

**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