



**City of Lake Elmo Economic Development Meeting
City Council Chambers – 3880 Laverne Avenue North
Minutes of Regular Meeting of
November 19, 2024**

CALL TO ORDER: Called to order the meeting of the Lake Elmo Planning Commission at 6:00 P.M.

COMMISSIONERS PRESENT: Charles Cadenhead, Jeff Holz, Nina Waldoch, Brandon Quam, Anthony Manzara, Don Place

COMMISSIONERS ABSENT: None

STAFF PRESENT: Community Development Director Stopa, City Planner Jensen, City Planner Monterusso, City Administrator Miller

1. **Cadenhead called meeting to order at 6:00pm.**
2. **Approve Minutes: 6:32 PM M/S/P: Place/Holtz made a motion to approve the 8/20/2024 meeting minutes. Vote: 5-0, motion carried unanimously.**
3. **RFP Discussion for Old Fire-station and PW Building.**
Community Development Director Stopa presented.
The potential need for a phase I and phase II environmental study were discussed, and the EDA supported the idea. Process and timeline were discussed. Performance measures discussed. Evaluation criteria and weighing of scoring discussed. The mayor suggested a redistribution of points. Closing and post-closing requirements were discussed. Marketing plan also discussed.

M/S/P: Manzara/Place moved to recommend approval of RFP for Old Fire-station and PW Building with revisions to City Council. **Vote: 5-0, motion carried unanimously. (6:39pm)**
4. **2025 Workplan Discussion**
Community Development Director Stopa presented the 2025 work plan to the EDA for feedback. Commissioner Manzara proposed adding the 3M Priority 2 grant project for solar on Lake Elmo landfill. Adding more details to deliverables was suggested by Cadenhead.
5. **Future Items and reports.** Next meeting of the EDA is scheduled for February 4, 2025.
6. **Meeting adjourned** by Cadenhead at 6:52 PM.

Respectfully submitted,
Ashley Monterusso, City Planner