

**JORDAN ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
MINUTES**

JANUARY 15, 2013

Greg Sticha called the meeting to order at 7:00 p.m.

Roll Call: Present: Greg Sticha, Ray Sandey (arrived 7:15 p.m.), Tanya Velishek, Dave Wolf, Ron Jabs, Dan Elke and Joe Thill. Also Present: Mark Seifert; Stacy Crakes, SCALE First Stop Shop; Councilmember Thom Boncher; and Ed Shukle, Executive Director/City Administrator.

Approve Minutes of the December 18, 2012 Regular Meeting: Upon motion by Velishek seconded by Wolf, the minutes of the December 18, 2012 regular meeting were approved.

Welcome Back City Council Liaisons Tanya Velishek and Joe Thill:

Councilmembers Velishek and Thill were welcomed back to the EDA for the 2013 year.

First Stop Shop (FSS): Stacy Crakes, Business Development Manager, First Stop Shop (FSS), was present to introduce herself and her new position with the Scott County Community Development Agency (SCCDA). Her basic responsibilities include working to attract economic development to Scott County. She and her office will be key players in trying to attract economic development to Scott County over the next several years.

She also presented information about the FSS Technical Assistance Planning Grant program. The city of Jordan proposed to apply for the maximum grant of \$15,000 per city. This money will be used for supplementing the cost of planning services to be provided under the city's downtown master planning effort. Upon motion by Thill seconded by Elke, the EDA recommends that staff prepare an application for \$15,000 to be used for supplementing the downtown master planning effort. Motion carried unanimously.

EDA members thanked Ms. Crakes for being at the EDA meeting and sharing her vision of FSS and how it will be of benefit to the city of Jordan and other jurisdictions in Scott County.

Elect Chair and Vice-Chair for 2013: Upon motion by Velishek seconded by Thill, Greg Sticha was nominated as Chair. Sticha asked if there were other nominations and there were none. Motion carried to appoint Greg Sticha as Chair for 2013. There were 6 ayes and one abstention: Sticha.

Upon motion by Thill seconded by Jabs, Dave Wolf was nominated as Vice-Chair. Sticha asked if there were other nominations and there were none. Motion carried to appoint Dave Wolf as Vice-Chair for 2013. Motion carried unanimously.

TH 169/TH 282/CR 9 Project: Shukle reported that staff will be meeting with MnDOT and Scott County in the near future regarding the proposed footprint for right-of-way preservation for the interchange project.

Glowing Hearth and Home Expansion: Shukle reported that Glowing Hearth and Home will be expanding. The firm purchased a lot in the Timberline Industrial Park for purposes of building a distribution warehouse. They will most likely apply for the Jobs for Fees program to pay for outstanding assessments on the new lot.

Update on Jobs for Fees Program: Shukle indicated that the City Council approved the Jobs for Fees program and it is up and running. He indicated that Glowing Hearth and Home is considering an application under the program to pay for outstanding assessments on the new lot that they are going to build on this year in the Timberline Industrial Park.

Update on 212 and 216 Broadway Street: Upon motion by Elke seconded by Sticha, the EDA recommends looking into purchasing the property at 212 and 216 Broadway Street South and recommending that the city administrator be the person negotiating for the purchase on behalf of the city of Jordan. Motion passed unanimously.

Update on Downtown Master Plan: Shukle reported that the Request for Proposals (RFP) is out for solicitation. He expects there will be interest in the project. Deadline for submittal is January 25, 2013.

Update on 410 North Broadway Street Property – Potential Redevelopment Project: Shukle reported that the city council has engaged the services of LHB, Minneapolis, to perform a blight analysis on this property.

Update on St. Francis/Allina Medical Clinic/Pharmacy/Scott County CDA Project/Library: Shukle confirmed that Keaveny Drug of Cokato, Minnesota has agreed to operate a pharmacy in the new space being created as part of the St. Francis Medical Clinic project at Seville Drive and Creek Lane. The pharmacy is projected to open the first week of April. The medical clinic, too, will open about the same time. Dr. Sandy Morris, from Allina, will be the physician at the clinic.

Review EDA's Strategic Plan: Discussion was held on the EDA's Strategic Plan. Current programs include: 1) Downtown Master Plan; 2) Create/Implement an incubator program; 3) Remain active in the U.S. Hwy. 169/TH 282/ CR 9 Interchange issue; and 4) Find ways to better market and promote business development including researching past development success. It was suggested that there be a subcommittee for items #2 and #3. Members volunteering for this subcommittee are Thill, Wolf and Sandey. Riverland Bank has offered the upstairs of their building as possible incubator space.

Also discussed was the idea of a formal acknowledgment for the city's advisory commissions. This item is to be discussed further at the February EDA meeting.

Review Downtown Façade Improvement Program and Marketing Efforts: Shukle discussed marketing the downtown façade improvement program in a more aggressive way. Members thought the city should have a direct mailing to property owners and businesses to promote the program.

Report from Mark Seifert, Jordan Area Chamber of Commerce: Mark Seifert reported that the Chamber Board will have some new members beginning in February. Stacy DeCorsey, Kathy Meyers, Deb Pauly and Chris Perske will be new board members beginning in February. These persons were sworn in at the January 9 General Membership meeting.

Seifert also reviewed the information from the January 9 general membership meeting. He indicated that there has been an increase in membership dues beginning January 1, 2013. Dues have increased to \$195 per year.

General Business Updates: Shukle reported that a van refurbishment company is leasing the former Valley Plumbing space on County Road 9.

Other Items: Sticha asked about having the city council establish a legislative priority list to present to the city's legislative delegation. Due to the fact that the city is a member of the League of Minnesota Cities (LMC), Metro Cities and SCALE, the consensus was that the city itself does not need to have its own legislative agenda.

Thill commented on the "Beyond the Yellow Ribbon" organization.

Next Meeting: It was noted that the next EDA meeting is scheduled for Wednesday, February 20, 2013, 7 p.m.

Upon motion by Velishek seconded by Jabs, to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Ed Shukle
Executive Director/City Administrator