

**City of Farmington  
Economic Development Authority  
Regular Meeting Minutes  
Monday, March 18, 2024**

The Farmington Economic Development Authority met in regular session on Monday, March 18, 2024, at Farmington City Hall, 430 3<sup>rd</sup> Street, Farmington, Minnesota.

**1. CALL TO ORDER**

Chair Wilson called the meeting to order at 5:36 p.m.

**2. PLEDGE OF ALLEGIANCE**

Chair Wilson lead everyone in the Pledge of Allegiance.

**3. ROLL CALL**

Members Present:           Chair Steve Wilson  
  Commissioners Holly Bernatz, Joshua Hoyt, and Nick Lien

Members Absent:           Commissioner Katie Porter (excused absence)

Also Present:               Lynn Gorski, City Administrator  
  Julie Flaten, Asst City Administrator/HR Director  
  Deanna Kuennen, EDA Executive Director  
  Stephanie Aman, Economic Development Coordinator  
  Kellee Omlid, Parks and Recreation Director  
  John Powell, Public Works Director  
  Shirley Buecksler, City Clerk

**4. APPROVE AGENDA**

Motion was made by Commissioner Bernatz and seconded by Commissioner Hoyt to approve the agenda, as presented.

Motion carried: 4 ayes / 0 nays

**5. CITIZEN COMMENTS**

No one addressed the Commission to speak.

**6. CONSENT AGENDA**

- 6.1 Minutes of the January 16, 2024 Economic Development Authority Meeting
- 6.2 Annual EDA Business – Acknowledgement of Official Newspaper and Establishing the Meeting Schedule
- 6.2 Monthly Financial Report

Motion was made by Commissioner Hoyt and seconded by Commissioner Bernatz to approve the Consent Agenda, as amended.

Motion carried: 4 ayes / 0 nays

## **7. PUBLIC HEARINGS**

There were no public hearings.

## **8. DISCUSSION ITEMS**

### **8.1 Election of 2024 EDA Chairperson and Vice-Chairperson**

Motion was made by Commissioner Hoyt and seconded by Commissioner Lien to elect Steve Wilson as Chairperson and Katie Porter as Vice-Chairperson for 2024.

Motion carried: 4 ayes / 0 nays

### **8.2 Approval of Joint Powers Agreement with Dakota County CDA for the Open to Business Program**

The Open to Business program provides one-on-one technical assistance in the form of business plan development, feasibility analysis, marketing, financial projections, operational analysis, loan packaging, and other to small businesses and entrepreneurs intending to establish, purchase, or grow/improve a business in Dakota County. The cost of the program is shared with the CDA and the participating communities - covering the direct and indirect staffing needs for the program. The annual cost for the program for the next three years is \$165,000, which is a small increase from the last contract. The CDA's annual investment is \$86,720, and Farmington's share is \$5,500.

Motion was made by Commissioner Hoyt and seconded by Commissioner Lien to approve the 2024 Joint Powers Agreement with the Dakota County CDA for the Open to Business Program and authorize execution of the Agreement.

Motion carried: 4 ayes / 0 nays

### **8.3 Resolution 2024-01 Authorizing Transfer of Funds for City AUAR Review Process**

The City is anticipating potential development of two large areas of land. Due to the size of these areas, some level of environmental review will be required. The Alternative Urban Areawide Review (AUAR) process has been determined to be the preferred environmental review method which will provide compliance with Minnesota Rule 4410 and offer flexibility for different development options. Minnesota Statutes and the EDA's Enabling Resolution provide authority for the EDA to expend funds for the benefit of economic development.

Motion was made by Commissioner Bernatz and seconded by Commissioner Lien to adopt Resolution 2024-01 Authorizing Transfer of Funds for City's AUAR Review Process.

Motion carried: 4 ayes / 0 nays

8.4 Authorize Staff to Submit Letter of Support to Minnesota Department of Agriculture in Support of Farmington Food and Spice House's Grant Application

Motion was made by Commissioner Hoyt and seconded by Commissioner Lien to authorize staff to submit a letter of recommendation to the Minnesota Department of Agriculture in support of Farmington Food and Spice House's grant application.

Motion carried: 4 ayes / 0 nays

8.5 Discuss Sponsorship Levels for Minnesota Real Estate Journal Awards Night

Minnesota Real Estate Journal (MREJ) is a strategic marketing partner for the City of Farmington. Each year, MREJ holds an awards competition for many different categories. This year, the City of Farmington is a finalist in two (2) of those categories - Deanna Kuennen is a finalist for Economic Developer of the Year and the City of Farmington is a Finalist for City/County of the Year.

Staff would like the EDA to specifically consider a full table sponsorship level of \$2,950 which allows the City ten (10) attendees at this celebratory event. Half table sponsorship is also available for \$1,750 and allows the City five (5) attendees.

Motion was made by Commissioner Bernatz and seconded by Commissioner Hoyt to approve the full table sponsorship level of \$2,950 and allowing the City ten (10) attendees at the Minnesota Real Estate Journal Awards Night event.

Motion carried: 4 ayes / 0 nays

**9. DIRECTOR'S REPORT**

9.1 Director's Report

Director Kuennen provided her report and shared a video of Stephanie Aman winning her award as the 2024 Emerging Professional of the Year from the Economic Developers Association of Minnesota.

**10. ADJOURNMENT**

Motion was made by Commissioner Hoyt and seconded by Commissioner Bernatz to adjourn the meeting at 6:26 p.m.

Motion carried: 4 ayes / 0 nays

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Shirley R. Buecksler".

Shirley R. Buecksler  
City Clerk