



*The Lake Elmo Economic Development Authority (EDA) is committed to preserving and enhancing our community by creating an attractive business climate and listening to businesses and residents to prepare for the economy of tomorrow.*

## **NOTICE OF MEETING**

**City of Lake Elmo Economic Development Authority  
Meeting  
3800 Laverne Avenue North  
Tuesday, May 17, 2022 6:00 PM**

### **AGENDA**

- |   |                  |
|---|------------------|
| <b>A. Call to Order/Roll Call-Introductions</b>           | <b>6:00 p.m.</b> |
| <b>B. Election of Officers</b>                            | <b>6:00 p.m.</b> |
| <b>1. President</b>                                       |                  |
| <b>2. Vice President</b>                                  |                  |
| <b>3. Secretary</b>                                       |                  |
| <b>4. Treasurer</b>                                       |                  |
| <b>5. Assistant Treasurer</b>                             |                  |
| <b>C. Minutes</b>   |                  |
| <b>October 28, 2021 Minutes</b>                           | <b>6:10p.m.</b>  |
| <b>February 15, 2022 Minutes</b>                          |                  |
| <b>D. Business Retention and Expansion Survey Updates</b> | <b>6:15 p.m.</b> |
| <b>E. 2023 Budget Requests</b>                            | <b>6:30 p.m.</b> |
| <b>F. Solar Farm on City Landfill Property</b>            | <b>6:45 p.m.</b> |
| <b>G. Future Agenda Items/Reports</b>                     | <b>6:50 p.m.</b> |
| <b>H. Adjourn</b>   | <b>6:55 p.m.</b> |



## STAFF REPORT

DATE: May 17, 2022

**REGULAR**

**AGENDA ITEM:** Election of Officers

**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

Per the bylaws of the EDA, some officers of the Authority, such as the President, Vice-President and Treasurer, shall be members of the board and elected annually. The Secretary and Assistant Treasurer need not be members of the Board.

The officers last elected in April 2021 were:

President: Paul Ryberg  
Vice President: Mark Gaertner  
Secretary: Kristina Handt  
Treasurer: Linda Larson  
Assist. Treas.: Kristina Handt

At the February meeting the commission decided to table this item since some members were absent.

### **ISSUE BEFORE COMMITTEE:**

Who should be elected to each officer position?

### **PROPOSAL DETAILS/ANALYSIS:**

Any members of the EDA may be appointed to any of the officer positions. In addition, it is possible to appoint a non-board member (i.e. staff) to be Secretary and/or Assistant Treasurer.

Current members of the EDA are Charles Cadenhead, Jeff Holtz, Mark Gaertner, Linda Larson, Nina Waldoch, Tony Manzara and Paul Ryberg.

### **RECOMMENDATIONS:**

“Motion to appoint \_\_\_\_\_ as President.”

“Motion to appoint \_\_\_\_\_ as Vice President.”

“Motion to appoint \_\_\_\_\_ as Treasurer.”

“Motion to appoint Kristina Handt as Secretary and Assistant Treasurer.”

### **ATTACHMENT:**

- Bylaws of the Economic Development Authority of the City of Lake Elmo, Minnesota

BYLAWS OF THE ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF LAKE ELMO, MINNESOTA

ARTICLE I – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the “Economic Development Authority of the City of Lake Elmo, Minnesota” (which may sometimes be referred to as the “EDA” or the “Authority”, and its governing body shall be called the Board of Commissioners (the “Board”). The Board shall be the body of responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Seal of Authority. As required by Minnesota Statutes, Section 469.096, Subdivision 1, the Authority shall have an official seal, which shall be in the form depicted on Exhibit A.

Section 3. Office of Authority. The offices of the Authority shall be the Lake Elmo City Hall.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, a Vice-President, a Treasurer, an Assistant Treasurer, and a Secretary. The President, Vice-President, and the Treasurer shall be members of the Board and shall be elected annually, and no Commissioner may be both President and Vice-President simultaneously. The Assistant Treasurer and Secretary need not be members of the Board.

Section 2. President. The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the President and Secretary (the Vice-President, in the Secretary’s absence or incapacity) shall sign all contracts, deeds and other instruments made or executed by the Authority, except that all checks of the Authority shall be signed by the Treasurer and Assistant Treasurer. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice-President shall perform such duties as are imposed on the President until such time as the Board shall select a new President.

Section 4. Secretary. The Secretary shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 5. Treasurer. The Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select. The Treasurer and Assistant Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Board. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the Authority. The Treasurer shall post a bond as required by Minnesota Statutes, Section 469.096, Subdivision 6. The Assistant Treasurer shall act as the Treasurer's agent and assistant to perform the above-described duties, subject to the Treasurer's approval thereof.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the bylaws or rules and regulations of the Authority.

Section 7. Vacancies. Should the office of President, Vice-President, Treasurer, Assistant Treasurer or Secretary become vacant, the Board shall elect a successor at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer.

Section 8. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The selection and compensation of such personnel shall be determined by the Board.

### ARTICLE III – MEETINGS

Section 1. Regular Meetings. The regular meetings of the Board shall occur according to a meeting schedule, if any, adopted or revised from time to time by resolution of the Board.

Section 2. Special Meetings. Special meetings of the Board may be called by the President or any two members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Board or may be mailed to the business or home address of each member of the Board at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if at least four members of the Board are present at a special meeting, any and all business may be transacted at such special meeting. Notice of any special meeting shall be posted and/or published as may be required by law.

Section 3. Quorum. The powers of the Authority shall be vested in the Board. Three Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Authority and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

Section 4. Order of Business. At the regular meetings of the Board the following shall be the order of business:

1. Roll Call.
2. Approval of the minutes of the previous meeting.
3. Bills and communications.
4. Reports.
5. Unfinished business.
6. New business.
7. Adjournment.

All resolutions shall be written or transcribed and shall be retained in the journal of the proceedings maintained by the Secretary.

Section 5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may but need not be read aloud prior to vote taken thereon and may but not need be executed after passage.

Section 6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

#### ARTICLE IV – MISCELLANEOUS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only by resolution approved by at least three of the members of the Board.

Section 2. Fiscal Year. The fiscal year of the Authority shall coincide with the fiscal year of the City of Lake Elmo, Minnesota.

Adopted on \_\_\_\_\_, 2013.

**CITY OF LAKE ELMO  
ECONOMIC DEVELOPMENT AUTHORITY MINUTES  
October 28, 2021**

**Call to Order/Roll Call**

Vice President Gaertner called the meeting to order at 6:05 P.M.

**PRESENT: Mark Gaertner, Linda Larson, Jeff Holtz, Charles Cadenhead, and Tom Triplett.**

**ABSENT: Paul Ryberg**

Staff Present: City Administrator Handt

**Approval of September 30, 2021 Minutes:**

Motion by Triplett, seconded by Larson to approve the September 30, 2021 minutes. Motion passed 5-0.

**Business Subsidy Policy**

Handt presented the draft version based upon the Cottage Grove template and feedback from commission and legal. The commission discussed whether more than one objective should be required. They settled on requiring two or more. The priorities in 4.2C were discussed. Since most people think of the Old Village as including the Elmo Station and Civic District, those three were combined into the first priority. The language will also indicate the priorities are for development and redevelopment opportunities. The commission also discussed the number of jobs required, specifically full time benefit jobs. Some felt one job was too low of a threshold. Handt explained just because a business creates on job doesn't automatically mean they get a subsidy. There was discussion about tying the number of jobs to the amount off the increment as some other cities do. Ultimately, the commission decided to leave it at one FTE to allow for the greatest flexibility but expressed it was unlikely that a subsidy would be provided for just one FTE. The commission discussed the wage floor being set at 200% of State of MN Minimum Wage and kept that language acknowledging that each agreement can be negotiated for more. Commissioner Larson asked about 4.2.C.5 regarding entertainment venues. While it was noted they may bring lower wage jobs and have a greater chance for failure, the commission left it in to allow for flexibility and felt more comfortable with a pay-go approach of funding to minimize risks. Motion by Cadenhead, seconded by Triplett to recommend, as amended, the Lake Elmo Business Subsidy Policy to the City Council for adoption." Motion passed 5-0.

**Business Retention and Expansion Program**

Handt presented the draft BR&E program Chris Eng drafted and noted we have a list of over 470 business in Lake Elmo. Handt asked how the commission would like to prioritize meeting with businesses. Larson mentioned not doing home based businesses and then prioritizing larger employers. Gaernter shared when he was involved in a BR&E program in Oakdale they targeted the newest businesses first. They also included an EDA member and a Council member in their visits. The list will be revised based upon the feedback and brought to the next meeting where commissioners can divide up the list to plan visits in 2022.

**Lake Elmo EDA 2021-2023 Work Plan**

Handt shared that the work plan was sent back to the EDA by the council over concerns that it was a lot to get completed with limited resources. Handt suggest cutting back on some of the items and

meeting quarterly or waiting to have a work session with the council. The commission reviewed the goals and agreed to keep the BR&E for 2022. Goal two about developing data would be moved to 2023 and goals 3 and 4 would be combined for 2024. The commission also mentioned reviewing the work plan each year even though it was a multi year plan. Handt will update the documents discussed and bring back to the next meeting.

**Next Meeting Date/Future Agenda/Reports**

The next meeting will be Tuesday, February 15, 2022 at 6pm. The agenda will include the BR&E Program and updated work plan.

**Adjourn**

Motion by Larson, seconded by Cadenhead to adjourn. Motion passed. Meeting adjourned at 7:17 P.M.

Respectfully Submitted,  
Kristina Handt

**CITY OF LAKE ELMO  
ECONOMIC DEVELOPMENT AUTHORITY MINUTES  
February 15, 2022**

**Call to Order/Roll Call**

Mayor Cadenhead called the meeting to order at 6pm.

**PRESENT: Jeff Holtz, Charles Cadenhead, Ninna Waldoch and Tony Manzara**

**ABSENT: Mark Gaertner, Linda Larson,**

Staff Present: City Administrator Handt

**Election of Officers:**

Item tabled until next meeting due to absence of members.

**October 28, 2021 Minutes:**

Item will be added to next agenda due to absence of members.

**Business Retention and Expansion (BRE) Survey**

Handt provided an update from the last meeting noting the revised business listings. Chris Eng, Washington County Economic Development Director was present to answer questions and provided the questions for the survey which had been used a couple of years ago in Hugo. Provided clarification that members should try to meet with the owner of the business or a manager when conducting the survey. Manzara noted the options in questions three should list positive actions first. He also asked about getting interns to help. It was noted that takes coordination with a university and could add to the work load. Manzara asked about hiring extra staff then so work doesn't fall on existing staff. It was noted the council had been discussing adding extra staff in general and this is something the EDA could request at budget time. Holtz asked if the data was public. We will assume its public but should let businesses know they are free to share as much or as little as they are comfortable with. Discussion on further prioritizing the list occurred and consensus was to tackle them on a geographical basis starting in the Old Village. Each member of the EDA should plan to visit 2 businesses each month. Handt will revise the business listings, create the survey form and work with Eng on an introduction to include. Information should be available for commissioners to begin interviews the following week.

**Lake Elmo EDA 2022-2024 Work Plan**

Handt shared the updated work plan as discussed at the last meeting to address Council concerns it was too robust. The new plan shifts the dates a year and focuses on one main goal each year.

Motion by Manzara, seconded by Holtz to recommend the 2022-2024 Lake Elmo EDA Work Plan to the City Council. Motion passed.

**2022 Meeting Schedule**

Handt presented the proposed 2022 meeting schedule. Meetings would occur on the third Tuesday at 6pm on a quarterly basis. Manzara asked about having special meetings. Cadenhead noted a special meeting could be called by two members of the board if something came up.

Motion by Cadenhead, seconded by Manzara to adopt the 2022 meeting schedule. Motion passed.



**Future Agenda/Reports**

The next agenda will include updates/feedback on the BRE, 2023 budget request and solar farm on city property. Manzara also suggested the EDA look into creating a business incubator. That item will wait as we focus on the work plan items.

Handt provided an update that council directed the business subsidy policy to focus on redevelopment, the city may see its first fast food establishment along Hudson Blvd and the East Metro Economic Development Summit is tentatively planned for May 12<sup>th</sup>.

**Adjourn**

Meeting adjourned at 6:44 P.M.

Respectfully Submitted,  
Kristina Handt



## STAFF REPORT

DATE: May 17, 2022

**REGULAR**

**AGENDA ITEM:** Business Retention and Expansion Survey Updates

**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

Conducting a Business Retention and Expansion Survey (BRE), has been identified as the top goal for the EDA for 2022. At the last meeting, the EDA finalized the survey questions and decided to begin by meeting with businesses in the Old Village area.

### **ISSUE BEFORE COMMITTEE:**

What feedback do members have from their business visits?

### **PROPOSAL DETAILS/ANALYSIS:**

As of the writing of this report, I have only gotten two surveys back. Summary of the two responses below:

1. Please tell us about your primary products and services?

Food

Full service beauty salon

2. How many employees currently work at this location?

2 FT

None-Retail Stations, not employees

3. Is your business currently considering?

Expanding at this location with more food items.

None of the above

4. Are you currently experiencing any challenges with?

n/a

Municipal utilities, Private utilities-gas

5. Are there any customers, vendors, service providers or suppliers the city may want to consider visiting with about possible relocating to Lake Elmo that could compliment your business?

Brewery, more retail

n/a

6. Is there anything the City or EDA can do to help your business grow and expand?

n/a

n/a

7. Are there any priorities you would like to help identify for the City of Lake Elmo or the Lake Elmo EDA to consider as strategic planning action steps?

n/a

Slow down residential development. More new residents equals more kids which equals more schools which equals more school district taxes. I know this is true, I have owned by building since 1980 and know the consequences of out of control development and it is not good for a small business owner. The huge assessments to fund the main street sewer project have made the profitability of my business pretty bleak.

**RECOMMENDATIONS:**

**No action required at meeting.**

Please send me the list of businesses you plan to contact in the next quarter. As a reminder, we set a goal of each commissioner contacting two businesses a month.

**ATTACHMENT:**

- None



## STAFF REPORT

DATE: May 17, 2022

**REGULAR**

**AGENDA ITEM:** 2023 Budget Request

**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

At the last meeting, some commissioners expressed an interest in making a budget request to the city council for 2023.

### **ISSUE BEFORE COMMITTEE:**

What budget requests would the EDA like to make?

### **PROPOSAL DETAILS/ANALYSIS:**

The EDA has never had a budget in the past. As previously mentioned, the top goal in the EDA work plan is the BRE. After that, the goals for 2023 were identified as follows:

## **2. Develop data (including talent availability, business types, demographic data)**

**Action Step:** City staff with assistance from Washington County CDA staff and DEED will provide community demographic information (including but not limited to: talent availability, business types, community profile, demographic data).

**Action Step:** City staff with assistance from the Washington County CDA will explore hiring a consultant to update/undertake a detailed labor market study and then report back to the EDA Board.

**Action Step:** City staff with assistance from the Washington County CDA will explore options to obtain resident input through a survey and then report back to the EDA Board.

**Deliverables:** The labor market study and demographic/data study update will begin in 2023 or sooner contingent on available funding.

I recently learned that the Washington County CDA will be kicking off regional labor market studies the end of 2022/beginning of 2023. We would fall in the mid-county area, TH 36 to I-94. There is no local match required to be part of this study. For this reason, I would not recommend seeking any funding from the city council for the labor market study.

There was also discussion about adding staff. Adding an employee costs about \$80,000-110,000 for salary and benefits depending upon the level of responsibility and expertise. Given that the EDA work is not full time and the challenges in recruiting and retaining part time staff, I would recommend waiting to add staff

until a reorganization of the planning and building departments occurs to include a community development director and additional staff for those departments that may allow for the most efficiency in staffing EDA issues.

Are there other items the commission would like to request funding for?

**RECOMMENDATIONS:**

“Motion to request \$ \_\_\_\_\_ in the 2023 budget for \_\_\_\_\_.”

**ATTACHMENT:**

- None



## STAFF REPORT

DATE: May 17, 2022

**REGULAR**

**AGENDA ITEM:** Solar Farm on City Landfill Property

**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

At the February meeting, Commissioner Manzara suggested looking into placing a solar installation on the city property off of Jamaca Ave south of fire station two. He offered to look into the issue. Attached is an update he provided.

### **ATTACHMENT:**

- Update from Commissioner Manzara

**From:** [Tony Manzara](#)  
**To:** [Kristina Handt](#)  
**Subject:** Re: Solar Farm Info for EDA Meeting?  
**Date:** Tuesday, May 10, 2022 6:33:58 PM

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**Caution:** This email originated outside our organization; please use caution.

Hi Kristina,

i have made a start on this initiative, here is what I have learned, we can have a bit more discussion about this topic at the EDA meeting, and perhaps consider a path forward:

I have corresponded with Bruce Konewko, and Timothy DenHerder-Thomas of [cooperativeenergyfutures.com](http://cooperativeenergyfutures.com) and invited them to make an appointment to view the area. There are of course many questions about this possible project:

From Timothy:

We would be happy to talk further about exploring solar on the City of Lake Elmo's landfill site, though I should warn you that there are a number of barriers and extended timelines that would have to be overcome:

- First and foremost, even once we have resolved any technical and economic barriers, Xcel Energy's Interconnection Agreement process is currently an 18-24 month saga. So once we have a proposed system, which itself could be an extended process for a landfill, it will take a long time to get through Xcel.
- As I'm sure you are aware, landfills pose some extra technical challenges because you usually cannot bore soil-anchored racking into them; these differences can raise costs and lower production because you can rarely optimize designs for the best solar output, so we'd have to take a look at the site and explore the options. Supply chains and pricing for materials are also not the best at this point.
- Aside from the technical and related economic obstacles, it is probably first valuable to verify that there are no General Obligation bonds on this landfill; or if there are, that there is a clear path for allowing solar alongside them. Recent research on solar on closed landfills in Minnesota suggests that General obligation bonds are often a barrier to using landfills for solar, so it might be good to verify whether the Lake Elmo landfill has such bonds and start by exploring those implications.

I am connecting you with Bruce Konewko, our Solar Projects Manager, who can schedule a time to check in with you and identify next steps for exploring possibilities here. (I responded but so far no connection)

## Other Information - needs verification and update

a bit of history as a follow-up regarding solar installation on the western edge of the park. The City purchased the western portion of the park after the land purchase of Sunfish Lake Park. This parcel was 110 acres and called Landfill Park. (It is not under the Minnesota Land Trust Agreement.) The City received Federal Land and Water Conservation Fund and state fund dollars to purchase this acreage and in doing so was required to have it

remain in public outdoor recreation use into perpetuity or properly converted under the terms of the grant program and project agreement. (The terms: “Any projected use of a portion or all of an assisted site for other purposes requires prior approval by the Commissioner of Natural Resources. The Commissioner will consider approval only if the recipient can demonstrate there is no practical alternative to the proposed conversion and **agrees to acquire replacement lands of at least equal fair market value.**”)

In 2010 the Minnesota DNR did a site inspection and was aware that due to the landfill contamination the land was no longer available for public use. The DNR sent a letter to the City and requested the terms be addressed. Due to multiple City staff turnover, the City did not address this although the DNR continued to contact the City on it. With the MPCA clean-up, a large portion of the acreage was permanently removed from public use. The Landfill Park acreage that remains (and is fenced in) is still suitable for public park use. Around 2018 the City proposed a strategy to contact the DNR with the argument that the land taken by the MPCA was of net zero market value. (I don't know if this occurred or the outcome.) The acreage that remains would still be under the existing agreement.

have a peaceful day...  
tony

On Tue, May 10, 2022 at 5:10 PM Kristina Handt <[KHandt@lakeelmo.org](mailto:KHandt@lakeelmo.org)> wrote:

Tony,

At the last EDA meeting you mentioned you would come back to the commission with more information about solar farms on city property. Do you have anything I should include in the packet? I will need it by end of day Wednesday.

Thanks,

Kristina

Kristina Handt

Administrator, City of Lake Elmo

651.747.3905



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Tony Manzara, President 651-769-7001 cell  
Friends of Lake Elmo's Sunfish Lake Park, which operates the  
Sally Manzara Interpretive Nature Center 651-408-2838  
located in Lake Elmo's Sunfish Lake Park  
entry point 10,000 Stillwater Lane N, Lake Elmo, MN  
Postal address PO Box 241, Lake Elmo MN 55042  
[www.sminc-lake-elmo.org](http://www.sminc-lake-elmo.org)

"On the Plains of Hesitation bleach the bones of countless millions who,  
at the dawn of Victory, sat down to wait, and waiting, died"

- George W. Cecil