

**JORDAN ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
MINUTES**

OCTOBER 16, 2012

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

Roll Call: Present: Greg Sticha, Ray Sandey, Dan Elke, Tanya Velishek, Dave Wolf, Ron Jabs and Joe Thill. Also Present: Mark Seifert; Councilmember Thom Boncher; Mikaela Huot, Springsted, Inc.; JoNette Kuhnau, Kimley-Horn; Gary Ehret, Kimley-Horn; Kathy Lopic; Jim Fink; and Ed Shukle, Executive Director/City Administrator.

Approve Minutes of the September 25, 2012 Regular Meeting: Upon motion by Jabs seconded by Elke, the minutes of the September 25, 2012 regular meeting were approved.

Jobs for Fees Program: The next draft of the Jobs for Fees program was reviewed. Mikaela Huot, Springsted, Inc., was present to review the latest changes to the proposed policy and application documents. Further changes were made and Ms. Huot was instructed to make those changes and then the EDA will be prepared at the November 20, 2012 meeting to take action to recommend the Jobs for Fees program to the City Council for approval.

Update on TH 169/TH 282/CR 9 Project with Kimley- Horn: JoNette Kuhnau and Gary Ehret, Kimley-Horn, were present to update the EDA on the TH 169/TH 282/CR 9 Project. Their power point presentation included the project history, project update, next steps and opportunity to ask questions. It was recommended that the subcommittee of the EDA meet to work on identifying cost and timing options to move the project forward. This subcommittee will bring back recommendations to the full EDA at a future meeting.

Discussion Re: 212 and 216 Broadway Street: Shukle on the most recent discussions with the property owner of 212 and 216 Broadway Street. He indicated that the property owner wishes to make a trade of property only because it is to his advantage from a tax purposes standpoint. Shukle indicated that he told the property owner that the EDA was not interested in the initial terms that were presented to the city regarding paying cash plus donating the apartment building that the city owns on First Street. Shukle told the property owner that if the city was going to purchase the properties, that an appraisal would have to be obtained by the city. The EDA needs to determine if they want to pursue this purchase and if so, staff was recommending that an appraisal be obtained.

The EDA asked what an appraisal would cost. Shukle stated that it would be between \$2,000 and \$3,000. Motion by Velishek second by Wolf, to recommend to the City Council that an appraisal be obtained by the city so that it would be in a better position to make a determination on the city's interest in the property and to be able to discuss possible terms of a potential purchase. Motion approved, 6-0 with Sandey abstaining.

Review Sample RFP's re: Downtown Master Plan: Sample Request for Proposals (RFP's) for a downtown master plan were reviewed. The consensus was to follow the model from the city of Lakeville. It was suggested that the EDA be the steering committee for the project and that a subcommittee of 3 EDA members be established that would work on the RFP, be involved in the review of proposals and participate in the interview process to select a planning consultant for the project. It was also suggested that 3 Planning Commission members be a part of this subcommittee. This suggestion will be discussed at the November 13 Planning Commission meeting. Once the subcommittee is formed, it will begin meeting in mid to late November to finalize a RFP. It is intended that the RFP be sent out by January 1, 2013 and that proposals be submitted to the city by mid-January 2013.

Update on St. Francis/Allina Medical Clinic/Pharmacy/Scott County CDA Project/Public Library: Shukle reported that construction continues to progress on schedule. He also reported that a lease between the county and St. Francis has been signed. In addition, a lease between the county and a pharmacy is also being reviewed by legal counsel of both parties.

Report from Mark Seifert, Jordan Area Chamber of Commerce: Mark Seifert reported on items being worked on by the Chamber. They included: local candidate forum, solicitation for new Chamber board members, bike rack project, Halloween Trick or Treating project, Ladies Night Out and the business coupon project.

General Business Updates: Velishek indicated that she has been contacted by a potential business looking to locate in the city. Elke indicated that he knew of a potential business that could be interested in locating in Jordan. Thill indicated that he knew of a potential business for Jordan. Thill also brought up the donation of \$150,000 from SMSC for capital projects. He mentioned a footbridge to go across Sand Creek on the west end of First Street. Shukle indicated that ideas for the use of these funds will be discussed at the City Council Work Session on October 29.

Other Items: There were no other items.

Next Meeting: It was noted that the next EDA meeting is scheduled for Tuesday, November 20, 2012, 7 p.m. Chair Sticha indicated that he will be absent from this meeting.

Upon motion by Velishek second by Thill, to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Ed Shukle
Executive Director/City Administrator