



*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**  
3880 Laverne Avenue North  
Tuesday August 20, 2024, 6:00 PM

### **AGENDA**

- |   |                  |
|---|------------------|
| <b>1. Call to Order</b>                           | <b>6:00p.m.</b>  |
| <b>2. Approve minutes of May 21, 2024</b>         | <b>6:05p.m.</b>  |
| <b>3. Updates/Communication</b>                   | <b>6:05p.m.</b>  |
| • Work-plan updates                               |                  |
| • Sign Code update                                |                  |
| <b>4. Fire Station/PW Building RFP discussion</b> | <b>6:15p.m.</b>  |
| a. Fire station survey results                    |                  |
| b. Other business-related updates                 |                  |
| <b>5. Future Items and Reports</b>                | <b>6:45 p.m.</b> |
| <b>-Next Meeting: November 19, 2024</b>           |                  |
| <b>-Future Items:</b>                             |                  |
| • 2025 Workplan                                   |                  |
| • Progress Report                                 |                  |
| <b>6. Adjourn</b>                                 | <b>6:55 p.m.</b> |

**CITY OF LAKE ELMO  
ECONOMIC DEVELOPMENT AUTHORITY MINUTES  
May 21, 2024**

**Call to Order/Roll Call**

Charles Cadenhead called the meeting to order at 6:02pm.

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

Staff Present: Interim City Administrator Clark Schroeder, Community Development Director Jason Stopa, and Planning Assistant Ashley Monterusso

**February 21, 2024 Minutes**

Motion by Manzara, seconded by Place to approve. Motion carried.

**Consideration of Submitting a LOI for 3M Priority 2 Grant Funds:**

Monterusso presented on submitting a LOI for 3M Priority 2 Grant funds which would be used to lift the bonded status on the Washington County Landfill site with the intention of developing a solar farm or leasing the land for solar development. Monterusso provided background on the 3M settlement and grant, as well as the landfill site. Manzara added that submitting the LOI is a logical step as the cost is small and submission is necessary before next steps can begin. Manzara outlined next steps including speaking to the city attorney, representatives, and solar power developers about the project details and legislation. Holtz asked for clarification on the need for legislation. Manzara explained that there is a gray area around what the legislature allows. Regarding authority to submit LOI without city council approval, Schroeder asked why the proposal is on the city PID instead of the MPCA. Manzara explained that the state land topography is not ideal for a solar farm. Based on answer, Schroeder communicated that EDA has the authority to approve LOI. Holtz agreed.

Place asked about a return-on-investment analysis. Cadenhead stated that there are many unknowns at this stage but added that next steps depend on submission of the LOI. Waldoch agreed. Holtz added that other cities will submit proposals and it is worth submitting sooner than later. Cadenhead added that the LOI is not a commitment to moving forward with the project.

Motion by Cadenhead, seconded by Holtz to approve recommendation of the submission of a LOI for the 3M Priority 2 Grant funding. Motion passed.

**Discuss EDA Website Plan**

Manzara discussed who the audience would be for the change in website materials – list of businesses that exist in Lake Elmo to encourage folks to shop locally. Mayor added to the discussion by saying he wanted more stories about business and about Lake Elmo’s availability and traffic on 94. Holtz mentions that Stillwater links to WA county data. Place adds to discussion and encourages messaging about water. And adds that residents could be another target audience for the updates. Waldoch adds that the city doesn’t need to re-invent the wheel but the website should include relevant links.

**Update on Old Village Master Plan and Selling Fire Station Discussion**

Stopa provided update on the Village Plan and included a proposed timeline. Asked for input on the best approach for moving forward with selling the fire station. Mayor expressed we should get appraisals done for the parcels. Mayor reports that he wants to put the parcels on one RFP. Manzara asks if in the RFP could award more points to a business that wants to bring in-person business in town legally. Stopa communicates that he is looking into that option legally. Holtz asks about pollution issues that may be on site and recommends looking at grants for remediation if there is.

**Future Agenda/Reports**

The next meeting of the EDA is scheduled for August 20, 2024.

**Adjourn**

Meeting adjourned by Cadenhead at 6:43pm.

Respectfully Submitted,  
Ashley Monterusso



**STAFF REPORT**

Date: August 20, 2024

**REGULAR**

**AGENDA ITEM:** EDA Quarterly Report

**SUBMITTED BY:** Jason Stopa, Community Development Director

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**BACKGROUND:**

The EDA's 2024 Work Plan was established to guide our community's growth and prosperity through a series of projects and initiatives. This year the work plan focuses on developing a sense of place, communicating information, increasing business, reviewing the Old Village Plan and exploring the feasibility of using grant funds to develop a solar farm on the city's landfill. As part of staff's ongoing efforts, this intent of this report is to share information and progress made with the commission for feedback as necessary.

**ISSUE BEFORE COMMITTEE:**

The commission may wish to discuss updates and provide feedback.

**UPDATES/COMMUNICATION:**

See following page.

**RECOMMENDATIONS:**

None.

**ATTACHMENT:**

- None

## Q2 Work Plan Updates

Goals	Action Steps	Progress
<b>Increase number of businesses</b>	Updates to the EDA may include maintaining a list and periodic reports of commercial and industrial projects that are in the planning process, under construction and recently completed.	"Community Development Projects" map and pdf added to website
	City staff will showcase more economic development stories and business updates on the EDA website the CDA's website as well as in the City's Newsletter.	Working toward sharing business stories and updates on the EDA's page and City's newsletter by EOY
	A community asset and resources list will begin to be developed in 2024 and will be maintained on an ongoing basis.	City in the process of getting an updated website with Civic+
	City staff with the assistance of CDA staff will meet with interested property owners, site selectors, commercial realtors, developers on an ongoing basis to promote development opportunities.	ongoing
<b>Develop data and communication of information</b>	Staff will explore options to update the EDA's web presence including, considerations for a potential web platform, adding an inventory of available land and buildings, listing available business resources and developing a digital marketing plan and materials {digital rollout} for business recruitment, expansions and retention.	Ongoing updates to the city website: Adding Economic Development page which includes: - Community resources (Connect Lake Elmo, Greater Stillwater Chamber of Commerce) - Current community development projects - Available sites and buildings - EDA page
		City in the process of getting an updated website with Civic+
<b>Develop and maintain sense of place and create positive community perception</b>	TBD	Open house for business owners during OV Vision Study
		Gathering information via the OV Vision Study about resident and business owner preferences
<b>Explore feasibility of using 3M priority 2 grant funds for a solar project on landfill</b>	TBD	3M LOI recommended to CC from EDA
		Commissioner Tony Manzara taking lead and working with MPCA to determine feasibility - LOI deadline postponed until EOY
<b>Review Old Village Plan and determine if update is needed</b>		OV Vision Study currently underway



STAFF REPORT

DATE: August 20, 2024

**REGULAR**

**AGENDA ITEM:** EDA – RFP for Sale of the Former Fire Station and PW Building

**SUBMITTED BY:** Jason Stopa, Community Development Director

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**BACKGROUND:**

EDA has requested staff to begin drafting an RFP for the sale of the Old Fire Station and Parks/Public Works building. The Old Village Vision Study distributed a survey to residents that included questions about desired businesses in the Old Village and one specific question about what residents wanted to see specifically in the former fire station and public works building. Additionally, in the past EDA has expressed interest in appraisal versus a broker price opinion for a minimum bid price on the parcels.

**ISSUE BEFORE COMMISSION:**

The commission may wish to give feedback and recommendations to staff about criteria for proposals submitted by potential buyers. What kind of criteria would you like to see?

**ATTACHMENT:**

None