



AGENDA

ECONOMIC DEVELOPMENT COMMISSION

April 23, 2024 - 4:00 PM

**Marion Conference Room
20195 Holyoke Ave**

1. Call to order
2. Approval of Minutes
 - a. 2/27/24 EDC DRAFT minutes
3. Election of Officers
 - a. 2024 Election of Officers
4. Strategic Plan for Economic Development
 - a. 2020-2023 plan overview – city staff
2024-2028 plan discussion - Ehlers
5. Reschedule May meeting
6. Adjourn

CITY OF LAKEVILLE
ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
February 27, 2024

1. Chair Seiler called the meeting to order at 4:00 p.m. in the Water Treatment Facility Conference Room.

Members Present: Comms. Rick Bjorklund, Jessica Christiansen, Lowell Collman, Joe Eykyn, Bob Gillen, Jack Matasosky, Andrew Phillips, Don Seiler, Glenn Starfield

Ex-officio Members Present: Mayor Luke Hellier, City Administrator Justin Miller, Chamber President Krista Jech

Members Absent: Comm. Sara Lundberg

Staff Present: Tina Goodroad, Community Development Director; Kati Bachmayer, Economic Development Manager

2. **Approval of January 23, 2024, Meeting Minutes**

Comms. Starfield / Christiansen moved to approve the minutes of the January 23 meeting. Motion carried unanimously.

3. **Agenda Items**

- a. **Open to Business**

Natalie Mouilso, Lakeville's Business Advisor for the Open to Business (OTB) program through Metropolitan Consortium of Community Developers (MCCD) attended the meeting and presented an update on OTB. OTB offers free technical assistance to Lakeville residents and businesses and provides access to capital through loans and grants.

- b. **Board Portal Training**

City Clerk Ann Orlofsky was present to provide training on the CivicClerk board portal. The City of Lakeville is transitioning all meeting agendas for Boards and Commissions to its new agenda management software, CivicClerk - including the Economic Development Commission.

- c. **Envision Lakeville**

At the January meeting, EDC members requested additional details about the Envision Lakeville strategic priorities, what groups were recommended to "own"

those activities, and if the EDC should play a supporting role in the priorities assigned to other groups. Discussion was held by members to identify ways economic development could play a role in Increase Economic Sustainability; Support Quality Education; Develop a Community of Choice; Cultivate a Welcoming, Inclusive Community; and Provide Services that Add Value.

4. Marketing Efforts

- a. **Outreach** – Ms. Goodroad will present on a panel during the Minnesota Real Estate Journal's 20th Annual Land Development Summit on March 15.
- b. **Events**
- c. **Other** – Sara Lundberg has submitted her resignation from the EDC. This creates an extra seat on the commission that will be filled by the City Council in April.

5. Adjourn

Meeting adjourned at 5:06 p.m.

Respectively submitted by:

Kati Bachmayer, Economic Development Manager



Memorandum

To: Economic Development Commission
From: Kati Bachmayer, Economic Development Manager
Copy: Tina Goodroad, Community Development Director
Justin Miller, City Administrator
Date: April 23, 2024
Subject: Election of Officers

The City Council appointed new commission members to serve on the Economic Development Commission starting on April 1, 2024, and the annual election of EDC officers will take place at this month's meeting.

EDC members elected in April 2023 were Don Seiler as Chair, Lowell Collman as Vice Chair, and Jessica Christiansen as Secretary.

For the election of officers:

- The existing chair (or vice-chair if chair is no longer on the board) should ask for nominations from the board members.
 - If no officers from the previous board are present, the most tenured member of the board will handle the nomination process.
 - Nominations can be taken individually by position (chair, vice-chair, etc.) or as a slate of officers.
 - This call for nominations should occur three times.
 - The presiding officer shall announce that self-nominations are allowed.
- Once three calls for nominations are completed, the chair shall state that nominations are closed.
- A vote on the positions, either individually or as a slate, shall occur.
 - The person with the most votes is elected.
- The newly elected chair takes over presiding duties.

Action Requested: Commissioners are asked to elect officers to serve the April 2024-2025 term.



Memorandum

To: Economic Development Commission
From: Kati Bachmayer, Economic Development Manager
Copy: Tina Goodroad, Community Development Director
Justin Miller, City Administrator
Date: April 23, 2024
Subject: Strategic Plan for Economic Development

The City Council approved a Professional Services Agreement with Ehlers in March 2024 to update the City of Lakeville's Strategic Plan for Economic Development. Ehlers has extensive experience working on similar projects in comparable sized communities to Lakeville.

This effort will include stakeholder engagement over the course of several meetings with the Economic Development Commission, starting with the April meeting. During the meeting, a brief overview of the 2020-2023 Strategic Plan will be provided by city staff; then Ehlers staff will present outcomes from their initial research and analysis, followed by group discussion.