

Chair:
Dan Erickson

Commissioners:
David Radziej
Liz Johnson
Evan Cordes
Rob Williams
Sheila Bennett
Kilander
Brendan O'Meara

Council Liaison:
Brenda Holden



**Economic Development
Commission
May 2, 2018
8:00 am to 9:30 am
City Hall**

Address:
1245 W Highway 96
Arden Hills MN 55112

Phone:
651-792-7800

Website:
www.cityofardenhills.org

City Vision

Arden Hills is a strong community that values its unique environmental setting, strong residential neighborhoods, vital business community, well-maintained infrastructure, fiscal soundness, and our long-standing tradition as a desirable City in which to live, work, and play.

Agenda

CALL TO ORDER

1. Call To Order

2. Approval Of The Agenda

3. Minutes
 - 3.A. 03-07-18 EDC Minutes

Documents:

[03-07-2018 EDC MINUTES.PDF](#)

4. Unfinished And New Business

- 4.A. State Of The City

Documents:

[MEMO.PDF](#)

- 4.B. Business Retention And Expansion Program

Documents:

[MEMO.PDF](#)

[ATTACHMENT A.PDF](#)

4.C. New Business Visits

Documents:

[MEMO.PDF](#)

5. Updates

5.A. Council Liaison

5.B. Commission Members

5.C. Staff Comments

6. Adjourn

ADJOURN

A quorum of the City Council may be present at this meeting.



DRAFT

**CITY OF ARDEN HILLS, MINNESOTA
ECONOMIC DEVELOPMENT COMMISSION
MARCH 7, 2018 8:00 AM
CITY HALL -- 1245 WEST HIGHWAY 96**

1. CALL MEETING TO ORDER

Chair Dan Erickson called the meeting to order at 8:02 a.m.

ROLL CALL

Present: Chair Dan Erickson, Commissioners Liz Johnson, Evan Cordes, and Brendan O'Meara

Also Present: City Planner Matthew Bachler, Deputy Clerk Jolene Trauba and WSB & Associates Senior Planner Eric Zweber

2. APPROVAL OF AGENDA

It was the consensus of the Commission to accept the agenda as presented.

3. APPROVAL OF MINUTES

It was the consensus of the Commission to accept the February 7, 2018 meeting minutes as presented.

4. UNFINISHED AND NEW BUSINESS

A. 2040 Draft Comprehensive Plan

WSB & Associates Senior Planner Eric Zweber provided three maps: Map 6.1 – 2030 Future Land Use, which is the existing Land Use Map currently being used, Map 6.3 – 2040 Proposed Land Use Map, and Map 6.4 – Areas of Interest Map.

Mr. Zweber noted there are three chapters that are the most relevant to the EDC: Chapter 5 – TCAAP, Chapter 6 – Land Use, and Chapter 8 – Economic Development. In the fourth quarter of 2016, the City updated the TCAAP Redevelopment Code including a Comprehensive Plan Amendment. The Commercial, Industrial and Higher Education Study was done in 2017 and a number of those recommendations have been included into Chapter 8 of the Comp Plan. He noted the EDC should look at the Comp Plan as a 10-year work plan.

Mr. Zweber reviewed other changes to the plan. He also noted there is a large vacant property in the Gateway Business District that has potential.

City Planner Bachler said Roberts Management owns the property in the Gateway Business District. He said there are two other properties adjacent to the site not owned by Roberts Management where a telecommunications tower is located.

Mr. Zweber mentioned that the B-4 Zoning District is currently identified as Retail Center but the Council expressed that office and other commercial uses may be better in the area than the industrial use shown on the draft Land Use Map. The Council directed staff to change the designation of the properties on Dunlap Street to Mixed Business.

Chair Dan Erickson inquired about developing a database to assist businesses in identifying appropriate and available locations within the city, and asked about mechanisms and processes to keep a database up to date.

Mr. Zweber said usually a strong Chamber of Commerce would assist with the database.

Discussion ensued concerning what the City currently has on the website, and what could happen in the future and how to ensure the information is accurate.

B. New Business Visits

City Planner Bachler distributed a draft pamphlet to hand out to new businesses during visits and asked for feedback.

Discussion ensued and several suggestions made for changes to the pamphlet.

City Planner Bachler stated a revised version should be available in next week and he will send an email once the changes are complete. He will let EDC members know when they are available to pick up at City Hall.

C. Business Retention and Expansion Program

City Planner Bachler noted that the EDC will be completing BRE visits in the Red Fox/Grey Fox area for 2018. He discussed the list of businesses and the EDC member responsible for the visit, as well as the business survey and sample interview questions.

City Planner Bachler stated that he would send out an updated version of the BRE visit list to the group as well as an electronic copy of the survey and sample interview questions.

5. UPDATES

A. Commission Members

None

B. Council Liaison

Not present

C. Staff Comments

City Planner Bachler mentioned the State of the City planning will begin at the April or May meeting, and the Communications Coordinator will be working with the EDC in the process.

ADJOURNMENT

The meeting adjourned at 8:56 a.m.

Dan Erickson, Chair

Jolene Trauba, Deputy Clerk



MEMORANDUM

DATE: May 2, 2018 **EDC Agenda Item 4.A**
TO: Economic Development Commission Chair and Commissioners
FROM: Matthew Bachler, City Planner
SUBJECT: State of the City

Requested Action

Provide direction on the 2018 State of the City events.

Discussion

The City has held an annual State of the City event since 2013. The purpose of the event is to provide local businesses and residents with information about City projects and goals, and to build relationships with the business community. In 2014, 2015, and 2017, the City held two events: one on a weekday morning to be more convenient for local businesses, and the other on a weekday evening targeted at residents. In 2017, the morning event was held at the Tavern Grill restaurant and the evening event was held at City Hall. The following table provides attendance numbers for the State of the City since 2013:

Attendance	2013	2014	2015	2016	2017
<i>Morning Event</i>	75	70	40	67	50
<i>Evening Event</i>	--	60	35	--	20

The table below provides the approximate cost of the event each year, including advertising, promotion, and catering. Years 2014, 2015, and 2017 include the cost of both the morning and evening events. The two events were scheduled in close proximity to one another to allow for a combined promotion effort. In past years, expenditures for the event have been paid from the Economic Development Authority General Fund.

	2013	2014*	2015*	2016	2017*
<i>Total Cost</i>	\$1,639	\$2,138	\$2,261	\$2,144	\$1,300

The State of the City has generally followed a consistent format with members of the City Council providing updates on relevant topics including the City's finances, development projects, economic development initiatives, and the TCAAP project. Representatives from the Minnesota Department of Transportation have also been invited each year to provide updates on local transportation projects.

Discussion Questions

1. Does the EDC recommend holding a morning and evening State of the City event in 2018?
2. In the past, the event has been held in late September/early October. When would the EDC like to schedule the event for 2018?
3. Does the EDC have recommendations on any other locations for the event that staff should research?
4. Are there presentation topics that the EDC would like to recommend to the City Council?
5. Does the EDC have any other recommendations regarding promotion or format that could help improve the success of the State of the City?



MEMORANDUM

DATE: May 2, 2018 **EDC Agenda Item 4.B**
TO: Economic Development Commission Chair and Commissioners
FROM: Matthew Bachler, City Planner
SUBJECT: Business Retention and Expansion Program

Discussion

The Economic Development Commission (EDC) will be focusing on completing Business Retention and Expansion (BRE) visits in the Red Fox-Grey Fox Business District in 2018. At the EDC meeting on March 7th, the Commissioners reviewed the priority business visit list. Since then, staff has updated the list to include EDC members have volunteered to contact a business on the list to set up visits (Attachment A).

Staff would recommend that one person serve as the coordinator responsible for contacting a business and checking on the availability of EDC members for the interviews. Staff would recommend a minimum of two people attend each visit.

Attachments

- A. Red Fox-Grey Fox BRE Visit List

Attachment A

2018 BRE Visit List - Red Fox-Grey Fox District (05-02-18)

Business Name	Responsible for Contact	Sector & Business	Business Address
Caerus	Dan Erickson	Manufacturing - Animal Casts, Splints, and Braces	1251 Red Fox Road (Red Fox Business Center)
Asdco/API	David Radziej	Distribution - Industrial and Construction Materials	1230 Grey Fox Road
Pace Industries	David Radziej	Manufacturing - Die Casting	3737 Lexington Avenue
Adherent Laboratories	Dan Erickson	Professional & Business Services - Adhesive Laboratory and Consulting	3804 Dunlap Street
Top Case	Liz Johnson	Manufacturing - Custom Cases	1243 Red Fox Road (Red Fox Business Center)
OrthoCor	Liz Johnson	Product Development - Medical Devices	1251 Red Fox Road (Red Fox Business Center)
FireFly	Brendan O'Meara	Technology - Computing Solutions	1271 Red Fox Road (Red Fox Business Center)
Red Fox Innovations		Manufacturing - Industrial Sewing	1247 Red Fox Road (Red Fox Business Center)
The Alpine Factory		Indoor Downhill Skiing Training Facility	1237 Red Fox Road (Red Fox Business Center)
CM Jarvis Furniture Leasing		Professional & Business Services - Furniture Leasing	1241 Red Fox Road (Red Fox Business Center)
Etail Solutions	Brendan O'Meara	Technology - Business Software	1200 Red Fox Road
The Goodprinter		Professional & Business Services - Printing Services	3769 Dunlap Street
Northwestern Foods	Rob Williams	Manufacturing - Food Ingredient Dry Blending	1260 Grey Fox Road



MEMORANDUM

DATE: May 2, 2018 **EDC Agenda Item 4.C**
TO: Economic Development Commission Chair and Commissioners
FROM: Matthew Bachler, City Planner
SUBJECT: New Business Visits

Discussion

One of the goals on the Economic Development Commission’s 2018 work plan is to complete visits with new businesses that have opened in the City. Staff has created a new business brochure to be distributed to businesses during these visits. The purpose of the brochures is to welcome businesses to the community, provide contact information for staff, and to direct businesses to the City’s website for permitting requirements and relevant news. Staff had identified the following new businesses that have recently opened in the City:

Business Name	Address	Type of Business
Surya India Foods	3531 Lexington Avenue	Specialty Grocery Store
Clear Choice Dental	3130 Cleveland Avenue	Dental Implants

Staff is requesting that EDC members volunteer to visit the new businesses listed above. Copies of the new business brochure will be available at the EDC meeting and are available at City Hall.