

City of East Bethel
Economic Development Authority Agenda

Regular Meeting – **6:30 PM, please note time change**

Date: June 18, 2018



AGENDA

Item

- | | | |
|---------|------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 6:30 PM | 1.0 | Call to Order |
| 6:31 PM | 2.0 | Adopt Agenda |
| 6:32 PM | 3.0 | Approve April 16, 2018 Meeting Minutes |
| 6:33 PM | 4.0 | Adjournment |
| 6:40 PM | | We will be taking a bus from City Hall and going to tour the Met Council wastewater treatment facility along with other projects. |

EAST BETHEL ECONOMIC DEVELOPMENT AUTHORITY MEETING
April 16, 2018

The Economic Development Authority (EDA) met for a regular meeting at East Bethel City Hall.

MEMBERS PRESENT: Julie Lux, President Doug Welter Steve Voss
 Brian Bezanson Dan Butler Tim Harrington

ALSO PRESENT: Colleen Winter, Community Development Director
 Jack Davis, City Administrator

1. Call to Order President Lux called the meeting to order at 7:00 pm.
2. Adopt Agenda **Mr. Bezanson moved and Mr. Butler seconded to adopt the agenda as presented. Motion carried.**
3. Approve Minutes **Mr. Bezanson moved and Mr. Harrington seconded to approve the March 19, 2018 minutes as written. Motion carried.**
4. 2019 EDA Budget Levy The Economic Development Authority / City Council must approve and submit a preliminary levy to the County by September 30th of every year. The EDA approved a levy of \$97,500 for 2018. As an initial Budget request, staff proposes the EDA consider approval of an EDA levy increase of \$14,500 to \$112,000 for 2019. The 2019 EDA expenditure budget proposes a transfer of \$107,000 to the City General Fund to support the Executive Director, Community Development Director, Finance Director, and Administrative Support for EDA related work.

The 2018 Budget included a transfer of \$60,000 to the City General Fund to support the Executive Director, Community Development Director and Administrative Support Staff, for development related projects for 2018 and other administrative costs.

The proposed increase for the 2019 EDA Budget for the Staff services of \$47,000 are to account for additional staff time required for marketing, administration, and project management of economic development efforts and initiatives.

The maximum statutory levy that can be adopted by an EDA is 0.01813% of the previous year's estimated market value of all property in the City. In 2018, the total market valuation of all property in the City was \$1,075,588,900 which could produce a maximum levy of \$195,004.

As of April 11, 2018, the unaudited cash balance for the EDA was \$58,932. The 2018 EDA Levy of \$97,500 will be received in July and December of 2018. City staff anticipates roughly \$14,000 in additional expenses for 2018 and the projected EDA account balance at year end 2018 is \$142,432.

Mr. Voss moved and Mr. Bezanson seconded to recommend to City Council a 2019 preliminary EDA levy of \$112,000. Mr. Voss reiterated that the \$14,500

increase is to account for additional staff time required for marketing, administration, and project management of economic development efforts and initiatives by the Executive Director, Community Development Director, Finance Director, and Administrative support staff. **Motion carried.**

5. Website Committee

The City of East Bethel launched a new website format on February 14, 2013. Except for incremental additions and minor improvements, no major modifications have occurred since that time. As Civic Plus offers an upgrade at no cost every five years, this would be an ideal time to consider not only the basic upgrade, but other additions or improvements that would better serve the functionality and ease of use of the website.

The Council is seeking volunteers from the various committees – Parks, Roads, Planning, and EDA to serve on a website committee. The purpose of the committee will be to review the website and, based on findings, provide recommendations to Council for improvements to the website. The prior committee was composed of two Council members, two Staff members, two Commission members and one citizen member.

Currently, there is one member from the Parks Commission that has volunteered to be on the committee. The hope is to have someone from the City Council, city staff, EDA and from the Chamber of Commerce volunteer. There is not a set number of people that can or cannot be on the committee. Mr. Butler will bring this request for volunteers to the Chamber of Commerce meeting. If interested, please contact Jack Davis or Colleen Winter.

6. Board Vacancy

As of April 13, 2018, the EDA has received one interested candidate for the vacant EDA board position. Ms. Catherine Lancrain applied for the open position. Ms. Lancrain previously interviewed for a position on the EDA Board in April 2016. At that time Mr. Oskar Grandquist was selected to fill the vacant Board vacancy. This position has been advertised for more than a month.

Mr. Voss moved and Mr. Benzanson seconded to interview Ms. Lancrain for the vacant Board position. Mr. Butler asked that in the interim, should anyone else apply for the position, that that person also be interviewed. He will reach out to Chamber of Commerce members to see if there is an interest serving on the EDA Board. **Motion carried.**

Mr. Welter spoke with Ms. Lancrain after the previous election for a Board member. Ms. Lancrain stated that at the end of the interview there was a short discussion and that a comment was made in jest that 6'2" was the height requirement to be on the Board. Ms. Lancrain was offended and viewed the EDA as a "good ole boy's club". Mr. Welter asked that all members be aware of the comments they are making when representing the.

7. Project Updates

Ms. Winter reported she was unable to investigate Pikwik vs. Google Analytics; her plan is to have information available at the next EDA meeting, along with current city projects.

8. City
Council
Report and
Other
Business

Mayor Steve Voss reported:

- At the Chamber of Commerce breakfast meeting, the biggest item of discussion was the Hills Youth and Family Services residential mental and health treatment facility location request being voted down by Forest Lake. The Hills Group is in active discussion with the City. The health center is expected to generate 150 jobs. No site has been selected, however, plans seem to be moving forward.
- Other developers have been bringing in PUDs for review.
- County Market personnel have initiated a meeting with city staff.
- Plans have been submitted for the Central Ave. reconstruction project and design of the Hwy 65 east service road.
- Our Savior's Church has made the water connection.
- Three to four groups are showing interest in senior housing.
- The planned Reduced Conflict Intersection (RCI) has been moved up to the fall of 2018. The plans are to do one RCI in East Bethel (187th to Viking) and one in Ham Lake.
- City Council has been discussing when to start posting for an Assistant Planning Coordinator. This position cost is in the budget.
- The Hills Youth and Family Services is using equine therapy as part of its treatment. They are looking for 20-25 acres. This will be a 60-bed facility with a \$9 million payroll.
- 4/17 – Town Hall Meeting
- 4/24 – Joint City Council and Planning Commission meeting.

Council member Harrington reported:

- City Council approved the following:
 - Contracting WSB to provide technical assistance for the Sauter District PUD Comprehensive Plan Amendment
 - Adoption of the East Bethel Water Supply Plan
 - Upper Rum River Watershed Management Organization (URRWMO) 2019 draft budget
 - 2018 JPA Street Maintenance Projects
 - Resolution 2018-15 Acceptance of the 2017 Audit
- Council was updated on the East Bethel Village and Viking Preserve Projects, and the Memorandum of Understanding (MOU) that was approved for the Viking Preserve Project. Everything is moving forward with the projects, but the timeline has been revised.
- Gibson Management gave a financial report to City Council for the Ice Arena
- City Council has been discussing power poles and lines along Central Ave. There is a meeting scheduled with Connexus to discuss ways to reduce these costs. Part of the discussion will be reasons for having the line buried, rather than using poles.

Mr. Welter reported there will be a BR & E meeting on 4/26 at the Senior Center. The presentation will be on the ripple effect mapping to see what impact there has been in City since the project began.

8. Adjourn **Mr. Bezanson moved and Mr. Voss seconded to adjourn at 7:36 pm. Motion carried.**

Respectfully submitted,

Gail Gessner, Recording Secretary
Submitted 4/23/18

DRAFT