

EAST BETHEL ECONOMIC DEVELOPMENT AUTHORITY (EDA) MEETING  
August 16, 2021

*Pursuant to Minnesota Statutes Section 13D.021 and the declared public health emergency due to COVID-19, this meeting was held remotely.*

MEMBERS PRESENT: President Julie Lux, Mayor Steve Voss, Council Member Brian Mundle, Catherine Lancrain, Brian Bezanson

MEMBERS ABSENT: Vice President Tom Schulzetenberg, Dan Butler

ALSO PRESENT: Stephanie Hanson, Community Development Director  
Jack Davis, City Administrator

**1.0 – Call to Order**

President Lux called the regular meeting of the EDA to order at 7:00 pm.

**2.0 – Adopt Agenda**

**Bezanson moved and Mundle seconded to approve the agenda as presented.** Lux asked any discussion? To the motion, all in favor say aye. **All in favor.** Lux asked any opposed? That motion passes. **Motion passes unanimously.**

**3.0 – Approval of Meeting Minutes**

**Mundle moved and Voss seconded to approve the June 2021 meeting minutes as written.** Lux asked any discussion? To the motion, all in favor say aye. **All in favor.** Lux asked any opposed? That motion passes. **Motion passes unanimously.**

**4.0 – Cambia Hills Report and Discussion**

Hanson stated the Court Order affirming the Certus appointment and recognition as General Receiver was approved and filed by Anoka County on July 28, 2021.

Hanson indicated the process for approval of this receivership was a bit longer than normal since it was voluntary versus court actioned. They have the checking accounts established and will begin transitioning utility accounts in the next week. Will Haase will be the point of contact for past due balances with the City. Rob Fuglie is the Certus contact for all general matters regarding Cambia Hills.

Hanson noted Certus is currently working with local Minnesota contacts interested in performing the same or similar work as Cambia Hills. They are showing the building to interested parties and have non-disclosure agreements with those prospects. None of the parties are bound to any agreement at this time beyond non-disclosure. All groups currently in their conversations are reported to fit into the spirit of the Cambia Hills CUP.

Hanson stated they have staff on site for some portion of a day 5 to 7 days a week and vehicle(s) will be seen on site corresponding to the times maintenance staff are present.

Lux asked what was going on with the pro-rata for the billing and how this all came about. Hanson responded she was not sure. Davis stated they had hoped to get some answers on this at last week's meetings, but the person who had that information could not make that meeting. He indicated this would be followed up on.

Lux believed this was a miscommunication with the State and she hoped they could find someone who could fill this need within the community.

### 5.0 – Business Activity Report

Hanson summarized the business activity within the City including Pan O Gold/Country Hearth building permit; Aggressive Hydraulics building permit; Kwik Trip site plan; Elevage First Addition demo work; and Village Apartment Phase II update.

Hanson indicated the City has issued 32 single family home (SFH) building permits through July 31, 2021. For the year 2020, the City issued 40 single family home building permits, which was the most since 2005.

### 6.0 – EDA Member Terms and Requests for Reappointments

Hanson stated Julie Lux has served on the East Bethel EDA since August 17, 2011. Her current appointment expires on January 31, 2022.

Hanson noted Julie Lux submitted a statement of interest to continue to serve on the EDA for an additional term. A sitting Commission/Authority member can request reappointment from the board on which they serve, and that board will vote on the petition and forward their recommendation to City Council for action.

Hanson stated the EDA is requested to consider the re-appointment of Julie Lux for a term of six (6) years to commence on February 1, 2022 and expire on January 31, 2028.

Lux noted she would abstain from voting.

**Bezanson stated I'll make a motion to consider the re-appointment of Julie Lux for a term of six (6) years to commence on February 1, 2022 and expire on January 31, 2028. Mundle stated I'll second. Lux asked any discussion? To the motion, all in favor say aye. Lux abstained. Lux asked any opposed? That motion passes. Motion passes 4-0-1.**

### 7.0 – Broadband/Internet Service Plan – Review of Proposals and Discussion of Consultant

Davis stated City Council approved the advertisement for proposals for a Broadband/Internet Service Plan at the May 24, 2021, Council Meeting. This action was the culmination of discussions regarding the need for a plan for the expansion of internet service at the March 15, April 19 and May 17, 2021, EDA Meetings and the May 3, 2021, Council Work Meeting.

Davis indicated the end product of engaging a professional firm for development of an Internet Service Plan would be the identification of areas that could potentially be served, existing areas that require service upgrades, funding sources, City cost participation and coordination of the providers to partner their efforts and resources to implement the plan. Preparation of the plan would be an eligible EDA expense, should a contract be awarded for the work.

David noted the City request for proposals for the plan, exhibited as Attachment 1 to this report, was sent to 20 consultants as well as posted on the League of Minnesota Cities and the East Bethel Website. The deadline for submittals was 3 PM Thursday, July 15, 2021. The City received three responses to the request.

Davis indicated the three respondents met the qualifications of the RFP and two of three have done work locally or in other locations in Minnesota. The firm that did not list a Minnesota client does have an office in St. Paul. Initial fixed fees from the proposers ranged from \$58,345 to \$77,305. Generally, costs

for this service are provided as a proposed amount but final costs are usually negotiated and dependent on the types of service selected by the City. 2021 EDA Funds are available and appropriate for a Broadband/Internet Plan for the City of East Bethel

Davis stated City Council approved the invitation of all three respondents to be interviewed. Council also discussed the use of a committee to perform the interview and evaluation. That the committee could consist of at least two council members, two EDA members and three to four others that are familiar with broadband/internet systems and internet delivery infrastructure.

Davis stated based on staff's previous experience with those that have the technical and/or knowledge of other aspects of expansion of existing systems are two candidates that are recommended to compose the interview panel:

- Janna King, Economic Development Services of Roseville, MN. Ms. King has a background in internet expansion and was part of the selection committee for Isanti County's broadband plan. As Ms. King is a consultant, there would be a charge for her time. Attached is an agreement should we wish to engage her services.
- Samantha Markman, Anoka County Regional Economic Development. Samantha has a broad background in this field and is our contact for internet matters at the County level. Samantha is also working to find a County or Zayo staff member with specialized knowledge regarding the more technical aspect of system extension that could accompany her as an advisor to our panel; and,
- Staff is still in the process of reaching out to two others who have experience relating to the technology side of system expansion.

Davis noted a proposal for the interviews would be to devote the entire September 20, 2021, EDA meeting date time to this matter. Should the two Councilmembers who are also EDA members and two EDA members be on the panel, the EDA meeting would remain as scheduled. The dais seating would need to be arranged to accommodate the interview panel.

Davis stated should the City select two different Councilmembers than those that currently serve on the EDA, the regular EDA meeting could be cancelled and the September 20, 2021, date be an interview committee meeting only.

Davis indicated staff would anticipate that up to 45 minutes would be allocated for each presenter to allow time for the presentations and questions from the panel. The meeting would be proposed to begin at 6 PM.

Davis stated the day and week of September 20, 2021, are recommended for the interviews, as those are the times that align with the schedules of those that may be involved in the meeting. Other options for the meeting can be discussed should alternate dates, panel members or formats require consideration.

Davis noted staff is seeking EDA input as to the composition of an interview panel for the Broadband/Internet Plan and formats, dates, and times for this meeting.

Lux noted she didn't have a lot of experience with broadband. She suggested they reach out to the absent members to see if they had any interest.

Bezanson stated he would be interested in being on the committee. Lancrain stated she also had an interest in this.

**Lux stated I'll make a motion to propose Bezanson and Lancrain, James King, Samantha Markman, and one other person to be determined along with two Councilmembers to be on the Committee. Voss stated I'll second. Lux asked any discussion? To the motion, all in favor say aye. All in Favor. Lux asked any opposed? That motion passes. Motion passes unanimously.**

**8.0 – City Council Report**

Voss updated the EDA on recent Council actions.

**9.0 – Adjournment**

**Mundle moved and Voss seconded to adjourn at 7:36 pm. Lux asked any discussion? To the motion, all in favor say aye. All in favor. Lux asked any opposed? That motion passes. Motion passes unanimously.**

Submitted by:

Kathy Altman

*TimeSaver Off Site Secretarial, Inc.*