 years** to match sources and uses of financing.
- 2) Transfer of \$26,000 into the EDA marketing budget for marketing the RLF and City of Isanti to generate prospects.
- 3) Increase the maximum loan amount to \$50,000.
- 4) Exchanging the Community Development Director references with the Economic Development Director
- 5) To replace Jean Nordlund with Jon Swanson of Minnco Credit Union on the Revolving Loan Committee.

The EDA acknowledged the changes to the Revolving Loan Fund and Criteria as approved by the City Council on August 4, 2010. No action was requested and none was taken.

#### **5. Update of City Business Assistance Program Materials**

Economic Development Director Sullivan presented the memo. The Tax Abatement, Revolving Loan Fund, TIF- Industrial, TIF – CBD Handouts were updated to reflect a change in City staff and to update the programs themselves. There are also programs available by DEED, the Initiative Foundation and ECRDC that are also included in this assistance packet. Staff has forwarded the existing handouts to the appropriate parties from these organizations and is looking for input to make the handouts more current and helpful. Economic Development Director Sullivan asked the EDA to review the information on the City Handouts and to contact him if any changes were necessary.

No formal action was requested, none was taken.

#### **6. Rail Industrial Park Update**

Economic Development Director Sullivan highlighted the Memo drafted by Bolton and Menk. Key points are new concepts plans being developed, discussions with BNSF regarding rail access and TEP and MPCA discussions regarding wetlands and wastewater treatment. Staff notified the EDA that Mayor Wimmer, City Engineer DeWolf and Economic Development Director Sullivan would be going on a site tour with Progressive Rail to visit the three sites identified by the Isanti County EDA on September 13<sup>th</sup>, 2010. Staff thought it would be a good opportunity to showcase the Isanti site.

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

Economic Development Director Sullivan summarized the following projects in the Staff Memo:

- a. RWL Properties Default Notice
- b. 250,000-300,000 Distribution Center Prospect
- c. Ever Cat Fuels
- d. Invest In Isanti Marketing

- e. Hotel
- f. Business Retention Visits
- g. GPS 45:93 Meeting and Meeting Minutes
- h. Isanti Labor Market Profile
- i. City Website Update
- j. Northern Lights Express Update
- k. Upcoming Isanti Area Chamber Events
- l. Connexus Energy Development Assistance
- m. Economic Development Authority Vacancy

## **8. Adjournment**

Kennedy motioned, seconded by Dragisich to adjourn at 7:15 p.m. Motion passed unanimously.

Dated at Isanti, Minnesota, this 24<sup>th</sup> day of August, 2010.

Respectively Submitted,

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Sean M. Sullivan, Economic Development Director