



**INVER GROVE HEIGHTS
ECONOMIC DEVELOPMENT AUTHORITY AGENDA
TUESDAY, NOVEMBER 12, 2019
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 August 12, 2019 Regular Economic Development Authority Meeting

B. Consider Approval of Claims

4. REGULAR AGENDA

A. Consider Approval of 2020 EDA Work Plan. Heather Rand, EDA Executive Director

B. Executive Director's Report

5. NEXT MEETING – February 10, 2020

6. ADJOURN

**INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING
MONDAY, AUGUST 12, 2019 – 8150 BARBARA AVENUE**

1 & 2 CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met on Monday, August 12, 2019, 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, Dietrich, Perry, and Tourville; Executive Director Rand, City Attorney Kuntz, City Administrator Lynch, and Secretary Fox.

3. CONSENT AGENDA

A & B. Minutes and Claims

Motion by Tourville, second by Dietrich, to approve the minutes from the May 13, 2019 Regular Economic Development Authority Meeting and disbursements from May 14, 2019 to August 12, 2019.

Ayes: 5

Nays: 0 Motion carried

4. REGULAR AGENDA

A. Preliminary Work Plan Update Discussion

Executive Director Rand advised that in determining what economic development projects her team should focus on, she reviewed past work plans and received input from individual EDA members, the City's economic development partners, and the City Administrator. With additional input from the EDA she will bring back a work plan hopefully before the end of the year regarding opportunities to work toward. It is her understanding that the EDA would like her to continue to advance the Inver Pointe Business Park, Argenta Hills/McGough high-density housing project, and filling the vacant retail buildings in the Argenta Hills development area. She noted a resurgence of commercial activity in Arbor Pointe and stated that she is open to a future conversation regarding the retail mix in the City and marketing towards certain types of businesses and services that IGH is lacking. Staff is currently working on workforce housing projects at the South Grove site and the 6300 block of Concord Boulevard. Her understanding is that the EDA would also like her to market the City-owned properties at 70th/Babcock and 60th/Babcock. The interim president of Inver Hills Community College has agreed to accompany Director Rand on business retention visits to the City's ten largest employers. With business growth being so connected to the issue of workforce development, their joint visits should be helpful as the community college offers new programs, scholarships, continuing education, etc. The need for a variety of housing is also important as employers are having difficulty finding housing for employees they are recruiting. For the upcoming year she is hearing that the EDA would like her to continue business retention visits, step up the marketing of available properties in an organized way, and to try to recruit a large office or corporate headquarters for properties along the City's major transportation corridors. She feels it is important to not only continue the redevelopment opportunities along Concord Boulevard, but also to show some progress in the next year. In addition to a Dakota County CDA housing opportunity, she would like to see a market rate high-end apartment development. With the help of the right developer, and at least one marina owner, hopefully they can orientate the community more towards the riverfront. This amenity is currently being underutilized and she would like potential visitors to have a more direct access to the waterfront. If they had a mixed-use multi-tenant development along Concord it is possible that the developer would pick up some of the costs of additional public assets in exchange for some support. The goal is for a facelift on the waterfront and a sense of placemaking. Ms. Rand asked for input on the EDA's workplan.

Boardmember Bartholomew encouraged staff to continue to consider a mix of retail and housing for the Concord area and asked why the proforma for McGough at the Argenta Hills area was lagging.

Ms. Rand replied she is hearing from her contact at McGough that they are still interested, but just have a lot on their plate right now. She will continue trying to work with McGough and let them know it is a priority project. They are aware they are going to have to start getting very serious about their proforma if they want spring construction.

President Piekarski Krech looked forward to seeing some redevelopment progress along Concord as it had been in the works for quite some time.

B. Update on Progress Plus Development Foundation

Jennifer Gale, Progress Plus, summarized last quarter's activities. She highlighted a few items, including continued communications with United Properties and the abutting neighborhood in hopes of moving the proposed development forward, reaching out to Fine and Associates regarding the importance of having a development plan, arranging a meeting between Director Rand and the Minnesota Vikings, partnering with the Dakota Scott Workforce Center to plan the business and education partnership tour, met with the CDA to discuss potential projects, worked with Cerron Properties to assist in their marketing efforts for Salem Square, met with the Town Lake Retail Center tenants to assist them in filling the two vacancies, working with A Perfect Ash throughout the approval process and to help promote their business, and met with Protech about doing more business in IGH.

Ms. Gale advised that Progress Plus is still working on a 'Starting A Business' packet and will submit the completed document to Director Rand for her review. They are also working on a marketing campaign that highlights the positive aspects of development. Each month they will bring attention to a businessperson in the community, discuss why they moved into the community, show before and after photos, and remind people that development is beneficial for taxes, city services, other local businesses, and the school district. Ms. Gale discussed the various retention visits made over the summer.

President Piekarski Krech asked what the general feeling was on the retention visits.

Ms. Gale replied that she rarely hears complaints. The biggest challenge seems to be lack of workforce; therefore, Progress Plus is trying to strengthen their relationship with DCTC and Inver Hills to know what is being offered and make them aware of the community needs. Some companies have challenges navigating the start-up and permitting process, but once they are up and running things typically go well. They have received positive feedback regarding building inspectors.

President Piekarski Krech asked if business expansion was sometimes dependent on finding qualified employees.

Ms. Gale replied in the affirmative, stating much of the shortage is in unskilled jobs. They are partnering with the school district to relay to children, starting at the junior high level, the type of opportunities that will be available when they graduate. They are also encouraging employers not to require a four-year degree if one is not necessary.

C. Executive Director's Report

Executive Director Rand updated the EDA on a few specific projects that she and her team have been working on, including new housing subdivisions such as Amberwood and Windsor Ridge, with construction possibly starting this fall or next spring. 'Pinkville' has also resurfaced and staff has started conversations

INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY MEETING – August 12, 2019

with a developer interested in an estate lot housing development which would require the acquisition of additional property. Director Rand noted that there has been some interest by AmericInn to purchase a small portion of the City property along Highway 52 for their park-and-ride business, but they were not able to commit to any hotel expansion at this time or a reasonable acquisition cost. This is prime real estate with great visibility, and she envisions something large and grand along that transportation corridor such as a high visibility office with distribution center or corporate headquarters.

President Piekarski Krech asked Director Rand if she was working with the State to acquire the parcels in that area that are owned by MNDOT.

Executive Director Rand replied that she will look into that, but for now the City made the decision to pass on the sale of property for the park-and-ride as this is a high-profile property with great opportunities in terms of developing a tax base.

Boardmember Tourville advised that MNDOT is in the process of reevaluating all excess property they own that is five acres or larger to determine whether they should sell it or retain it.

President Piekarski Krech encouraged Director Rand to keep the conversation going with MNDOT and stated perhaps our representatives should get involved as well.

Executive Director Rand asked boardmembers to encourage local businesses to contact her if they are considering expansion and would like input on potential sites. She is currently working with her team to find additional space for a local meat market and car dealership.

5. NEXT MEETING: November 12, 2019.

6. ADJOURNMENT: Motion by Perry, second by Dietrich, to adjourn. The meeting was adjourned by unanimous vote at 6:09 p.m.

City of Inver Grove Heights EDA Operations Fund 290

Budget vs Actual through 6/30/19

Account Description	2019 Amended Budget	9/30/19 Actual	Budget Remaining
Investment Earnings	-	206.52	(206.52)
Operating Transfers In	75,100.00	-	75,100.00
Total Revenue	75,100.00	206.52	74,893.48
Personnel	16,900.00	11,238.96	5,661.04
Prof/Tech Services	47,000.00	16,051.33	30,948.67
Purchased Services	500.00	375.03	124.97
Other Purchased Services	10,600.00	556.39	10,043.61
Supplies	100.00	-	100.00
Total Expenditure	75,100.00	28,221.71	46,878.29
Fund 290 Surplus (Deficit)	-	(28,015.19)	(28,015.19)

Claim on Cash

151,858.69

3.B.



City of Inver Grove Heights

Account Detail

Date Range: 06/01/2019 - 10/31/2019

Fund: 290 - EDA OPERATING

[290.100.1010199](#)

Claim on Cash

Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
06/01/2019	JN10471	Agrees to Previous report ending 6/30/19		-58.33	157232.14
06/07/2019	PYPKT01452 - PR 06/07/19: 5/18/2019-5/31/2019	Record Allocations & Depreciation - June 2019		-647.44	159879.21
06/11/2019	DFT0010203	Packet PYPKT01452: PR 06/07/19 - IFT	11726 - WELLS FARGO CREDIT CARD ACH	-4.42	159231.77
		WELLS FARGO CREDIT CARD ACH SEC REI PMT			159227.35
06/19/2019	227980	GENESIS EMPLOYEE BENEFITS, INC SEC REI PMT	11063 - GENESIS EMPLOYEE BENEFITS, INC	-1.12	159226.23
06/19/2019	228001	LEVANDER, GILLEN & MILLER P.A. SEC REI PMT	00538 - LEVANDER, GILLEN & MILLER P.A.	-120	159106.23
06/21/2019	PYPKT01458 - PR 06/21/19: 6/1/2019-6/14/2019	Packet PYPKT01458: PR 06/21/19 - IFT		-649.09	158457.14
06/26/2019	228073	EHLERS AND ASSOCIATES, INC. SEC REI PMT	02886 - EHLERS AND ASSOCIATES, INC.	-1225	157232.14
07/01/2019	JN10475	Record Allocations & Depreciation - July 2019		-58.33	157173.81
07/01/2019	JN10803	Record 2nd Qtr Interest Allocation		12.38	157186.19
07/05/2019	PYPKT01463 - PR 07/05/19: 6/15/2019-6/28/2019	Packet PYPKT01463: PR 07/05/19 - IFT		-647.44	156538.75
07/17/2019	228375	UNITED STATES TREASURY SEC REI PMT	05915 - UNITED STATES TREASURY	-0.24	156538.51
07/19/2019	PYPKT01471 - PR 07/19/19: 6/29/2019-7/12/2019	Packet PYPKT01471: PR 07/19/19 - IFT		-649.09	155889.42
08/01/2019	JN10698	Record Allocations & Depreciation - August 2019		-58.33	155831.09
08/02/2019	PYPKT01478 - PR 08/02/19: 7/13/2019-7/26/2019	Packet PYPKT01478: PR 08/02/19 - IFT		-647.44	155183.65
08/07/2019	228572	GENESIS EMPLOYEE BENEFITS, INC SEC REI PMT	11063 - GENESIS EMPLOYEE BENEFITS, INC	-0.77	155182.88
08/16/2019	PYPKT01487 - PR 08/16/19: 7/27/2019-8/9/2019	Packet PYPKT01487: PR 08/16/19 - IFT		-649.09	154533.79
08/30/2019	PYPKT01495 - PR 08/30/19: 8/10/2019-8/23/2019	Packet PYPKT01495: PR 08/30/19 - IFT		-647.44	153886.35
08/31/2019	DFT0010374	LEVANDER, GILLEN & MILLER P.A. SEC REI PMT	00538 - LEVANDER, GILLEN & MILLER P.A.	-671	153215.35
09/01/2019	JN10699	Record Allocations & Depreciation - September 2019		-58.33	153157.02

09/13/2019	PYPKT01503 - PR 09/13/19: 8/24/2019-9/6/2019	Packet PYPKT01503: PR 09/13/19 - IFT	11063 - GENESIS EMPLOYEE BENEFITS, INC	-647.44	152509.58
09/18/2019	228985	GENESIS EMPLOYEE BENEFITS, INC SEC REI PMT		-0.77	152508.81
09/18/2019	228985	GENESIS EMPLOYEE BENEFITS, INC SEC REI PMT	11063 - GENESIS EMPLOYEE BENEFITS, INC	-0.26	152508.55
09/18/2019	228985	GENESIS EMPLOYEE BENEFITS, INC SEC REI PMT	11063 - GENESIS EMPLOYEE BENEFITS, INC	-0.77	152507.78
09/27/2019	PYPKT01509 - PR 09/27/19: 9/7/2019-9/20/2019	Packet PYPKT01509: PR 09/27/19 - IFT		-649.09	151858.69
10/01/2019	JN10802	Record budget allocations & depreciation - October		-58.33	151800.36
10/11/2019	PYPKT01520 - PR 10/11/19: 9/21/2019-10/4/2019	Packet PYPKT01520: PR 10/11/19 - IFT		-647.44	151152.92
10/25/2019	PYPKT01527 - PR 10/25/19: 10/5/2019-10/18/2019	Packet PYPKT01527: PR 10/25/19 - IFT		-649.09	150503.83
10/29/2019	229411	GENESIS EMPLOYEE BENEFITS, INC SEC REI PMT	11063 - GENESIS EMPLOYEE BENEFITS, INC	-0.77	150503.06

City of Inver Grove Heights EDA Acquisitions Fund 291

Revenues Over (Under) Expenditures by Project

Project costs to Date as of 6/30/19

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	159,979.86	(17.10)
E004 - 6685 Concord	139,523.91	139,541.01	(17.10)
E005 - River Country Cooperative	683,589.14	683,589.14	-
E006 - 6845 Dixie Ave	337,514.90	337,540.85	(25.95)
E007 - 4196 68th St E	228,210.79	228,227.89	(17.10)
E008 - 6639 Concord	518,849.91	525,410.00	(6,560.09)
E009 - 6656 Doffing	-	450.00	(450.00)
E010 - McPhillips	394,215.35	502,128.12	(107,912.77)
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	274,648.04	(12.30)
E014 - 6653 Concord Blvd	217,051.04	217,068.14	(17.10)
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 9/30/19

Claim on Cash

(155,992.99)

E002 - Land Available for Sale

1,138,500.00

Accounts Payable

-

E002 - Loan from Host Community Fund for Land Purchase

1,000,000.00



City of Inver Grove Heights

Account Detail

Date Range: 06/01/2019 - 10/31/2019

Fund: 291 - EDA ACQUISITIONS

[291.100.1010199](#)

CLAIM ON CASH

Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
06/30/2019	JN10441	Agrees to Previous report ending 6/30/2019			-154437.08
07/31/2019	JN10573	6/2019 CITY UP		-2.19	-154439.27
08/31/2019	JN10684	07 2019 city up		-49.34	-154488.61
09/18/2019	229021	8/2019 CITY UP		-2.19	-154490.8
		NITTI ROLLOFF SERVICES, INC. SEC REI PMT	12545 - NITTI ROLLOFF SERVICES, INC.	-670	-155160.8
09/18/2019	229021				
		NITTI ROLLOFF SERVICES, INC. SEC REI PMT	12545 - NITTI ROLLOFF SERVICES, INC.	-830	-155990.8
09/30/2019	JN10746	9/2019 CITY UP		-2.19	-155992.99
10/31/2019	JN10864	10/2019 city up		-49.34	-156042.33

INVER GROVE HEIGHTS EDA 2020 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 opportunities and challenges may arise throughout the year that may impact work plan outcomes.

Identify & Support Smart, High-Value Growth Opportunities

1. Conduct business retention & expansion (BRE) visits with city's 15 largest private sector employers to determine how best to support their continued growth in our community.
2. Establish "shovel ready certified" development sites for new corporate office headquarters and warehouse/distribution centers that may be directly marketed to site search consultants, brokers and businesses via annual broker tour and other events.
3. Maximize the economic development opportunities that may result from proposed state and county transportation infrastructure investment.
4. Advance the redevelopment of Concord Boulevard to improve the riverfront experience for both residents and visitors which will lead to increased private sector investment along this very important, historic city corridor.

Support The Development Of A Variety of Housing Types

1. Work with the Inver Grove Heights Housing Committee to explore the potential of partnering with Habitat for Humanity or similar non-profit to develop an affordable, single-family housing project.
2. Partner with Dakota Community Development Authority (CDA) to develop a Workforce Housing Project at 66th and Concord Boulevard.
3. Explore development of the South Grove Site as a workforce housing project.
4. Prepare marketing materials for city surplus land that is zoned for residential uses including high density, market rate and/or senior housing.

Continue To Advance A Business Friendly Approach Toward Development

1. Evaluate effectiveness of the December 2019 implementation of Cityview Portal that allows public to apply for routine construction permits and rental housing permits on the city website. Implement small Cityview system ad-on improvements as feasible.
2. Evaluate the value of implementing comprehensive electronic plan review among multi-city department divisions (planning, engineering, code compliance, building inspection, fire marshal) for the purpose of improving efficiency and facilitating faster decision-making by staff.
3. Review city's multi-department building permit/site review process for the purpose of creating and implementing process efficiencies.
4. Improve city's economic development website pages and work with city communications division and other partners on creating a new, comprehensive city marketing campaign.