



**INVER GROVE HEIGHTS
ECONOMIC DEVELOPMENT AUTHORITY AGENDA
MONDAY, MAY 14, 2018
CITY HALL COUNCIL CHAMBERS
6:00 P.M.**

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

A. Consider Approval of Minutes from the February 12, 2018 Regular
Economic Development Authority Meeting

B. Consider Approval of Claims

4. REGULAR AGENDA

A. Consider approval of 2018 EDA Work Plan

B. Hear Progress Plus Update

5. NEXT MEETING – August 13, 2018

6. ADJOURN

**INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING
MONDAY, FEBRUARY 12, 2018 – 8150 BARBARA AVENUE**

1 & 2 CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met on Monday, February 12, 2018, in the City Hall Council Chambers. President Piekarski Krech called the meeting to order at 5:30 p.m. Present were Economic Development Authority members Bartholomew, Hark, Perry, and Tourville; Executive Director Link, City Attorney Kuntz, Finance Director Smith, and Secretary Fox.

3. CONSENT AGENDA

A & B. Minutes

Motion by Tourville, second by Bartholomew, to approve the minutes from the November 13, 2017 Regular Economic Development Authority Meeting, and the disbursements from November 13, 2017 to February 11, 2018.

Ayes: 5

Nays: 0 Motion carried

4. REGULAR AGENDA

A. Election of Officers

Motion by Bartholomew, second by Tourville, to elect Piekarski Krech as President, Bartholomew as Vice-President, Tourville as Treasurer, City Finance Director as Assistant Treasurer, and the Executive Director's Designee as Secretary.

Ayes: 5

Nays: 0 Motion carried.

B. Approval of EDA Strategic Plan

Mr. Link asked the EDA to consider adoption of the Economic Development Strategic Plan which was discussed at the EDA's last three meetings. Staff recommends approval of the Strategic Plan.

Boardmember Hark asked if they would have the ability to add small area studies in the future, specifically in the Argenta Hills area.

Boardmember Tourville replied in the affirmative but questioned the timing of having a small area study done so close to the comprehensive plan update hearing.

President Piekarski Krech was concerned about the potential for having a small area study done that differed from what was approved for the comprehensive plan update, thus requiring the recently completed plan to be changed.

Boardmember Hark was not opposed to that as it would be based on better information.

Mr. Link advised that the adoption of the strategic plan would not preclude subsequent studies or changes to the comprehensive plan. It was never intended for any small area plans to be completed in time to be incorporated into the comprehensive plan update which would be submitted to the Metropolitan Council in Spring 2018.

Motion by Bartholomew, second by Hark, to approve the EDA Strategic Plan with additional language that recognizes that there are multiple commercial neighborhoods in the City that might be the subject of small area plans which may result in subsequent amendments to the Comprehensive Plan.

Ayes: 5

Nays: 0 Motion carried

C. Approval of Open To Business Contract

Mr. Link asked the EDA to consider approval of the Joint Powers Agreement between the Dakota County Community Development Agency and the City of Inver Grove Heights regarding the 2018-2020 Open To Business Program. The contract is identical to past years except for two changes: 1) the contract is for three years rather than one year and 2) the annual fee increases by 7% but is then locked in for three years. If at any point the City wants to pull out of the program it can do so with a 30-day notice.

Motion by Tourville, second by Hark, to approve the Joint Powers Agreement between the Dakota County Community Development Agency and the City of Inver Grove Heights regarding the 2018-2020 Open To Business Program.

Boardmember Bartholomew would like to see staff put more effort into promoting this program to hopefully increase participation.

President Piekarski Krech asked if mailings were sent to Inver Grove Heights businesses.

Mr. Link replied they had not done mailings but have used the website and electronic billboard on Highway 52. He advised it is staff's intent to meet with the Open To Business representative and Progress Plus to put together a more aggressive marketing plan.

President Piekarski Krech recommended mailing a brochure to the commercial businesses in the City as they may not frequent the billboard area.

Mr. Link agreed to explore the possibility of sending out mailings.

Boardmember Bartholomew suggested including information regarding the EDA when individuals make application for a small business.

Ayes: 5

Nays: 0 Motion carried

D. Progress Plus Update

Jennifer Gale, Progress Plus, summarized the last quarters activities. She advised they are kicking off the 2018 economic development work plan and are looking for feedback as to what the EDA would like them to work on in 2018. They met with the Vikings regarding their facility opening in March, and she noted there is increased interest in the land in that area. Ms. Gale met with Ryan Rother, Arbor Pointe Center Manager, about lease comparisons and possible tenant ideas. Progress Plus has been meeting with the TriDistrict on local career paths, and they are likely going to kick off a program in the fall that will bring mechanics and transportation related skills back into the K-12 educational system. They have also secured a partnership with Twin City Orthopedics to further explore health care related career paths. She

INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY MEETING – February 12, 2018

met with John Holm to outline the new format of the MNCAR Exchange database that is replacing Xceligent. The new program will be as strong as Xceligent and will continue to be available to staff.

She met with Tony Schertler of the Dakota County CDA on the County's economic development initiatives. She advised they are increasing their efforts in Grow Minnesota visits. One of their visits was to Wipaire, who are changing one of their old facilities into a research and development facility and will likely start product manufacturing in 2018 or 2019. They also met with Lash Envy, Inver Hills Community College, and Vermillion Bank and Insurance Agency. They had many meetings regarding the proposed McGough multi-housing development and, as a result of these discussions, they started looking at what amenities people are looking for and are considering possible marketing changes.

The Inver Grove Heights Visitors Bureau Director has been creating a presence for Inver Grove Heights, not just in what the community itself individually has to offer but how living here allows easy access to other amenities in the region. They are looking into a platform called Hoodstarter that allows the people who live in the area to give feedback on what they need, want, and would support in commercial space.

Boardmember Tourville advised that McGough may agree to help subsidize a study to be done around retail in the Argenta Hills area.

President Piekarski Krech stated a study would be useful as in her opinion Argenta Hills is ideal commercial property; however, someone with more expertise may think it is more conducive to residential. She would like to have more discussion regarding this before approving the comprehensive plan as she would not want to change the plan shortly after approving it.

Ms. Gale stated currently it is a very fluid development environment and they want to look at what the community could support rather than what the Chamber wants to see there.

Boardmember Hark stated one way to address President Piekarski Krech's concerns would be to designate multiple uses for certain properties in the comprehensive plan.

President Piekarski Krech noted that the uses had to be similar (i.e. single-family and multiple-family); not residential and commercial.

Ms. Gale stated the cities that are growing are the ones that are able to change quickly and adapt fast.

Boardmember Tourville stated perhaps the City should work with McGough to come forward with a presentation on the Argenta Hills area.

President Piekarski Krech suggested expanding the study to include the north end of Argenta as well.

Boardmember Tourville suggested that be a separate study since the interchange has not yet been approved whereas the Argenta Hills area already has the infrastructure in place.

Mr. Link responded that staff could have more meetings with McGough to see if there is something they can do jointly to address some of the outstanding questions/issues of the property.

President Piekarski Krech hoped the meetings could help determine what type of use should be on the property and whether it really could support retail or if other things in that area should be changed.

Mr. Link stated they could also look at what the neighborhood wants to see, the market, costs, the transportation network, surrounding uses, and what the market will bear.

Boardmember Bartholomew stated rather than approving the first project that is proposed, he would like to figure out the best use for this property, something that benefits both the City and the neighborhood.

David Higgins, McGough Development, stated their reasons for the study would be to look at the demand in the marketplace for this property, but they would be happy to add additional topics if desired by the EDA. They will work with staff on the best way forward on this.

5. **NEXT MEETING:** May 14, 2018 at 5:00 p.m.

6. **ADJOURNMENT:** Motion by Tourville, second by Hark, to adjourn. The meeting was adjourned by unanimous vote at 6:11 p.m.

City of Inver Grove Heights EDA Operations Fund 290

Budget vs Actual through 3/31/18

Account Description	2018 Amended Budget	3/31/18 Actual	Budget Remaining
Investment Earnings	200.00	908.99	(708.99)
Operating Transfers In	83,100.00	-	83,100.00
Total Revenue	83,300.00	908.99	82,391.01
Personnel	17,800.00	4,707.65	13,092.35
Prof/Tech Services	88,900.00	2.98	88,897.02
Purchased Services	400.00	99.99	300.01
Other Purchased Services	13,400.00	7,465.41	5,934.59
Supplies	100.00	-	100.00
Total Expenditure	120,600.00	12,276.03	108,323.97
Fund 290 Surplus (Deficit)	(37,300.00)	(11,367.04)	25,932.96

Claim on Cash

123,444.04

S.B.



City of Inver Grove Heights

Account Detail

Date Range: 1-31-18 - 4-27-18

Fund: 290 - EDA Operations

[290.100.1010199](#)

Claim on Cash

Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
		Agrees to Previous report ending 1/31/18			40,186.69
12/31/2017	JN08454	2017 Transfers		94,100.00	134,286.69
12/31/2017	JN08692	Record 2017 Interest Allocation		66.67	134,353.36
12/31/2017	JN08704	Record 2017 Compensated Absences		-299.10	134,054.26
01/01/2018	JN08536	Record January Allocations & Depreciation		-74.99	133,979.27
02/01/2018	JN08539	Record February Allocations & Depreciation		-74.99	133,904.28
02/02/2018	PYPKT01252 - PR 02/02/18: 1/13/2018-1/26/2018	Payroll		-658.26	133,246.02
02/13/2018	223016	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	-0.26	133,245.76
02/16/2018	PYPKT01259 - PR 02/16/18: 1/27/2018-2/9/2018	Payroll		-659.72	132,586.04
02/22/2018	223112	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	-1.36	132,584.68
03/01/2018	JN08709	March Allocations & Depreciation		-74.99	132,509.69
03/02/2018	PYPKT01262 - PR 03/02/18: 2/10/2018-2/23/2018	Payroll		-746.31	131,763.38
03/07/2018	223247	Contract	01859 - PROGRESS PLUS	-7,000.00	124,763.38
03/12/2018	223279	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	-1.36	124,762.02
03/16/2018	PYPKT01266 - PR 03/16/18: 2/24/2018-3/9/2018	Payroll		-659.72	124,102.30
03/30/2018	PYPKT01271 - PR 03/30/18: 3/10/2018-3/23/2018	Payroll		-658.26	123,444.04
04/01/2018	JN08813	Record April Allocations & Depreciation		-74.99	123,369.05
04/03/2018	223487	Legal	00538 - LEVANDER, GILLEN & MILLER P.A.	-96.00	123,273.05
04/10/2018	223536	Open to Business	04629 - DAKOTA CTY COMM DEV AGENCY	-6,934.00	116,339.05
04/10/2018	223564	Quiet Zone Study	03465 - SRF CONSULTING GROUP, INC	-930.00	115,409.05
04/10/2018	223564	Quiet Zone Study	03465 - SRF CONSULTING GROUP, INC	-490.68	114,918.37
04/13/2018	PYPKT01273 - PR 04/13/18: 3/24/2018-4/6/2018	Payroll		-658.26	114,260.11

City of Inver Grove Heights EDA Acquisitions Fund 291

Revenues Over (Under) Expenditures by Project

Project costs to Date as of 3/31/18

Project	Revenues	Expenditures	Revenue Over (Under) Expenditures
E001 - Golf Course Land Purchase	353,485.52	358,235.52	(4,750.00)
E002 - 8195 Babcock Trail	356,879.70	218,379.70	138,500.00
E003 - 6671 Concord	159,942.39	159,946.20	(3.81)
E004 - 6685 Concord	139,503.54	139,507.35	(3.81)
E005 - River Country Cooperative	682,448.90	682,448.90	-
E006 - 6845 Dixie Ave	337,485.79	337,487.29	(1.50)
E007 - 4196 68th St E	228,183.18	228,194.23	(11.05)
E008 - 6639 Concord	-	7,975.00	(7,975.00)
E009 - 6656 Doffing	-	450.00	(450.00)
E010 - McPhillips	250,000.00	416,292.70	(166,292.70)
E011 - 6863 Dickman Trail	-	3,000.00	(3,000.00)
E012 - 6840 Dixie Ave E	-	20,958.88	(20,958.88)
E013 - 6900 & 6910 Dixie Ave	274,558.84	274,569.47	(10.63)
E014 - 6653 Concord Blvd	217,030.67	217,034.48	(3.81)
E015 - 11025 Courthouse Blvd	-	2,200.00	(2,200.00)
E016 - 11105 Courthouse Blvd	-	2,200.00	(2,200.00)
E017 - 11097 Courthouse Blvd	-	2,200.00	(2,200.00)

Account Balances as
of 3/31/18

Claim on Cash

(213,039.73)

E002 - Land Available for Sale

1,138,500.00

E002 - Loan from Host Community Fund for Land Purchase

1,000,000.00



City of Inver Grove Heights

Account Detail

Date Range: 1-31-18 - 4-27-18

Fund: 291 - EDA Acquisitions

[291.100.1010199](#)

Claim on Cash

Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
12/31/2017		Agrees to Previous report ending 1/31/18			(246,728.92)
12/31/2017	JN08514	Record 2017 Interest Allocation			(246,728.92)
12/31/2017	JN08657	2017 CITY STORM WATER BILLS		(860.76)	(247,589.68)
12/31/2017	JN08712	Record EDA txfrs for 2017		42,741.70	(204,847.98)
12/31/2017	JN08812	2017 Year-End Transfers 3-12-18 CC Approved		1,199.00	(203,648.98)
12/31/2017	JN08526	Reclass Integra Appraisals to Projects		(7,125.00)	(210,773.98)
01/31/2018		1/2018 CITY UTILITY BILLS		(25.85)	(210,799.83)
02/06/2018	222949	E013 Austing Legal	00538 - LEVANDER, GILLEN & MILLER P.A.	(8.00)	(210,807.83)
02/06/2018	222949	E010 McPhillips Legal	00538 - LEVANDER, GILLEN & MILLER P.A.	(8.00)	(210,815.83)
02/06/2018	222949	E006 Frederick Legal	00538 - LEVANDER, GILLEN & MILLER P.A.	(8.00)	(210,823.83)
02/06/2018	222949	E005 River Country Coop Legal	00538 - LEVANDER, GILLEN & MILLER P.A.	(8.00)	(210,831.83)
02/27/2018	223146	E008 Biljan Phase 1 Assessment		(2,200.00)	(213,031.83)
02/28/2018	JN08604	2/2018 CITY UTILITY BILLS	07411 - LANDMARK ENVIRONMENTAL, LLC	(3.95)	(213,035.78)
03/31/2018	JN08849	3/2018 CITY UTILITY BILLS		(3.95)	(213,039.73)
04/10/2018	223547	E010 McPhillips Asbestos Survey	10538 - GROUNDWATER & ENVIRONMENTAL SERVICES, I	(3,200.00)	(216,239.73)

**MEMO
CITY OF INVER GROVE HEIGHTS**

TO: Inver Grove Heights Economic Development Authority
FROM: Thomas J. Link, Director of Community Development
DATE: May 3, 2018 for EDA Meeting of May 14, 2018
SUBJECT: 2018 Economic Development Authority Work Plan



PURPOSE/ACTION REQUESTED: The Inver Grove Heights Economic Development Authority (EDA) is to identify issues that it would like to focus on the remainder of this year.

BACKGROUND: The EDA should review this past year's accomplishments when setting upcoming priorities. In the last year, the EDA has held four regular meetings and three special meetings and accomplished the following:

- Heard a presentation regarding the Chamber of Commerce's "Grow Minnesota" results
- Approved the 2017 EDA Work Plan
- Approved the Joint Powers Agreement with the Dakota County Community Development Agency regarding the 'Open to Business' program
- Heard presentations and discussed drafts of the Inver Grove Heights Economic Development Authority Strategic Plan 2017-2027 at three meetings
- Created an Economic Development District and approved a purchase agreement for the two McPhillips's residences

ANALYSIS: The Draft EDA Work Plan for 2018 is attached. The plan focuses on the following activities:

- Small Area Plan(s)
- Concord Redevelopment
- Financial Assistance Programs
- EDA Funding

The above items are listed in order of priority, as ranked by staff. It is recognized that other unanticipated issues may arise. Due to limited staff capacity, direction would be appreciated on which of the above items the EDA considers most important.

CONCLUSION: The Economic Development Authority (EDA) is to identify issues that it would like to focus on the remainder of this year.

Enc: Draft 2018 Work Plan

DRAFT
INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY
2018 WORK PLAN

The following work plan provides guidance to the Inver Grove Heights Economic Development Authority (EDA) and its staff throughout the year. It is recognized that other unanticipated issues may arise throughout the year that may be more critical than the work plan items.

Small Area Plan(s)

Prepare one or more Small Area Plans for specific commercial neighborhoods. The plans will provide guidance and direction to the City and property owners for subsequent redevelopment and revitalization activities. The plans may analyze land uses, development design principles, infrastructure, public services, pedestrian and vehicular access, market and demographic forces, financial feasibility, and implementation actions. Implementation may include comprehensive plan amendments, zoning map and ordinance amendments, infrastructure modifications, financial assistance, and marketing/outreach efforts.

Concord Redevelopment

Continue to work towards the redevelopment of the Concord Neighborhood, consistent with the Comprehensive Plan, the Concord Boulevard Neighborhood Plan, and the Concord Boulevard Design Guidelines. Specific actions include:

- Pursue acquisitions, from willing sellers, of properties in the selected redevelopment areas
- Undertake environmental remediation, as grant funds become available.

Financial Assistance Programs

Research and analyze possible financial assistance programs. These programs may include a supplement to the "Open to Business" program for new or small businesses, a loan program to assist small businesses with the payment of the Metropolitan Council Sewer Availability Charge (SAC), and a program to assist businesses with the implementation of a Small Area Plan.

EDA Funding

Research and analyze funding options for continued EDA operations and activities.



Dakota County Jan-Mar 2018

Open to Business

3137 Chicago Ave
Minneapolis, MN 55407
612-789-7337

Clients Served:

Pre-Start Planning	15
Start-up	9
Existing Business- Opportunity	24
Existing Business- Challenged	14

Total Clients: 62

Financing:

Approved:	
Number	6
Amount	\$400,000
Leveraged	\$5,563,300

Program Hours:

1 st QTR-	454.75
2 nd QTR-	
3 rd QTR-	
4 th QTR-	

Total Contract: 454.75

Referral Source:

Municipality	41
Other Entrepreneur	2
Bank Referral	4
Family/Friend	5
Other	8
Web	2

Industry Segment:

Retail	7
Service	30
Food	13
Health/Fitness	6
Manufacturing	1
Construction/Real Estate	3
Technology	0
Professional/Consulting	2

City*:	Bus.	Res.
Apple Valley	2	5
Burnsville	10	8
Eagan	8	7
Farmington	5	6
Hastings	7	6
Inver Grove Heights	5	4
Lakeville	6	7
Mendota Heights	1	3
Rosemount	5	4
S. St. Paul	3	2
W. St. Paul	5	2

* Many clients are both residents of the County, and operate or plan to operate in the County as well. For the purposes of City identification *only* they may appear in both columns above. **Total Clients** reported reflects unique engagements- aggregating multiple cities- or owners- to a single client engagement.

MEMO

CITY OF INVER GROVE HEIGHTS

TO: Inver Grove Heights Economic Development Authority
FROM: Thomas J. Link, Director of Community Development 
DATE: May 1, 2018
SUBJECT: Commercial and Industrial Activity – First Quarter, 2018

- PURPOSE/ACTION REQUESTED:** This memo is for informational purposes only. It is not an agenda item.
- BACKGROUND:** The following is a list of commercial and industrial development activity from January through March 2018:

Industrial Equities	Auburn Path/Argenta Trail	110,000 sf office/warehouse
Interstate Development	9015 Broderick Boulevard	Interior remodel
McDonalds	5760 Cahill Avenue	Interior remodel

The following is a summary of commercial and industrial building permit activity from January through March 2018:

McDonalds	5760 Cahill Avenue	Interior remodel
Wasatch Storage	2500 – 50 th Street East	New construction – storage units
ISD Special Education	9015 Broderick Boulevard	Interior remodel
Orthodontics Office	5870 Blackshire Path	Interior remodel