



**INVER GROVE HEIGHTS
ECONOMIC DEVELOPMENT AUTHORITY AGENDA
MONDAY, AUGUST 13, 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 May 14, 2018 Regular Economic Development Authority Meeting _____
- B. Consider Approval of Minutes from the July 2, 2018 Special Economic Development Authority Meeting _____
- C. Consider Approval of Minutes from the July 23, 2018 Special Economic Development Authority Meeting _____
- D. Consider Approval of Claims _____

4. REGULAR AGENDA

- A. Consider Approval of 2019 EDA Budget _____
- B. Hear Progress Plus Update _____

5. NEXT MEETING – November 13, 2018

6. ADJOURN _____

**INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING
MONDAY, MAY 14, 2018 – 8150 BARBARA AVENUE**

1 & 2 CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met on Monday, May 14, 2018, in the City Hall Council Chambers. President Piekarski Krech called the meeting to order at 6:00 p.m. Present were Economic Development Authority Members Hark, Perry, and Tourville; Executive Director Link, City Attorney Kuntz, City Administrator Lynch, Finance Director Smith, and Secretary Fox.

3. CONSENT AGENDA

A & B. Minutes and Claims

Motion by Tourville, second by Perry, to approve the minutes from the February 12, 2018 Regular Economic Development Authority Meeting, and the disbursements from February 12, 2018 to May 13, 2018.

Ayes: 4

Nays: 0 Motion carried

4. REGULAR AGENDA

A. Consider Approval of 2018 EDA Work Plan

Tom Link, Community Development Director, summarized the EDA's accomplishments in the past year and asked them to review the Draft 2018 EDA Work Plan. Staff recommends that the following activities be included in the 2018 Work Plan: 1) preparing Small Area Plans (Arbor Pointe, I-494/Argenta Trail, Concord Boulevard, and 65th/Cahill), 2) continuing to acquire properties from willing sellers in regard to Concord Redevelopment, 3) researching possible financial assistance programs, and 4) identifying funding sources for continued EDA operations and activities. Staff requests EDA direction on issues they would like to focus on the remainder of this year.

Boardmember Hark asked if staff was still working on implementing a program to assist small businesses with the payment of SAC charges.

Mr. Link replied in the affirmative, stating it would be discussed at an upcoming work session.

President Piekarski Krech asked if the Metropolitan Council had enacted a change yet

Mr. Link was not sure, stating as of a couple weeks ago they were still working towards adoption.

Boardmember Tourville asked if the four work plan items were listed in order of priority.

Mr. Link replied they were listed in order of priority as far as staff was concerned; however, it was up to the EDA whether to accept that or do something else.

Boardmember Tourville did not see an advantage to having an order of priority.

President Piekarski Krech agreed.

Boardmember Hark asked if any work had been done into looking at ways to provide funding for the EDA.

Mr. Link stated that currently the EDA is funded out of the General Fund but establishing an EDA levy was another possibility. Staff could look for grants but very few were available for on-going EDA operations.

Boardmember Hark asked how other cities with similar populations funded their EDA's.

Mr. Link stated they researched that a couple years ago and his recollection was that some used the General Fund, some used EDA levies, and others used unique sources (i.e. funding from power companies, refineries). He advised they could update that study.

Boardmember Hark stated he was glad to see 'EDA funding' on the Work Plan as this body needs to get serious about funding if they want to be more aggressive with economic development activities.

President Piekarski Krech stated the EDA has had discussions in the past about an EDA levy but questioned whether they wanted to add another tax.

Motion by Tourville, second by Perry, to approve the 2018 EDA Work Plan Without Priorities.

Ayes: 4

Nays: 0 Motion carried

B. Hear Progress Plus Update

Jennifer Gale, Progress Plus, stated she would find the Progress Plus study on funding sources for EDA's. She summarized last quarter's activities. They met with South St. Paul Futures about expanding their footprint of lending money to small businesses. They are talking about meeting with Inver Grove Heights and other surrounding communities in this regard. Progress Plus is also developing a marketing piece targeted to breweries and tap rooms for the City of South St. Paul and would be happy to do the same for Inver Grove Heights. They have completed the migration of information from Xceligent to MNCAR Exchange. They have been promoting successful businesses and the Town Hall meeting on social media and on the weekly update section. They have also been promoting the 'Open To Business' program and are looking to do a 'Lunch and Learn' at the end of the summer in which an 'Open To Business' representative would meet with the local business community to discuss the services offered.

During one of their Grow Minnesota visits an individual stated that their property taxes have increased enough now that it is affecting their decisions on how large they build their buildings. They are now second guessing whether they want to build a future expansion. Another individual indicated that they found the variance process difficult to navigate and expensive and they wished there was someone to help them through the various steps and regulations when applying for a permit. Progress Plus met with Paramount Real Estate Corporation regarding their marketing efforts and McGough regarding their proposed development. She advised they have the ability to create professional looking, inexpensive marketing pieces and the EDA was welcome to take advantage of those services. They also have the ability to list City properties on their website at no additional charge. She advised they are willing to help put together information in an easy format to assist businesses with the development process.

Boardmember Hark asked Ms. Gale if she had done that for other cities.

Ms. Gale replied in the affirmative.

Boardmember Hark asked Ms. Gale to provide EDA members with a copy of what those documents looked like.

INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY MEETING – May 14, 2018

Mr. Link noted the two informational memos included in the packet; a list of commercial and industrial activities for the First Quarter of 2018 and the 'Open To Business' quarterly report. He noted there were several existing or potential businesses that used the program this past quarter.

President Piekarski Krech asked if there was something more they could do to spotlight local businesses as many residents were not aware of their existence.

Mr. Link agreed that they should investigate putting together a marketing piece highlighting the various businesses and restaurants in town.

Ms. Gale advised that the CVB does a great job of showcasing restaurants on their Instagram site.

President Piekarski Krech suggesting coming up with more ways to reach out, such as having a link on the City's website where people could find out about local businesses and services in the City.

Ms. Gale advised that local business information could be included in the newly redesigned CVB website. All Inver Grove Heights businesses are welcome to submit information to Progress Plus if they want to be showcased on their website and on social media.

President Piekarski Krech suggested that Boardmembers pass that information along to business owners during their visits with them.

Boardmember Hark stated a business directory on the City's website would be beneficial.

Ms. Gale noted that while possible, it was difficult to keep such a directory current.

President Piekarski Krech stated it was incumbent on everyone to keep the site up-to-date and pass along information if they were aware of a business closing, etc.

5. NEXT MEETING: August 13, 2018 at 5:00 p.m.

6. ADJOURNMENT: Motion by Tourville, second by Hark, to adjourn. The meeting was adjourned by unanimous vote at 6:28 p.m.

**INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING
MONDAY, JULY 2, 2018 – 8150 BARBARA AVENUE**

1 & 2 CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met on Monday, July 2, 2018, in the City Hall Council Chambers. President Piekarski Krech called the meeting to order at 8:47 p.m. Present were Economic Development Authority Members Hark, Perry, Bartholomew, and Tourville; Executive Director Link, City Attorney Kuntz, and City Administrator Lynch.

3. REGULAR AGENDA

A. Consider Approval of Resolution Calling for Public Hearing

Tim Kuntz, City Attorney, advised that the City has been negotiating the purchase of the property located at 6639 Concord Boulevard, owned by Timothy and Barb Biljan. The EDA is being asked this evening to call for a public hearing to take place on July 23 at 6:30 p.m. in City Hall Council Chambers to discuss the creation of Economic Development District No. 11. Staff hopes to have a purchase agreement available that evening as well.

Motion by Hark, second by Perry, to approve Resolution 18-01 Calling for a Public Hearing to Consider the Creation of Economic Development District No. 11

Ayes: 5

Nays: 0 Motion carried

4. ADJOURNMENT: Motion by Tourville, second by Perry, to adjourn. The meeting was adjourned by unanimous vote at 8:48 p.m.

**INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING
MONDAY, JULY 23, 2018 – 8150 BARBARA AVENUE**

1 & 2 CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met on Monday, July 23, 2018, in the City Hall Council Chambers. President Piekarski Krech called the meeting to order at 6:30 p.m. Present were Economic Development Authority Members Hark, Perry, Bartholomew, and Tourville; Executive Director Link, City Attorney Kuntz, and City Administrator Lynch.

3. REGULAR AGENDA

A. Consider Property Acquisition of 6639 Concord Boulevard

Tim Kuntz, City Attorney, Attorney Kuntz reviewed the purpose of the meeting which was to conduct a public hearing on the consideration of the creation of Economic Development District No. 11 and consider the purchase agreement between the EDA and Timothy and Barbara Biljan for the property at 6639 Concord Boulevard.

There were no public comments.

Motion by Tourville, second by Hark, to close the public hearing.

Ayes: 5

Nays: 0 Motion carried

Motion by Tourville, second by Bartholomew, to approve Resolution 18-02 Approving the Creation of Economic Development District No. 11 and Resolution 18-03 Approving a Purchase Agreement Between the Inver Grove Heights EDA and Timothy and Barbara Biljan.

Ayes: 5

Nays: 0 Motion carried

4. ADJOURNMENT: Motion by Hark, second by Tourville, to adjourn. The meeting was adjourned by unanimous vote at 6:43 p.m.

City of Inver Grove Heights EDA Operations Fund 290

Budget vs Actual through 6/30/18

Account Description	2018 Amended Budget	6/30/18 Actual	Budget Remaining
Investment Earnings	200.00	913.77	(713.77)
Operating Transfers In	83,100.00	-	83,100.00
Total Revenue	83,300.00	913.77	82,386.23
Personnel	17,800.00	8,745.81	9,054.19
Prof/Tech Services	88,900.00	11,766.35	77,133.65
Purchased Services	400.00	199.98	200.02
Other Purchased Services	13,400.00	7,565.40	5,834.60
Supplies	100.00	-	100.00
Total Expenditure	120,600.00	28,277.54	92,322.46
Fund 290 Surplus (Deficit)	(37,300.00)	(27,363.77)	9,936.23

Claim on Cash

107,447.31



City of Inver Grove Heights

Account Detail

Date Range: 4-28-18 - 7-27-18

Fund: 290 - EDA Operations					
290.100.1010199					
Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
4/1/2018	PYPKT01278 - PR 04/27/18: 4/7/2018-4/20/2018	Agrees to Previous report ending 4/27/18			113,600.39
05/01/2018	JN08959	1st Quarter Interest Allocation		4.78	113,605.17
05/01/2018	PYPKT01283 - PR 05/11/18: 4/21/2018-5/4/2018	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(1.36)	113,603.81
05/11/2018	223927	May Budget Allocations & Depreciation		(74.99)	113,528.82
05/15/2018	223969	Payroll		(658.26)	112,870.56
05/22/2018	223969	SRF CONSULTING GROUP, INC SEC REI PMT	03465 - SRF CONSULTING GROUP, INC	(2,066.13)	110,804.43
05/22/2018	223969	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(0.26)	110,804.17
05/22/2018	223969	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(0.89)	110,803.28
05/22/2018	PYPKT01286 - PR 05/25/18: 5/5/2018-5/18/2018	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(1.36)	110,801.92
05/25/2018	JN09164	Payroll		(718.95)	110,082.97
06/01/2018	224147	Rec June Allocations		(74.99)	110,007.98
06/05/2018	PYPKT01291 - PR 06/08/18: 5/19/2018-6/1/2018	LEVANDER, GILLEN & MILLER P.A. SEC REI PMT	00538 - LEVANDER, GILLEN & MILLER P.A.	(384.00)	109,623.98
06/08/2018	PYPKT01297 - PR 06/22/18: 6/2/2018-6/15/2018	Payroll		(658.26)	108,965.72
06/22/2018	224400	Payroll		(659.72)	108,306.00
06/27/2018	224452	SRF CONSULTING GROUP, INC SEC REI PMT	03465 - SRF CONSULTING GROUP, INC	(858.69)	107,447.31
07/02/2018	224463	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(1.36)	107,445.95
07/02/2018	PYPKT01299 - PR 07/06/18: 6/16/2018-6/29/2018	LILLIE SUBURBAN NEWSPAPERS SEC REI PMT	00543 - LILLIE SUBURBAN NEWSPAPERS	(31.63)	107,414.32
07/06/2018	224538	Payroll		(658.26)	106,756.06
07/11/2018	PYPKT01307 - PR 07/20/18: 6/30/2018-7/13/2018	LEVANDER, GILLEN & MILLER P.A. SEC REI PMT	00538 - LEVANDER, GILLEN & MILLER P.A.	(8.00)	106,748.06
07/20/2018	224702	Payroll		(662.96)	106,085.10
07/25/2018	224709	Payroll	05915 - UNITED STATES TREASURY	(0.24)	106,084.86

City of Inver Grove Heights EDA Acquisitions Fund 291

Revenues Over (Under) Expenditures by Project

Project costs to Date as of 6/30/18

Project	Revenues	Expenditures	Revenue Over (Under) Expenditures
E001 - Golf Course Land Purchase	353,485.52	358,535.52	(5,050.00)
E002 - 8195 Babcock Trail	356,879.70	218,379.70	138,500.00
E003 - 6671 Concord	159,942.39	159,951.72	(9.33)
E004 - 6685 Concord	139,503.54	139,512.87	(9.33)
E005 - River Country Cooperative	682,448.90	682,448.90	-
E006 - 6845 Dixie Ave	337,485.79	337,489.46	(3.67)
E007 - 4196 68th St E	228,183.18	228,199.75	(16.57)
E008 - 6639 Concord	-	16,245.75	(16,245.75)
E009 - 6656 Doffing	-	450.00	(450.00)
E010 - McPhillips	388,529.13	500,718.08	(112,188.95)
E011 - 6863 Dickman Trail	-	3,000.00	(3,000.00)
E012 - 6840 Dixie Ave E	-	21,958.88	(21,958.88)
E013 - 6900 & 6910 Dixie Ave	274,558.84	274,581.32	(22.48)
E014 - 6653 Concord Blvd	217,030.67	217,040.00	(9.33)
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 6/30/18
(168,542.83)
1,138,500.00

Claim on Cash

E002 - Land Available for Sale

E002 - Loan from Host Community Fund for Land Purchase

1,000,000.00



City of Inver Grove Heights

Account Detail
Date Range: 4-28-18 - 7-27-18

Fund: 291 - EDA Acquisitions
[291.100.1010199](#)

Post Date	Source Transaction	Claim on Cash	Description	Vendor	Amount	Running Balance
04/30/2018	JN08899		Agrees to Previous report ending 4/27/18			(216,239.73)
05/01/2018	223719		4/2018 CITY UP		-46.68	(216,286.41)
05/30/2018	JN09017		DAKOTA CTY PROP TAXATION & RECORDS SEC REI PMT	08134 - DAKOTA CTY PROP TAXATION & RECORDS	-2956.9	(219,243.31)
05/31/2018	ACH Deposits May 2018		5/2018 CITY UP		-3.95	(219,247.26)
05/31/2018	JN09161		CLPKT03998		138529.13	(80,718.13)
06/13/2018	224243		Corr May Legal Fees		-300	(81,018.13)
06/27/2018	224369		LANDMARK ENVIRONMENTAL, LLC SEC REI PMT	07411 - LANDMARK ENVIRONMENTAL, LLC	-8270.75	(89,288.88)
06/27/2018	224371		LANDMARK ENVIRONMENTAL, LLC SEC REI PMT	07411 - LANDMARK ENVIRONMENTAL, LLC	-812.5	(90,101.38)
06/27/2018	224383		LLOYD'S CONSTRUCTION SERVICES INC SEC REI PMT	07795 - LLOYD'S CONSTRUCTION SERVICES INC	-78250	(168,351.38)
06/30/2018	JN09208		MIN POLLUTION CONTROL AGENCY SEC REI PMT	00646 - MIN POLLUTION CONTROL AGENCY	-187.5	(168,538.88)
			6/2018 CITY UT PYMNTS		-3.95	(168,542.83)

**MEMO
CITY OF INVER GROVE HEIGHTS**

TO: Inver Grove Heights Economic Development Authority
FROM: Thomas J. Link, Director of Community Development 
DATE: August 3, 2018 for EDA Meeting of August 13, 2018
SUBJECT: 2019 EDA Budget

PURPOSE/ACTION REQUESTED

The Inver Grove Heights Economic Development Authority (EDA) is to consider making a recommendation to the City Council regarding the draft 2019 EDA budget.

ANALYSIS

The 2019 EDA budget request includes \$700 for a recording secretary. This person would prepare meeting minutes, similar to the request in the Planning budget for a recording secretary for the Planning Commission.

Professional services includes \$5,000 for the City Attorney. This request, which reflects expenditures in recent years, is reduced from the 2018 budget. Legal services are necessary for various issues, such as financial assistance programs, business subsidy policy, and regular attendance at EDA meetings.

Professional services continues to include \$6,900 for the Minneapolis Consortium of Community Developers' 'Open to Business' program. It also includes \$35,000 for economic development consultant services. In the past, the EDA has used these funds for the Concord Neighborhood, retail market analysis of Arbor Pointe, and the current railroad quiet zone study. 2019 expenses will probably focus on a small area plan, such as the Arbor Pointe commercial neighborhood. This plan could address issues relating to the real estate market, financing, transportation, land use concepts, densities, and implementation.

Other services include the occasional publication of public hearing notices, membership in the Economic Development Association of Minnesota (EDAM) and the River Heights Chamber of Commerce, and attendance at the EDAM conference, public finance seminar, and Chamber of Commerce and Progress Plus annual meetings. Similar to last year, the proposed budget includes Progress Plus membership of \$5,000 and \$3,000 for other services, such as the real estate search software.

The total 2019 EDA draft budget is \$75,400 compared to the 2018 budget of \$83,300.

CONCLUSION

Staff recommends approval of the Economic Development Authority's draft 2019 budget, as attached.

Enc: Proposed 2019 EDA Budget

cc: Jennifer Gale, Progress Plus

City of Inver Grove Heights

Proposed 2019 Budget

EDA Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Intergovernmental	(640,000)	0	0	0	0	0
Miscellaneous Revenues	375	198	200	0	0	0
Other Financing Sources	(1,616,443)	94,100	83,100	75,400	0	76,300
Total Revenue	(2,256,068)	94,298	83,300	75,400	0	76,300
Personnel	16,919	17,756	17,800	17,200	0	17,000
Prof/Tech Services	(227,019)	18,262	88,900	47,000	0	47,900
Purch Svcs - Prop/Equip	(86)	300	400	500	0	500
Other Purchased Services	25,575	7,868	13,400	10,600	0	10,800
Supplies	0	0	100	100	0	100
Total Expense	(184,612)	44,185	120,600	75,400	0	76,300

Revenues Over (Under) Expenses

(37,300) 0 0 0

Increase (Decrease) In Cash

(37,300) 0 0 0

City of Inver Grove Heights

Proposed 2019 Budget

EDA 290

Acct Number	Account Description	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
10100	REGULAR FULL-TIME	13,342	13,692	13,600	12,600		
10300	TEMPORARY EMPLOYEES	0	0	0	700		
10400	OVERTIME	0	180	500	0		
20100	FLEX. COMP. SPENDING	463	463	400	500		
20300	EMPLOYER SOCIAL SECURITY	738	800	800	900		
20350	EMPLOYER MEDICARE	185	191	200	200		
20400	EMPLOYER PERA	964	1,001	1,100	1,000		
20600	MEDICAL INSURANCE	950	973	1,100	1,100		
20620	LIFE INSURANCE	18	20	0	0		
20630	LTD INSURANCE	34	35	0	100		
20750	WORKERS COMPENSATION	100	100	100	100		
20800	COMPENSATED ABSENCES	125	299	0	0		
Personnel		16,919	17,756	17,800	17,200	0	17,000
30150	FISCAL CONSULTANTS	108	0	0	0		
30420	CORPORATE	(38,747)	1,132	10,000	5,000		
30550	FLEX/COMP ACCOUNT FEE	25	19	100	100		
30700	OTHER PROFESSIONAL SERVICES	(188,404)	17,111	78,800	41,900		
Prof/Tech Services		(227,019)	18,262	88,900	47,000	0	47,900
40010	GAS UTILITY SERVICES	(19)	0	0	0		
40020	ELECTRIC UTILITY SERVICES	(227)	0	0	0		
40030	STORM WATER UTILITY SERVICE	(141)	0	0	0		
40075	CITY FACILITIES ALLOCATION	300	300	400	500		
Purch Svcs - Prop/Equip		(86)	300	400	500	0	500
50019	INSURANCE ALLOCATION	400	100	400	100		
50025	ADVERTISING/PUBLISHED NOTICES	(468)	0	3,500	1,000		
50070	DUES, LICENSES & SUBSCRIPTIONS	25,598	7,483	8,600	8,600		
50080	CONFERENCES AND SEMINARS	45	285	900	900		
Other Purchased Services		25,575	7,868	13,400	10,600	0	10,800

City of Inver Grove Heights

Proposed 2019 Budget

EDA 290

Acct Number	Account Description	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
3308500	STATE GRANTS	(640,000)	0	0	0		
Intergovernmental		(640,000)	0	0	0	0	0
3610000	INVESTMENT EARNINGS	382	198	200	0		
3660000	OTHER REIMBURSEMENTS	(7)	0	0	0		
Miscellaneous Revenues		375	198	200	0	0	0
3911000	OPERATING TRANSFERS IN	(958,671)	94,100	83,100	75,400	0	
3911001	INTERNAL TRANSFER ONLY	(657,772)	0	0	0	0	
Other Financing Sources		(1,616,443)	94,100	83,100	75,400	0	76,300
Total Revenue		(2,256,068)	94,298	83,300	75,400	0	76,300