

**MINUTES
ECONOMIC DEVELOPMENT ADVISORY BOARD
FEBRUARY 9, 2016**

The meeting was called to order at 6:07 p.m.

Present: Artner, McCune, Scherman; Town Board Liaison: Kermes; Clerk: Short.

Absent: Horak, Keleher, Zinschlag with notice.

Due to absence of the Chair and Vice Chair the following recommendations were made:

Scherman move to recommend Beth Artner as Acting Chair for tonight's meeting. McCune seconded. Ayes all.

Artner moved to recommend Bob Scherman as Acting Vice Chair of tonight's meeting. McCune seconded. Ayes all.

APPROVAL OF AGENDA: Sherman moved approval of the agenda as submitted. McCune seconded. Ayes all.

APPROVAL OF JANUARY 12, 2016 MINUTES: McCune moved approval of the January 12, 2016 Meeting Minutes. Scherman seconded. Ayes all.

TOWN HALL – UPDATE: The basement for the Town Hall has been completed and the structure successfully placed on it. After the building was moved it was noticed that the main floor joist was rotted at the ends. Also, during the move, the joists were slightly misaligned. Work has been done to stabilize the joist with an insert in the middle of the joist and the joist then securely fastened to either end of the building. The extra work resulted in a Change Order for an additional cost of \$13,000. The Town's Public Works Department provided sediment control which resulted in a \$7,500 deduct on the Change Order. The Engineer is out of town this week and will provide a full accounting when he returns. Utility Services of America (moving contractor) will return to the site in the spring. The question is where the project goes from here. There is approximately \$20,000 left in the budget originally set at \$199,000. It was also noted that the Town Board transferred \$30,000 into the Polar Lakes Park fund for roof repair. The plan is to repair the roof, exterior fascia, and rafters and trim. The stucco and interior walls need to be repaired. There had been discussions regarding a furnace now

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that there is a basement. That has not been determined yet. The retaining wall steps and site work needs to be done. Kermes noted that the roof needs repair and worried about the integrity of the building if these things are not taken care of. The Board would be receptive to guidance in these decisions. The Clerk noted that the Building Inspector can provide recommendations. It was noted that there needs to be a complete assessment of work to be done. The Clerk reported that Sara Hanson has been soliciting donations and work "in kind" to assist with getting the building in a useful state. The Clerk reported that a concept site plan has been prepared. The landscape architect has estimated a site improvements budget of \$44,000 which can be reduced. Kermes asked if there is a deadline for when the building would be available for use. The Clerk stated that there is a desire to be done by the end of summer, in time for the September 10, 2016 Township Day event. He reported that Sara Hanson would like to have some kind of activity on May 11th, the Township's anniversary date but it is doubtful that date can be met.

It was the consensus that the Town continue with site improvements and building repair and that the Town Board hire the landscape architects and architects for Polar Lakes Park (Loucks Assoc., and HCM).

McCune asked about the normal maintenance for the building. The Clerk reported that the Town has a Town Buildings section in the budget that would include Town Hall maintenance. A question was asked about scheduling use of the building once it is ready. The Clerk reported that use will be phased in but first needs to have funding to get the building ready.

Scherman moved to recommend to the EDA that the Town proceed as soon as possible regarding site and building work to be done so that the building can be used this year. McCune seconded. Ayes all.

TOWNSHIP DAY: 1) PROPOSED 2016 BUDGET; 2) FINANCING: **Budget:** The 2015 budget and cost breakdown was reviewed. It is expected that the 2016 budget and costs will be similar to last year's. McCune asked if the financing needs to come from the EDA Fund or if there is an opportunity to bring in Township businesses to sponsor activities and cost. It was noted that a few Township businesses could have booths at the event and that this would be a great way to advertise for qualified workers. This would provide an opportunity for the Township to feature companies which are located in the Township. It was noted that the Township Day Coordinator should contact businesses as well as Century College. It was the consensus that Deb Stender, Township Day Coordinator be invited to the April EDAB meeting to discuss this.

McCune moved to recommend to the EDA that Deb Stender, Township Day Coordinator be invited to the April EDAB meeting to discuss Township businesses' participation in the event. Scherman seconded. Ayes all.

SHOREVIEW ECONOMIC DEVELOPMENT COMMITTEE – CONTENT MARKETING:

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The Clerk reviewed the draft for the Northeast Metro Business Series which is being led through a cooperative effort by the Cities of Shoreview and Vadnais Heights. He explained that content marketing is an economic development creative activity for local businesses. He noted that the Vadnais Heights Economic Development Corporation provides seminars to help local businesses. McCune volunteered to attend the session.

Scherman moved to recommend to the EDA that Scott McCune attend the Shoreview Economic Development Committee Content Marketing on March 17, 2016, 7:30 a.m. – 9:30 a.m., Fairfield Inn, Vadnais Heights. Artner seconded. Ayes all.

WHITE BEAR LAKE LIONS CLUB ANNUAL SHOW – FINANCIAL SUPPORT

REQUEST: The Clerk reviewed the correspondence dated January 11, 2016, from Lions Club representative, John Tomlinson to businesses regarding sponsorship of the White Bear Lake Lions Club Annual Show. All profit from the show goes to support the community. This year the 70th Show Anniversary is on March 3, 4, and 5th, 2016. This is the second year of the Lions Club 501(c) (3) non-profit foundation. It was the consensus that the Town Attorney advise the EDAB on sponsorships. In the meantime the Clerk will find out more about the sponsorship. The EDAB is interested in learning of other organizations who are solicited and what they do.

Scherman moved to recommend to the EDA that the Town not provide sponsorship at this time. McCune seconded. Ayes all.

MARCH MEETING – RESCHEDULE DUE TO ANNUAL TOWN MEETING CONFLICT:

The Town's Annual Meeting coincides with the EDAB's March meeting. It was the consensus that the March meeting be cancelled.

McCune moved to recommend to the EDA that the EDAB March meeting be cancelled due to conflict with the Town's Annual Meeting. Scherman seconded. Ayes all

OTHER: The Clerk reviewed the information from the White Bear Area Chamber of Commerce's 2016 Inaugural / Annual Meeting on February 26th. He stated that any member to wishes to attend the meeting to let him know.

The meeting adjourned at 7:25 p.m.

Respectfully Submitted,

William F. Short
Clerk-Treasurer