



**INVER GROVE HEIGHTS
ECONOMIC DEVELOPMENT AUTHORITY AGENDA
MONDAY, MAY 13, 2019
CITY HALL COUNCIL CHAMBERS
5:30 P.M.**

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

- A. Consider Approval of Minutes from the February 11, 2019 Regular Economic Development Authority Meeting
- B. Consider Approval of Claims

4. REGULAR AGENDA

- A. Presentation on Municipal Development Financial Tools. Jason Aarsvold, Senior Municipal Advisor, Ehlers Public Finance
- B. Discussion on Disposition of City Property for Economic Development Purposes. Heather Rand, Community Development Director, City of Inver Grove Heights
- C. Update on Progress Plus Development Foundation. Jennifer Gale, President, River Heights Chamber of Commerce
- D. Executive Director's Report

5. NEXT MEETING – August 12, 2019

6. ADJOURN

**INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING
MONDAY, FEBRUARY 11, 2019 – 8150 BARBARA AVENUE**

1 & 2 CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met on Monday, February 11, 2019, in the City Hall Council Chambers. Vice-President Bartholomew called the meeting to order at 5:30 p.m. Present were Economic Development Authority Members Dietrich, Perry, and Tourville; City Attorney Kuntz, Finance Director Smith, City Administrator Lynch, and Secretary Fox. President Piekarski-Krech was absent.

3. CONSENT AGENDA

A. Minutes

Motion by Tourville, second by Perry, to approve the minutes from the November 13, 2018 Regular Economic Development Authority Meeting

Ayes: 3

Nays: 0

Abstention: 1 (Dietrich) Motion carried

B. Claims

Motion by Tourville, second by Perry, to approve the disbursements from November 14, 2018 to February 11, 2019.

Ayes: 4

Nays: 0 Motion carried

4. REGULAR AGENDA

A. Election of Officers

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

Ayes: 4

Nays: 0 Motion carried

B. Open To Business Year-End Report

Laurie Crow, Dakota County Business Advisor for 'Open to Business', summarized the year-end report. She advised that use of the program increased in 2018. In order to better market the program, they hired a public relations firm to help write print and digital ads that cities can use to promote 'Open To Business'. Ms. Crow advised that she met with 120 clients in 2018 and anticipates exceeding that number in 2019. They did over \$500,000 of direct lending, and over \$6M of facilitated lending, in Dakota County. They have seen an increase in larger projects, their main source of referral has been from the cities themselves, and service-related businesses are still the biggest users. She advised that their organization has grown; they anticipate being throughout the entire twin cities area by mid-year. It is important to get the word out to businesses that this program exists, and to let them know that the program is not just for start-ups but also for existing businesses.

Boardmember Bartholomew asked if 'Open To Business' did any loan activity for Inver Grove Heights businesses.

Ms. Crow replied there was no direct lending done in Inver Grove Heights.

Boardmember Bartholomew encouraged them to figure out a way to increase use of the program.

Boardmember Tourville urged Boardmembers to continue to refer people to this program for both financial and technical assistance.

Ms. Crow stated they are constantly looking for creative ways to raise awareness of the program and continuously retrain themselves to help support all aspects of owning a business.

Boardmember Tourville hoped that 'Open To Business' recognized the need to increase their staff after contracting with several additional cities and counties.

Ms. Crow replied that they have already increased their staff to meet those needs, and have also contracted out for assistance with public relation pieces, ads, etc.

C. Market Update

Peter Tanis, Newmark Knight Frank, gave a presentation on the office market trends in the Twin Cities area. He advised that co-working is a trend they are seeing right now, which is large co-location spaces that house many smaller businesses. Finding and retaining good employees is an on-going issue in this tight labor market. Office space location has become an important part of attracting talent, with people looking for public transit, access to housing, walkability, etc. Companies are also trying to be smarter about their footprint and cost of real estate and are migrating from suburban to urban areas. Currently the main land acquisitions are for multi-family housing or industrial development. Retail is the most confusing asset class right now, largely due to the e-commerce effect. Many developers are converting larger big box retail spaces into alternatives uses. Access and proximity to other retailers is a big driver in the retail world. The big drivers in industrial today are distribution and clear height.

Boardmember Bartholomew questioned how the market trends would apply to land in Inver Grove Heights, particularly open parcels by our Target store and near Argenta Trail/I-494. He hoped there would be some spillover effect from the Vikings Lake development.

Mr. Tanis replied that typically activity creates other activity. He advised that suburban retail outlots can be challenging and he felt the industrial side was an important place to focus.

Boardmember Bartholomew stated perhaps they should consider multi-family housing for some of their available open space since it's a hot market right now.

Mr. Tanis agreed, stating it's important to drive progress by incentivizing.

Mr. Kuntz asked Mr. Tanis to give examples of the industrial uses he had in mind.

Mr. Tanis responded that the industrial development they are seeing right now is distribution high-bay warehouse space.

Mr. Kuntz asked if there was a typical ratio of square footage to employees.

Mr. Tanis replied that distribution centers have a lower personnel count.

D. PROGRESS PLUS UPDATE

Mr. Lynch advised that Jennifer Gale was unable to attend tonight's meeting, but he would try to answer any questions regarding the information provided in the packet.

Boardmember Bartholomew asked Mr. Lynch to elaborate on what Progress Plus is doing regarding GrowMN.

Mr. Lynch advised that GrowMN is a program designed to help grow the state's economy and works in partnership with chambers of commerce and Progress Plus. During the GrowMN visits they try to learn about the business, learn what their challenges are, and ask if there are ways GrowMN can assist them.

Boardmember Bartholomew asked if Inver Grove Heights had an interest in having a presence on the MNCAR website.

Mr. Lynch replied in the affirmative, stating it would be a priority item for the new community development director.

Boardmember Tourville stated it was important to share information gleaned from meetings with business owners/retention visits/surveys and to use that data to determine appropriate follow-up actions.

5. NEXT MEETING: May 13, 2019.

6. ADJOURNMENT: Motion by Perry, second by Tourville, to adjourn. The meeting was adjourned by unanimous vote at 6:10 p.m.

City of Inver Grove Heights EDA Operations Fund 290

Budget vs Actual through 3/31/19

Account Description	2019 Amended		3/31/19 Actual	Budget Remaining
	Budget			
Investment Earnings	-	142.88		(142.88)
Operating Transfers In	75,100.00	-		75,100.00
Total Revenue	75,100.00	142.88		74,957.12
Personnel	16,900.00	3,383.35		13,516.65
Prof/Tech Services	47,000.00	13,934.70		33,065.30
Purchased Services	500.00	125.01		374.99
Other Purchased Services	10,600.00	501.99		10,098.01
Supplies	100.00	-		100.00
Total Expenditure	75,100.00	17,945.05		57,154.95
Fund 290 Surplus (Deficit)	-	(17,802.17)		(17,802.17)

Claim on Cash

162,071.71

3.B



City of Inver Grove Heights

Account Detail

Date Range: 01/01/2019 - 04/30/2019

Fund: 290 - EDA OPERATING

[290.100.1010199](#)

Claim on Cash

Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
01/01/2019	JN09833	Agrees to Previous report ending 12/31/18			179,825.11
01/04/2019	PYPKT01377 - PR 01/04/19: 12/15/2018-12/28/2018	Record January Allocations & Depreciation		-58.33	179,766.78
01/08/2019	226480	Payroll		-571.05	179,195.73
01/11/2019	226492	PROGRESS PLUS SEC REI PMT	01859 - PROGRESS PLUS	-7000	172,195.73
01/15/2019	226519	EDAM SEC REI PMT	06932 - EDAM	-285	171,910.73
01/18/2019	PYPKT01391 - PR 01/18/19: 12/29/2018-1/11/2019	GENESIS EMPLOYEE BENEFITS, INC SEC REI PMT	11063 - GENESIS EMPLOYEE BENEFITS, INC	-0.35	171,910.38
02/01/2019	PYPKT01399 - PR 02/01/19: 1/12/2019-1/25/2019	Payroll		-572.51	171,337.87
02/01/2019	JN10001	Payroll		-571.05	170,766.82
02/14/2019	PYPKT01402 - Non-Union Back Pay: 2/8/2019-2/8/2019	Record February Allocations & Depreciation		-58.33	170,708.49
02/15/2019	PYPKT01404 - PR 02/15/19: 1/26/2019-2/8/2019	Payroll		-26.94	170,681.55
02/15/2019	PYPKT01405 - Gundiach - Accrual Payout: 2/13/2019-2/13/2019	Payroll		-329.78	170,351.77
02/15/2019	PYPKT01406 - Gundiach - Personal Leave Payout to HCLSP: 2/13/2019-2/13/2019	Payroll		-840.3	169,511.47
02/26/2019	226908	GENESIS EMPLOYEE BENEFITS, INC SEC REI PMT	11063 - GENESIS EMPLOYEE BENEFITS, INC	-446.73	169,064.74
03/01/2019	JN10232	Record March Allocations		-0.35	169,064.39
03/05/2019	227001	DAKOTA CTY COMM DEV AGENCY SEC REI PMT	04629 - DAKOTA CTY COMM DEV AGENCY	-58.33	169,006.06
03/12/2019	227069	GENESIS EMPLOYEE BENEFITS, INC SEC REI PMT	11063 - GENESIS EMPLOYEE BENEFITS, INC	-6934	162,072.06
04/01/2019	JN10233	Record April Allocations		-0.35	162,071.71
04/09/2019	227340	LEVANDER, GILLEN & MILLER P.A. SEC REI PMT	00538 - LEVANDER, GILLEN & MILLER P.A.	-58.33	162,013.38
04/26/2019	PYPKT01436 - PR 04/26/19: 4/6/2019-4/19/2019	Payroll		-96	161,917.38
				-677.19	161,240.19

City of Inver Grove Heights EDA Acquisitions Fund 291

Revenues Over (Under) Expenditures by Project

Project costs to Date as of 3/31/19

Project	Revenues	Expenditures	Revenue Over (Under) Expenditures
E001 - Golf Course Land Purchase	358,578.30	358,578.30	-
E002 - 8195 Babcock Trail	356,905.62	218,405.62	138,500.00
E003 - 6671 Concord	159,962.76	159,968.28	(5.52)
E004 - 6685 Concord	139,523.91	139,529.43	(5.52)
E005 - River Country Cooperative	683,589.14	683,589.14	-
E006 - 6845 Dixie Ave	337,514.90	337,523.27	(8.37)
E007 - 4196 68th St E	228,210.79	228,216.31	(5.52)
E008 - 6639 Concord	518,849.91	518,856.76	(6.85)
E009 - 6656 Doffing	-	450.00	(450.00)
E010 - McPhillips	394,215.35	502,102.30	(107,886.95)
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	274,635.74	274,644.44	(8.70)
E014 - 6653 Concord Blvd	217,051.04	217,056.56	(5.52)
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 12/31/18

(149,346.43)

1,138,500.00

Claim on Cash

E002 - Land Available for Sale

Accounts Payable

E002 - Loan from Host Community Fund for Land Purchase

1,000,000.00



City of Inver Grove Heights

Account Detail

Date Range: 01/01/2019 - 04/30/2019

Fund: 291 - EDA ACQUISITIONS

[291.100.1010199](#)

CLAIM ON CASH

Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
01/08/2019	226463	Agrees to Previous report ending 12/31/18			(101,117.77)
01/15/2019	226560	EVERGREEN LAND SERVICES SEC REI PMT	04350 - EVERGREEN LAND SERVICES	-1347.38	-102465.15
01/31/2019	JN09943	NITTI ROLLOFF SERVICES, INC. SEC REI PMT	12545 - NITTI ROLLOFF SERVICES, INC.	-46823	-149288.15
02/28/2019	JN10066	1/2019 CITY UP		-50.37	-149338.52
03/31/2019	JN10155	2/2019 CITY UP		-5.72	-149344.24
04/02/2019	227240	3/2019 CITY BILLS		-2.19	-149346.43
04/18/2019	227240	DAKOTA CTY PROP TAXATION & RECORDS SEC REI PMT	08134 - DAKOTA CTY PROP TAXATION & RECORDS	-5039.12	-154385.55
04/23/2019	227433	DAKOTA CTY PROP TAXATION & RECORDS SEC REI PMT	08134 - DAKOTA CTY PROP TAXATION & RECORDS	5039.12	-149346.43
04/30/2019	JN10280	4/2019 CITY UP	08134 - DAKOTA CTY PROP TAXATION & RECORDS	-5039.12	-154385.55
				-49.34	-154434.89