



**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 6:30 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 need for a phase I and potentially a phase II environmental study were discussed, and the EDA supported the idea. Process and timeline were 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