



Approved: November 23, 2020

**CITY OF ARDEN HILLS, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY MEETING
OCTOBER 22, 2018
6:00 PM – CITY HALL**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, EDA President Grant called to order the Economic Development Authority meeting at 6:00 p.m.

Present: EDA President David Grant; EDA Commissioners Brenda Holden, Fran Holmes, Steve Scott, and Dave McClung

Absent: None

Also present: EDA Secretary Dave Perrault; Public Works Director Sue Polka; Finance Director Gayle Bauman; City Planner Jane Kansier (Bolton & Menk); and City Clerk Julie Hanson

1. APPROVAL OF AGENDA

MOTION: EDA Commissioner Holden moved and EDA Commissioner Holmes seconded a motion to approve the meeting agenda as presented. The motion carried unanimously (5-0).

2. APPROVAL OF MINUTES

A. April 23, 2018 EDA

MOTION: EDA Commissioner Holmes moved and EDA Commissioner Holden seconded a motion to approve the April 23, 2018, Economic Development Authority Meeting Minutes as presented. The motion carried unanimously (5-0).

3. NEW BUSINESS

A. Preliminary 2019 EDA Budgets

Finance Director Bauman discussed the budgets relating to EDA, TIF 3, TIF 4 and EDA Revolving fund.

A discussion ensued regarding the various funds.

Finance Director Bauman asked the Council if it is redundant to present this budget information each year at an EDA meeting as the EDA members are comprised of the exact same members as that of the City Council. She asked if discussion of the EDA Budgets could be presented to the City Council at a regularly scheduled City Council meeting in the future since the members are one in the same and ultimately the approving body.

EDA President Grant asked for clarification.

Finance Director Bauman stated that this request only pertains to the annual discussion about the EDA budgets and did include any other EDA-related business.

The EDA members agreed with this proposal.

MOTION: **EDA Commissioner Holmes moved and EDA President Grant seconded a motion to accept the preliminary 2019 EDA budgets as outlined in the report. The motion carried unanimously (5-0).**

B. Gateway Sign

City Planner Jane Kansier, Bolton & Menk, stated that one of the conditions of the Primrose daycare development project was that the property owner would work with City staff to provide an easement in order to install a small gateway sign at the corner of Lexington Avenue and County Road F. She also indicated that the City must obtain permission for an easement encroachment from Xcel Energy.

City Planner Kansier stated that Bolton & Menk was asked to provide a high-level cost estimate for information gathering and packaging for submittal to Xcel Energy. She said the estimated cost would be between \$3,000 and \$5,000 and the bulk of the work entailed surveying and CAD work. She noted that a 6' x 10' sign would be appropriate at this location and offered a spec sheet from a sign company as an example. She noted she was asking for authorization to proceed in preparing the necessary paperwork for submittal to Xcel Energy for permission to encroach on their easement.

Councilmember Holden asked if an easement encroachment is good forever considering if permission is granted now by Xcel Energy but the City does not move forward with the actual installation until sometime in the future.

City Planner Kansier stated she believed the approval for the encroachment would never expire.

A discussion ensued regarding the potential cost and possible design of a sign at this location.

Public Works Director Polka indicated that the documents from Xcel Energy require plans be submitted before they will approve an encroachment. She stated a survey was necessary now, but a specific design was not needed at this time.

MOTION: EDA Commissioner Holmes moved and EDA Commissioner McClung seconded a motion to authorize funds to prepare a plan for a gateway sign at the southwest corner of County Road F and Lexington Avenue in the estimated amount of \$3,000 - \$5,000. The motion carried unanimously (5-0).

4. EDA MEMBER COMMENTS

None.

5. ADJOURN

MOTION: EDA President Grant moved and EDA Commissioner Holmes seconded a motion to adjourn the Economic Development Authority meeting. The motion carried unanimously (5-0).

EDA President Grant adjourned the Economic Development Authority meeting at 6:35 p.m.

Julie Hanson
City Clerk

David Grant
EDA President