INVER GROVE HEIGHTS
ECONOMIC DEVELOPMENT AUTHORITY AGENDA
MONDAY, NOVEMBER 9, 2020
In-Person Meeting and Via Zoom
6:00 P.M.

NOTICE TO RESIDENTS: If you are interested in participating in the meeting, please contact Kim Fox prior to this meeting via telephone (651) 450-2545 or email (**kfox@ighmn.gov**) to inform her - your name, address and to what you wish to speak on. Individuals may submit written public comments in advance of the meeting by emailing comments to Kim Fox (kfox@ighmn.gov). Comments received prior to 4:00 p.m. on Friday, November 6, 2020 will be provided to the EDA at or before the November 9, 2020 meeting.
Phone Number to Reach Meeting: 651-450-2471

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **CONSENT AGENDA**

   A. Consider Approval of Minutes from the August 10, 2020 Regular Economic Development Authority Meeting

   B. Consider Approval of Minutes from the September 14, 2020 Special Economic Development Authority Meeting

   C. Consider Approval of Minutes from the October 5, 2020 Special Economic Development Authority Meeting

   D. Consider Approval of Minutes from the October 26, 2020 Special Economic Development Authority Meeting

   E. Consider Approval of Claims

4. **REGULAR AGENDA**

   A. Introduction of Natalie Mouilso, Business Advisor, Dakota County 'Open to Business' Program, of Business Counseling Services for Inver Grove Heights Entrepreneurs and Small Business

   B. Consideration of Resolution Approving Issuance of RFP for Professional Planning Services for Small Area Plan for Portions of Area South of Hwy 55, East of Eagan Border, North of 86th Street W and West of Alverno Avenue W for Purposes of Guiding New Development

   C. Consideration of Resolution Approving Issuance of RFP for Sale of 1805 - 60th Street, a Residential Lot

5. **NEXT MEETING** – Special Meeting December 14, 2020 at 6 pm

6. **ADJOURN**

AGENDA ITEM 3A

INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING
MONDAY, AUGUST 10, 2020 – 8150 BARBARA AVENUE
****In-Person Meeting and Via Zoom****

1 & 2 CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met in special session both in-person and via zoom video conferencing on Monday, August 10, 2020. President Piekarski-Krech called the meeting to order at 6:15 p.m. Present were Economic Development Authority Members Bartholomew, Dietrich, Perry, and Tourville, Executive Director Rand, City Clerk Kiernan, Finance Director Hove, City Attorney Kuntz, Police Chief Chiodo, and Secretary Fox.

3. CONSENT AGENDA

A, B, & C. Minutes and Disbursements

Motion by Perry, second by Tourville, to approve the minutes from the May 26, 2020 Regular Economic Development Authority Meeting, the minutes from the June 8, 2020 Special Economic Development Authority Meeting, and disbursements from May 27, 2020 to August 10, 2020.

Ayes: 5
Nays: 0 Motion carried

4. REGULAR AGENDA

A. Consider EDA Budget 2021

Executive Director Rand presented the draft 2021 EDA budget. If approved by the EDA, it would then go to the City Council for final approval. She advised that the proposed 2021 EDA budget was a 1% increase over 2020, with a few minor reallocations being suggested to better align the available funding to meet the goals of the City Council Strategic Plan and the EDA Work Plan. She explained that $1,500 has been added to the Corporate line item, which is intended to cover anticipated legal expenses related to the new Affordable Housing Fund Program. There is also a proposed $8,000 increase in Professional Services to cover consultant expenses related to the sale of city property. Advertising/Published Notices has been increased by $4,000 to cover the expenses of participating in various marketing events. Dues, Licenses, and Subscriptions has been decreased by $10,800 as some of these funds have been reallocated to Advertising and Professional Services instead. This line item includes a $4,000 payment to Progress Plus versus the $8,000 that was contributed in 2020. Ms. Rand plans to work with the Chamber of Commerce/Progress Plus on refocusing and refreshing the partnerships' effectiveness for today's market. She is also recommending an increase of $1,000 for Conferences and Seminars to allow staff to network with developers, etc. to advance the City's economic development.

Boardmember Dietrich asked which services would be eliminated because of the reduced contribution to Progress Plus.

Ms. Rand replied that in the past the City was billed $8,000 a year. Given that the City of South St. Paul pays $3,000 a year, she suggested that IGH's dues be brought down to $4,000 a year. She cannot say which services might be eliminated as it will depend on what they choose to create for their new work plan.

Boardmember Dietrich asked if that conversation would take place prior to it coming before City Council.

Ms. Rand replied that the goal is to refresh the model that has been used in the past in terms of advertising by the end of the year.

DRAFT

Motion by Bartholomew, second by Tourville, to Recommend Adoption of the 2021 EDA Draft Budget for City Council Consideration

Ayes: 5
Nays: 0 Motion carried

B. Update by Eric Satre, Executive Director of Inver Grove Heights Convention and Visitors Bureau (CVB) on CVB Activities

Eric Satre, CVB Executive Director, provided a summary of the CVB's organization, structure, and goal to market and promote the City to visitors, and to maintain and stimulate the community's economic vitality. He advised that due to the pandemic, the leisure and travel hospitality industries have been hit especially hard. The IGH CVB is funded by lodging tax revenue and overall the CVB is forecasting a $50,000 loss of revenue for the year 2020. Since the IGH hotels target more leisure type travel and essential businesses (i.e. contract workers) versus conventions, concerts, etc., they have more stability than many other cities. Hotels are considered an essential business and therefore have remained open throughout the pandemic. One of his focuses is on communicating that to residents, visitors, and businesses. Some of the things the CVB did to accomplish this was placed an ad in the Chamber's *South Metro Living Guide* saying 'We Are Open When You Are Ready', they partnered with the Chamber to create a restaurant guide to educate residents on their hours, services provided, etc., and did a feature on Town Square Television called 'Open For Business' which highlighted how hospitality businesses are making adjustments to serve customers and how local residents have stepped up to support small businesses. Mr. Satre advised that he also worked with Townsquare television to create a winter highlight video featuring holiday lights, the hotels, Drkulas Bowl, Gertens, and Inver Grove Brewery; it was viewed 26,000 times on YouTube. He hopes to do a similar video for all four seasons. Another recent initiative is a video feature called 'Dining With VisitIGH' in which the CVB visits local restaurants and illustrates the atmosphere, food, and first impressions of those establishments. It is an inexpensive and effective resource. A city tourism map will be unveiled soon and will be placed at the four hotels, Chamber, VMCC, City Hall, and other locations free of charge. The map will include various destinations, such as restaurants convenience stores, retail, parks, major attractions, health clinics, etc. that guests are looking for when staying in IGH. These maps will also be included in mailings and can be requested online.

President Piekarski-Krech asked Mr. Satre if he had received any feedback on whether the different initiatives had succeeded in driving customers to their establishments.

Mr. Satre replied that the most common thing he is hearing from the restaurants is how grateful they are to the local community for visiting their establishments or getting takeout if they are not comfortable dining in yet.

Boardmember Bartholomew thanked Mr. Satre for his work, stating once the pandemic is over they will likely see results from the hard work done by the CVB.

5. NEXT MEETING: November 9, 2020 at 6:00 pm.

6. ADJOURNMENT: Motion by Tourville, second by Perry, to adjourn. The meeting was adjourned by unanimous vote at 6:39 p.m.

DRAFT

AGENDA ITEM 3B

INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING
MONDAY, SEPTEMBER 14, 2020 – 8150 BARBARA AVENUE
****In-Person Meeting and Via Zoom****

1 & 2 CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met in special session both in-person and via Zoom Video Conferencing on Monday, September 14, 2020. President Piekarski-Krech called the meeting to order at 6:15 p.m. Present were Economic Development Authority Members Bartholomew, Dietrich, Perry, and Tourville, Executive Director Rand, City Clerk Kiernan, Finance Director Hove, Police Chief Chiodo, City Attorney Kuntz, and Secretary Fox.

3. REGULAR AGENDA

A & B. Consider Acceptance of Transfer of Certain CARES Act Coronavirus Relief Funds from the City of IGH for the Establishment of Small Business and Nonprofit Assistance Programs and Approval of Resolution Establishing Nonprofit Assistance Program in Response to COVID-19 Public Health Emergency

Heather Rand, Executive Director, thanked the Board for agreeing to have a special EDA meeting tonight to act on COVID-related items that are time sensitive. She noted that on September 8 the City Council discussed an allocation plan for the $2.6 million CARES Act funding the City would be receiving from the Federal government. City Council identified a portion of those funds to be spent on providing economic support to the IGH community. Staff is suggesting that up to $270,000 of those funds be used to provide assistance to small businesses and up to $140,000 be used to provide assistance to eligible non-profits in our community. The League of Minnesota Cities is recommending that municipalities transfer the authority to administrate such grants and assistance to their EDA if they have one. The EDA is being asked to accept this responsibility for the CARES Act Funds and to establish a Non-Profit Assistance Program with the associated eligibility criteria and application form. Staff hopes to complete the application process as quickly as possible to help local businesses and non-profits. Applications for non-profit grant assistance are due by September 30.

Boardmember Bartholomew recommended also requiring a 990 and a Letter of Good Standing from the Secretary of State from 501(c)3's and 501(c)6's. He also would like clearer language regarding the eligibility period for expenses.

Ms. Rand agreed with Boardmember Bartholomew's suggestions, and asked Jessica Cook to address the period for qualifying expenses.

Jessica Cook, Ehlers, clarified that they could add language stating it must be funds which have been expended by September 30. She noted a typo in the second resolution under Item 1 in which it should state $20,000 rather than $10,000. She clarified that the only portion of the CARES Act funding that is getting allocated to the EDA is the portion for these two programs; the City is administering the other CARES Act funds.

Boardmember Bartholomew asked how the City would verify that the individual requesting funds has not received any PPP or EIDL money.

Ms. Cook replied that typically they would have the applicant sign an affidavit pledging that they have not received money for the same category of expenses. They are also asking for financial statements and they can cross check against the list of organizations that received DEED money.

DRAFT

Boardmember Bartholomew cautioned staff to keep a good eye on any of the PPP money that has been issued and what category it was expensed at to make sure there is no double-dipping. He anticipates this requiring a lot of work on the City's part.

Boardmember Tourville asked if Ehlers was agreeable with requiring a 990.

Ms. Cook replied that in her opinion it was an excellent idea.

Motion by Perry, second by Tourville, to Approve Resolution EDA 20-04 Accepting Transfer of Certain CARES Act Coronavirus Relief Funds from the City of IGH for the Establishment of Small Business and Nonprofit Assistance Programs

Ayes: 5
Nays: 0 Motion carried

Motion by Perry, second by Tourville, to Approve Resolution EDA 20-05 Establishing A Nonprofit Assistance Program in Response to COVID-19 Public Health Emergency

Ms. Cook asked the motioners to address the aforementioned typo regarding $20,000 versus $10,000.

Boardmembers Perry and Tourville amended their motion to include all the changes as discussed, including changing $10,000 to $20,000, requiring a 990 and Letter of Good Standing from nonprofits, and clarification that funds must be expended by September 30.

Ayes: 5
Nays: 0 Motion carried

C. CARES Act Small Business Program Update

Ms. Rand advised that the City is still waiting for the County Attorney to finalize the Joint Powers Agreement which will allow the City to move forward with the small business assistance grant program. The County, through their CDA, has already been reviewing applications. She suggested that a September 28 special EDA meeting be called as there may be some grant distributions ready for approval and it is important to get the funds out the door as soon as possible.

Motion by Tourville, second by Perry, to Call a Special EDA Meeting on September 28, 2020 at 6:15 p.m. to Discuss CARES Act Grant Fund Disbursements to Small Businesses.

Ayes: 5
Nays: 0 Motion carried.

4. NEXT MEETING: The next regularly scheduled meeting is November 9, 2020 at 6:00 p.m. The next special meeting will take place on September 28, 2020 at 6:15 p.m.

5. ADJOURNMENT: Motion by Perry, second by Tourville, to adjourn. The meeting was adjourned by unanimous vote at 6:38 p.m.

DRAFT

AGENDA ITEM 3C

INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING
MONDAY, OCTOBER 5, 2020 – 8150 BARBARA AVENUE
****In-Person Meeting and Via Zoom****

1 & 2 CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met in special session both in-person and via Zoom Video Conferencing on Monday, October 5, 2020. President Piekarski-Krech called the meeting to order at 5:45 p.m. Present were Economic Development Authority Members Bartholomew, Dietrich, Perry, and Tourville, Executive Director Rand, City Clerk Kiernan, Finance Director Hove, City Administrator Lynch, and Secretary Fox.

3. REGULAR AGENDA

A & B. Consider Resolution Approving a Subrecipient Agreement Between the IGH EDA and the Dakota County CDA for Collaboration of the Small Business Relief Grant Program and a Joint Powers Agreement Between the IGH EDA and the Dakota County CDA for Administration of the Small Business Relief Grant Program fund with CARES Act Funds

Heather Rand, Executive Director, advised that the EDA is being asked to consider approval of a Subrecipient Agreement and a Joint Powers Agreement that formalize the partnership arrangement between the EDA and the Dakota County Community Development Agency pertaining to administration of the Inver Grove Heights Small Business Relief Grant Program. Staff hopes to bring a request for distribution of funds to the next EDA meeting. Staff recommends approval of both resolutions.

Motion by Tourville, second by Perry, to Approve Resolution EDA 20-06 Accepting Subrecipient Agreement Between the IGH EDA and the Dakota County CDA for Collaboration of the Small Business Relief Grant Program Funded with Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds

Ayes: 5
Nays: 0 Motion carried

Motion by Perry, second by Tourville, to Approve Resolution EDA 20-07 regarding a Joint Powers Agreement Between the IGH EDA and the Dakota County CDA for Administration of the Small Business Relief Grant Program Funded with Coronavirus Aid, Relief, and Economic Security (CARES Act Funds

Ayes: 5
Nays: 0 Motion carried

4. NEXT MEETING: Ms. Rand asked if the EDA was amenable to calling a special EDA meeting on October 26 to discuss distribution of CARES Act Funds for small businesses and non-profits.

Motion by Perry, second by Bartholomew, to Schedule a Special EDA Meeting on October 26, 2020 at 5:30 p.m.

Ayes: 5
Nays: 0 Motion carried

The next regularly scheduled meeting is November 9, 2020 at 6:00 p.m.

5. ADJOURNMENT: Motion by Tourville, second by Perry, to adjourn. The meeting was adjourned by unanimous vote at 5:45 p.m.

DRAFT

AGENDA ITEM 3D

INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING
MONDAY, OCTOBER 26, 2020 – 8150 BARBARA AVENUE
****In-Person Meeting and Via Zoom****

1 & 2 CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met in special session both in-person and via Zoom Video Conferencing on Monday, October 26, 2020. 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 Clerk Kiernan, Finance Director Hove, City Administrator Lynch, and Secretary Fox.

3. REGULAR AGENDA

A & B. Consider Resolution Approving the Distribution of Up to $98,703 Total in CARES Act Funds to 7 Qualifying Non-Profit Organizations and Resolution Approving the Distribution of Up to $250,000 Total in CARES Act Funds to 25 Qualifying Small Businesses

Heather Rand, Executive Director, advised that the EDA is being asked to approve two resolutions authorizing the distribution of CARES Act funds to 25 small businesses and 7 non-profits experiencing financial loss due to the COVID-19 pandemic. The City's grant relief program for non-profits is being partially administered by Ehlers Public Financial Advisors; the City has partnered with the Dakota County Community Development Agency to administer the small business grant relief program. The grant applications for these two programs were solicited, received, and reviewed by the various parties. Staff recommends approval of the distribution of these funds to the entities identified in the two resolutions.

President Piekarski-Krech asked if there were any non-profits whose applications were turned down.

Ms. Rand replied there were not.

Boardmember Tourville asked what address was used for the YMCA.

Keith Dahl, Ehlers Public Financial Advisors, replied 1426 Mendota Road East.

Boardmember Perry asked if staff would be opening this up for a second round for non-profits as there were remaining funds.

Ms. Rand replied there would not be adequate time to open it up for a second round; however, any remaining funds would flow back to the City for other qualifying expenses.

Amy Hove, Finance Director, added that any funds that are not fully utilized for small businesses or non-profit grant programs would be used for other eligible expenditures, such as public safety payroll costs. They are in no danger of having to turn back funds to the County or State.

Motion by Perry, second by Tourville, to Approve Resolution EDA 20-08 Approving the Distribution of Up to $98,703 Total in CARES Act Funds to 7 Qualifying Non-Profit Organizations serving IGH Residents and Businesses in Compliance with the Terms and Criteria Established by the City and its EDA as Part of an IGH CARES Act Non-Profit Relief Grant Program

Ayes: 5
Nays: 0 Motion carried

Ms. Rand advised that the EDA is being asked tonight to approve the distribution of CARES Act funds to 25 small businesses. The CDA, however, has received a few additional applications that have been deemed incomplete. The CDA has requested additional verification information from these businesses and if they

DRAFT

are able to provide that in time staff would like the opportunity to perhaps request a special EDA meeting so those funds could be distributed prior to the mid-November spending deadline. The resolution also authorizes the EDA Executive Director to enter into a grant agreement with each of the 25 small businesses.

President Piekarski-Krech asked if there were any businesses that applied that did not qualify for a grant.

Ms. Rand replied that there were a few where they are awaiting additional verification. Staff is optimistic that they will get that information in by the deadline. There is also a second grant route available with Dakota County for those that did not receive funding.

Boardmember Dietrich thanked Ms. Rand for her work on these grants, stating this will greatly benefit small businesses and non-profits.

Motion by Perry, second by Bartholomew, to Approve Resolution EDA 20-09 Approving the Distribution of Up to $250,000 Total in CARES Act Funds to 25 Qualifying Small Businesses Located in the City of IGH in Compliance with the Terms and Criteria Established by the City and Its EDA as Part of a Small Business CARES Act Relief Grant Program

Ayes: 5
Nays: 0 Motion carried

4. NEXT MEETING: The next regularly scheduled meeting is November 9, 2020 at 6:00 p.m.

5. ADJOURNMENT: Motion by Tourville, second by Perry, to adjourn. The meeting was adjourned by unanimous vote at 5:45 p.m.

DRAFT

City of Inver Grove Heights EDA Operations Fund 290

Budget vs Actual through 6/30/2020

Account Description	2020 Amended Budget	9/30/20 Actual	Budget Remaining
Investment Earnings	-	28.74	(28.74)
Grants	15,000.00	-	15,000.00
Operating Transfers In	61,200.00	-	61,200.00
Total Revenue	**76,200.00**	**28.74**	**76,171.26**
Personnel	19,100.00	13,592.24	5,507.76
Prof/Tech Services	35,100.00	12,589.70	22,510.30
Purchased Services	500.00	375.03	124.97
Other Purchased Sevices	21,400.00	7,915.74	13,484.26
Supplies	100.00	-	100.00
Total Expenditure	**76,200.00**	**34,472.71**	**41,727.29**
Fund 290 Surplus (Deficit)	**-**	**(34,443.97)**	**(34,443.97)**
Claim on Cash		**188,343.93**	

City of Inver Grove Heights

Detail Report
Account Detail
Date Range: 06/30/2020 - 09/30/2020

290.100.1010199 Claim on Cash

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
				Agrees to Previous report ending 6/30/20				**194763.88**
06/30/2020	GLPKT24834	DFT0010895		WELLS FARGO CREDIT CARD ACH SEC REI PI	11726 - Wells Fargo Credit Card ACH		-96.40	194667.48
06/30/2020	GLPKT24834	DFT0010893		Levander, Gillen & Miller P.A.	00538 - Levander, Gillen & Miller P.A.		-600.00	194067.48
07/01/2020	GLPKT24541	JN11854		Record July Allocations & Depreciation			-58.33	194009.15
07/03/2020	PYPKT01634	PYPKT01634 - PR 07/03/		Packet PYPKT01634: PR 07/03/20 - IFT			-681.09	193328.06
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-4.64	193323.42
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-2.9	193320.52
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-2.9	193317.62
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-6.38	193311.24
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-1.16	193310.08
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-6.38	193303.7
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-8.7	193295
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-6.38	193288.62
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-29	193259.62
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-3.48	193256.14
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-2.9	193253.24
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-2.32	193250.92
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-2.9	193248.02
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-2.9	193245.12
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-1.16	193243.96
07/07/2020	APPKT03544	232020		PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE		-2.32	193241.64

07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193238.74
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-6.38	193232.36
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193229.46
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193226.56
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-3.48	193223.08
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-16.24	193206.84
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-15.08	193191.76
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-16.24	193175.52
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193172.62
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-5.22	193167.4
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193164.5
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-15.08	193149.42
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193146.52
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193143.62
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-5.8	193137.82
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193134.92
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-5.8	193129.12
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-8.12	193121
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-22.62	193098.38

07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-26.1	193072.28
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-5.8	193066.48
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-11.6	193054.88
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-3.48	193051.4
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-24.36	193027.04
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-12.76	193014.28
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-15.08	192999.2
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-10.44	192988.76
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	192985.86
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	192982.96
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-6.38	192976.58
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-19.14	192957.44
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	192954.54
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-4.64	192949.9
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-6.38	192943.52
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-6.96	192936.56
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-29	192907.56
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-6.38	192901.18
07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	192898.28

07/07/2020	APPKT03544	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-29	192869.28
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	4.64	192873.92
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	192876.82
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	192879.72
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	192882.62
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	8.7	192891.32
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	192894.22
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	6.38	192900.6
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	3.48	192904.08
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	6.38	192910.46
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	29	192939.46
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	1.16	192940.62
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.32	192942.94
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	192945.84
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	192948.74
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	192951.64
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.32	192953.96
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	6.38	192960.34
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	192963.24

07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	192966.14
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	3.48	192969.62
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	16.24	192985.86
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	15.08	193000.94
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	16.24	193017.18
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	1.16	193018.34
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	193021.24
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	5.22	193026.46
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	6.38	193032.84
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	6.38	193039.22
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	15.08	193054.3
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	5.8	193060.1
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	193063
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	8.12	193071.12
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	5.8	193076.92
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	22.62	193099.54
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	26.1	193125.64
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	5.8	193131.44
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	11.6	193143.04

07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	24.36	193167.4
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	12.76	193180.16
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	193183.06
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	10.44	193193.5
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	3.48	193196.98
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	6.38	193203.36
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	193206.26
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	193209.16
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	6.38	193215.54
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	193218.44
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	19.14	193237.58
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	193240.48
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	2.9	193243.38
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	4.64	193248.02
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	29	193277.02
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	6.96	193283.98
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	29	193312.98
07/07/2020	APPKT03548	232020	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	15.08	193328.06
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-8.7	193319.36

07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193316.46
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.32	193314.14
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.32	193311.82
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-6.38	193305.44
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193302.54
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-15.08	193287.46
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-3.48	193283.98
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-4.64	193279.34
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193276.44
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193273.54
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-29	193244.54
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-3.48	193241.06
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193238.16
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-6.96	193231.2
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-5.22	193225.98
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-11.6	193214.38
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-3.48	193210.9
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193208
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-5.8	193202.2

07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-29	193173.2
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-16.24	193156.96
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-26.1	193130.86
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193127.96
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-6.38	193121.58
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-5.8	193115.78
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-24.36	193091.42
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-6.38	193085.04
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-10.44	193074.6
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-16.24	193058.36
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193055.46
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-22.62	193032.84
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-19.14	193013.7
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-6.38	193007.32
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193004.42
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	193001.52
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	192998.62
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-4.64	192993.98
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-6.38	192987.6

07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-5.8	192981.8
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-1.16	192980.64
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	192977.74
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-6.38	192971.36
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-8.12	192963.24
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	192960.34
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-15.08	192945.26
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	192942.36
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-29	192913.36
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-1.16	192912.2
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	192909.3
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	192906.4
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-6.38	192900.02
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-15.08	192884.94
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-12.76	192872.18
07/14/2020	APPKT03549	DFT0010823	PETTY CASH - WF PURCHASE CARD FEES SEC REI PMT	11698 - PETTY CASH - WF PURCHASE CARD FE	-2.9	192869.28
07/17/2020	PYPKT01638	PYPKT01638 - PR 07/17/	Packet PYPKT01638: PR 07/17/20 - IFT		-685.24	192184.04
07/28/2020	APPKT03561	232283	UNITED STATES TREASURY SEC REI PMT	05915 - UNITED STATES TREASURY	-0.45	192183.59
07/31/2020	PYPKT01641	PYPKT01641 - PR 07/31/	Packet PYPKT01641: PR 07/31/20 - IFT		-681.09	191502.5
08/01/2020	GLPKT25073	JN12081	Record August Allocations & Depreciation		-58.33	191444.17
08/04/2020	APPKT03568	232343	TASC GENESIS EMPLOYEE BENEFITS, INC SEC REI PMT	11063 - TASC GENESIS EMPLOYEE BENEFITS, I	-0.77	191443.4

08/11/2020	APPKT03578	232417	TASC GENESIS EMPLOYEE BENEFITS, INC SEC REI PMT	11063 - TASC GENESIS EMPLOYEE BENEFITS, I	-0.85	191442.55
08/11/2020	APPKT03624	DFT0010922	WELLS FARGO CREDIT CARD ACH SEC REI PMT	11726 - WELLS FARGO CREDIT CARD ACH	6.41	191448.96
08/14/2020	PYPKT01645	PYPKT01645 - PR 08/14/	Packet PYPKT01645: PR 08/14/20 - IFT		-681.09	190767.87
08/18/2020	APPKT03589	232463	EHLERS AND ASSOCIATES, INC. SEC REI PMT	02886 - EHLERS AND ASSOCIATES, INC.	-312.5	190455.37
08/18/2020	APPKT03589	232501	TASC GENESIS EMPLOYEE BENEFITS, INC SEC REI PMT	11063 - TASC GENESIS EMPLOYEE BENEFITS, I	-0.77	190454.6
08/28/2020	PYPKT01648	PYPKT01648 - PR 08/28/	Packet PYPKT01648: PR 08/28/20 - IFT		-685.24	189769.36
09/01/2020	GLPKT25074	JN12082	Record September Allocations & Depreciation		-58.33	189711.03
09/11/2020	PYPKT01651	PYPKT01651 - PR 09/11/	Packet PYPKT01651: PR 09/11/20 - IFT		-681.09	189029.94
09/25/2020	PYPKT01658	PYPKT01658 - PR 09/25/	Packet PYPKT01658: PR 09/25/20 - IFT		-685.24	188344.7
09/29/2020	APPKT03644	232913	TASC GENESIS EMPLOYEE BENEFITS, INC SEC REI PMT	11063 - TASC GENESIS EMPLOYEE BENEFITS, I	-0.77	188343.93
10/01/2020	GLPKT25075	JN12083	Record October Allocations & Depreciation		-58.33	188285.6
10/09/2020	PYPKT01665	PYPKT01665 - PR 10/09/	Packet PYPKT01665: PR 10/09/20 - IFT		-681.09	187604.51

City of Inver Grove Heights EDA Acquisitions Fund 291

Revenues Over (Under) Expenditures by Project

Project costs to Date as of 6/30/2020

Project	Revenues	Expenditures	Revenue Over (Under) Expenditures
E001 - Golf Course Land Purchase	358,623.32	358,623.32	-
E002 - 8195 Babcock Trail	356,932.86	218,432.86	138,500.00
E003 - 6671 Concord	159,985.65	159,994.67	(9.02)
E004 - 6685 Concord	139,546.80	139,555.82	(9.02)
E005 - River Country Cooperative	684,786.26	684,786.26	-
E006 - 6845 Dixie Ave	337,558.78	337,570.41	(11.63)
E007 - 4196 68th St E	228,210.79	228,243.19	(32.40)
E008 - 6639 Concord	525,417.06	525,964.72	(547.66)
E009 - 6656 Doffing	-	450.00	(450.00)
E010 - McPhillips	502,141.03	502,174.88	(33.85)
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	274,682.12	274,687.76	(5.64)
E014 - 6653 Concord Blvd	217,073.93	217,087.64	(13.71)
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 9/30/20
Claim on Cash	**(43,504.72)**
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: 07/01/2020 - 09/30/2020

Fund: 291 - EDA ACQUISITIONS

291.100.1010199 CLAIM ON CASH

Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
		Agrees to Previous report ending 3/31/20			-43478.62
07/31/2020	JN11861	July 2020 City UP		-21.5	-43500.12
08/31/2020	JN12023	August 2020 City UP		-2.3	-43502.42
09/30/2020	JN12204	9/2020 City UP		-2.3	-43504.72

AGENDA ITEM 4B

CITY OF INVER GROVE HEIGHTS **REQUEST FOR EDA ACTION**

RESOLUTON AUTHORIZING ISSUANCE OF NOVEMBER 9, 2020 RFP FOR PROFESSIONAL PLANNING SERVICES FOR SMALL AREA PLAN FOR AREA SOUTH OF HWY 55 NEAR EAGAN BORDER, WEST OF ALVERNO AVE WEST

Meeting Date: November 9, 2020
Item Type: EDA
Prepared by: Heather Rand
Community Development Director
EDA Executive Director
Contact Phone: 651-450-2546

Fiscal/FTE Impact:

	None
x	Amount included in current budget
	Budget amendment requested
	FTE included in current complement
	New FTE requested – N/A
	Other –

PURPOSE/ACTION REQUESTED:

Adopt a resolution that authorizes staff to issue November 9, 2020 dated RFP for professional planning services to conduct small area plan for area south of Highway 55, east of Argenta Trail and Eagan border, west of Alverno Avenue West and north of 86th Street for the purpose of guiding future development.

SUMMARY:

The EDA is charged with a mission of advancing smart development citywide. In recent years, the city has successfully identified sites for development for new plats for single family and multi-family housing development for the purpose of meeting increased demand for such. The city has also been receiving an increase in requests for land zoned I-l (limited industrial) for the proposed development of new commercial/light industrial parks that could lead to significant gains in local job creation and tax base, with sites located close to Highways 55 and 52 being the most in demand.

EDA staff in consultation with city planning and engineering staff have identified a small area of land that is adjacent to an existing light industrial park that is currently zoned ag and residential that may or may not be practical as a site for future commercial/industrial development. For the purpose of study the small areas feasibility for development, staff recommend hiring a professional planning firm to conduct a small area plan that would utilize the city's existing city comprehensive land use plan, utility and roadway studies, gather input from community stakeholders including property owners within the defined small area, immediately surrounding it and from state and county officials and staff for the purpose of providing recommendations on future development, land use, public infrastructure development and rough estimates of costs for such future public infrastructure.

As such, EDA staff drafted a November 9, 2020 dated RFP and recommend that the EDA adopt a resolution authorizing staff to issue such, then evaluate the proposals and make recommendation of potential professional planning contract award for the small area plan at a special EDA meeting on December 14, 2020. The funding source for such would be 2020 EDA Budget coded to professional services line item. If contract is awarded, the study completion date is scheduled for March 2021. Staff recommend approval of the resolution.

CITY OF INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTON AUTHORIZING EDA STAFF TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL PLANNING SERVICES FOR THE PURPOSE OF CREATING A SMALL AREA PLAN FOR A PORTION OF THE CITY SOUTH OF HWY 55 NEAR ARGENTA TRAIL

WHEREAS, the city of Inver Grove Heights' Economic Development Authority (EDA) has determined the need for developing a small area plan with ample public input that may better guide the development of an portion of the city located just south of Highway 55, east of the Eagan border, west of Alverno Avenue W and North of 86th Street West; and

WHEREAS, city staff have drafted a request for proposals (RFP) titled "Small Area Plan" for the aforementioned geographic area as attached, and is dated November 9, 2020, from which the city may objectively solicit professional planning services, said RFP clearly denoting the desired scope of planning services and selection criteria for proposal evaluation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, that the appropriate EDA staff are authorized to issue the afore mentioned RFP for professional planning services for the creation of a small area plan for this portion of the city and staff are further directed to review proposals and bring a professional service contract recommendation with funding sources identified back to the EDA for consideration and potential professional services contract award on or about December 14, 2020.

Adopted by the City of Inver Grove Heights Economic Development Authority on this 9th day of November 2020.

Ayes:
Nays:

_____
Rosemary Piekarski-Krech, President

_____
Heather Rand, Executive Director

CITY OF INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY (EDA)

REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL PLANNING SERVICES
DATED NOVEMBER 9, 2020

SMALL AREA PLAN FOR PORTIONS OF AREA SOUTH OF HIGHWAY 55, EAST OF EAGAN BORDER, WEST OF ALVERNO AVENUE W, AND NORTH OF 86TH STREET WEST

INTRODUCTION

The EDA of the city of Inver Grove Heights with a 2018 estimated population of 35,381, is soliciting professional service proposals for land use and engineering planning including the public process facilitation with stakeholders for the purpose of developing a small area plan that is intended to guide the future development of approximately 100 acres of predominately privately owned parcels located near the city's western boarder and south of Highway 55 (see Exhibit A, B and C maps).

The small area plan development will be guided by input received from stakeholder groups that include the small area plan property owners, pertinent city, county and state elected and appointed officials and staff, potentially impacted utility service providers, and interested members of the general public. Foundation documents already developed for use in the development of the small area plan include: 1) 2040 Comprehensive Land Use Plan, 2) 2020 Northwest Expansion Area Final Alternative Urban Areawide Review (AUAR), 3) 2001 Northwest Quadrant Study, 3) 2004 Northwest Quadrant Hydrologic and Hydraulic Analysis, 4) 2006 Northwest Area Surface Water Modeling Report, 5) 2010 Regional Roadway System Visioning Study, 6) 2012 Northwest Area Collector Street Plan Final Report, 7) Recent IGH trunk water main and trunk sanitary sewer plan studies.

SCOPE OF WORK

The selected professional consulting team will develop and implement a thoughtful process to develop the small area plan including review of pertinent data, plans, studies, necessary analysis and stakeholder engagement that will enable the creation of a plan that includes recommendations and financial estimates for the following development elements: 1) Land use planning for the area including recommendations of potential changes to existing zoning uses and housing densities, 2) Transportation, utility and stormwater management planning including preliminary cost estimates on a limited number of recommended options for the city to consider to which stakeholder consensus was gained through the facilitated small area planning process.

SCHEDULE

The desired completion date of the small area plan with final recommendations and related cost estimates is March 2021. It is anticipated that a consulting contact would be executed and work would commence on the project on or before December 15, 2020. **Written proposals must be**

submitted to the Heather Rand, Executive Director of the IGH EDA (electronically) for consideration on or before 4:00 pm on Wednesday, December 2, 2020.

WRITTEN PROPOSAL OUTLINE

Written proposals to this RFP must include the following:

A. Project Approach – The proposal shall reflect the consultant's understanding of the project and address how the scope of work will be accomplished including the process that will be deployed, the timeline for objectives within the process, and an explanation of the product including all deliverables for the small area plan. The approach should delineate expectations on the roles of the city, other stakeholders, and that of the consulting team as they relate to the process and completion of the small area plan. Examples of the proposed timeline for public engagement, data analysis and the anticipated number of recommendations or level of detail in the final report of the small area plan should be addressed. It is very important that the proposal include making use of recent planning and engineering studies, and other data that the city can make available including the consultant's use of existing GIS databases so as to insure some consistency with past studies and to provide efficiencies.

B. Project Consultant Team – The proposal shall contain the names of key consultant team members and a description of their roles and responsibilities for completing the small area plan. Biographical resumes highlighting their expert capacities, credentials and relevant experience is expected.

C. Consultant Team Relevant Experience – The proposal shall contain information pertaining to the team's relevant experience undertaking and successfully completing similar small area plans for municipalities in Minnesota.

D. Consultant Team Capacity – The proposal shall describe the consultant team's resources including size of firm, current workload, ability, and willingness to commit the key personnel necessary to complete the small area plan in **March 2021.**

E. Consultant Team References – The proposal shall contain references and the dates of recent small area plan work completed.

F. Consultant Team Free of Conflict of Interest – The proposal shall contain a statement that speaks to any potential clients from last 5 years that may pose a conflict of interest in the small area planning work to be completed.

G. Costs – The proposal shall include a "not to exceed" cost for the work to be performed and a schedule of the billing rates for the key consultant team members.

H. Proposal Submittal – Electronic copy of the proposal shall be addressed to Heather Rand, Executive Director, City of Inver Grove Heights EDA at the email address: hrand@ighmn.gov no later than **4 PM on Wednesday, December 2, 2020**.

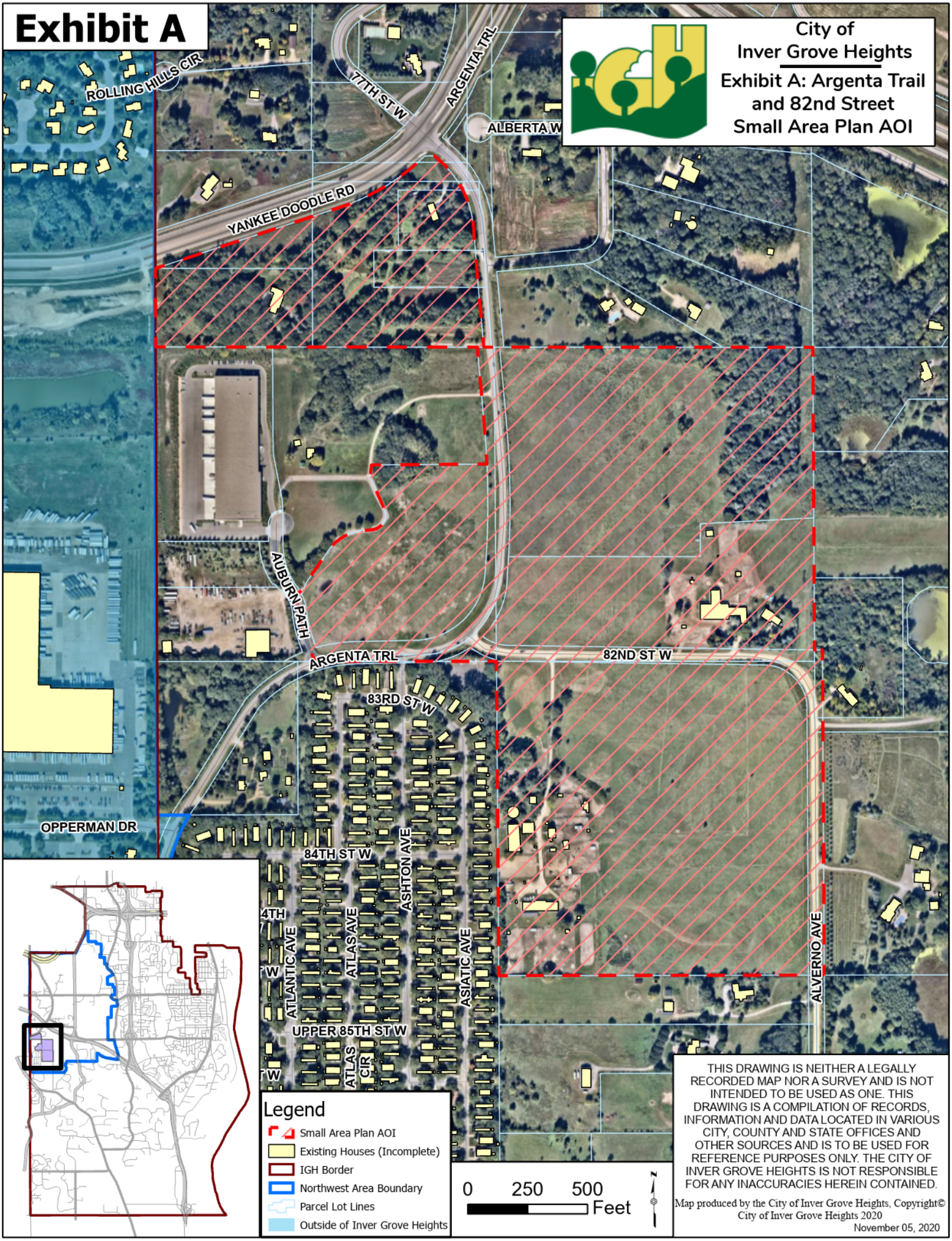
SELECTION OF CONSULTANTS

A. Process and Schedule – City staff will review proposals and make recommendation to the Inver Grove Heights EDA for their formal consideration on or around **December 14,**

2020. A contract will be let shortly thereafter so that work may commence on or around December 15, 2020.

B. Evaluation Criteria – Proposals will be evaluated by criteria including, but not necessarily limited to the following:
    - Conciseness, clarity, and organization of the proposal
    - Relevance and suitability of the project approach to the city's needs
    - Qualifications and expertise of consultant and team members
    - Experience of both the consultant firm, team and leadership including demonstrated ability to perform in a similar professional capacity in a successful manner.
    - Familiarity with recent and relevant planning and engineering studies and best practices.
    - Project costs.
    - Lack of potential conflicts of interest.
    - Ability to lead and work positively with city staff, elected and appointed officials and members of the general public to complete the project in a timely manner.

Exhibit A



City of Inver Grove Heights

Exhibit A: Argenta Trail and 82nd Street Small Area Plan AOI

Legend

- Small Area Plan AOI
- Existing Houses (Incomplete)
- IGH Border
- Northwest Area Boundary
- Parcel Lot Lines
- Outside of Inver Grove Heights

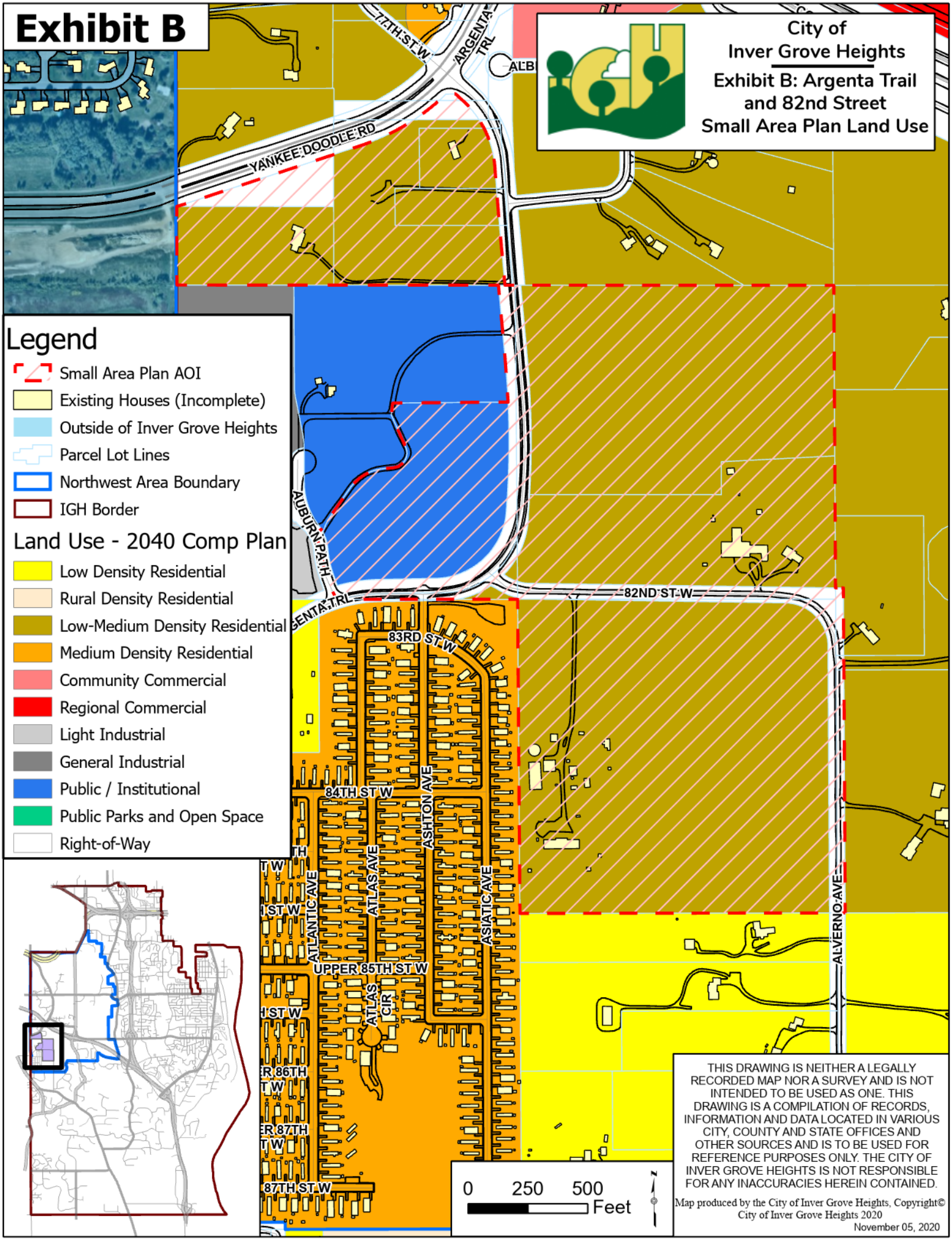
0 250 500 Feet

THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.

Map produced by the City of Inver Grove Heights, Copyright© City of Inver Grove Heights 2020

November 05, 2020

Exhibit B



THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.

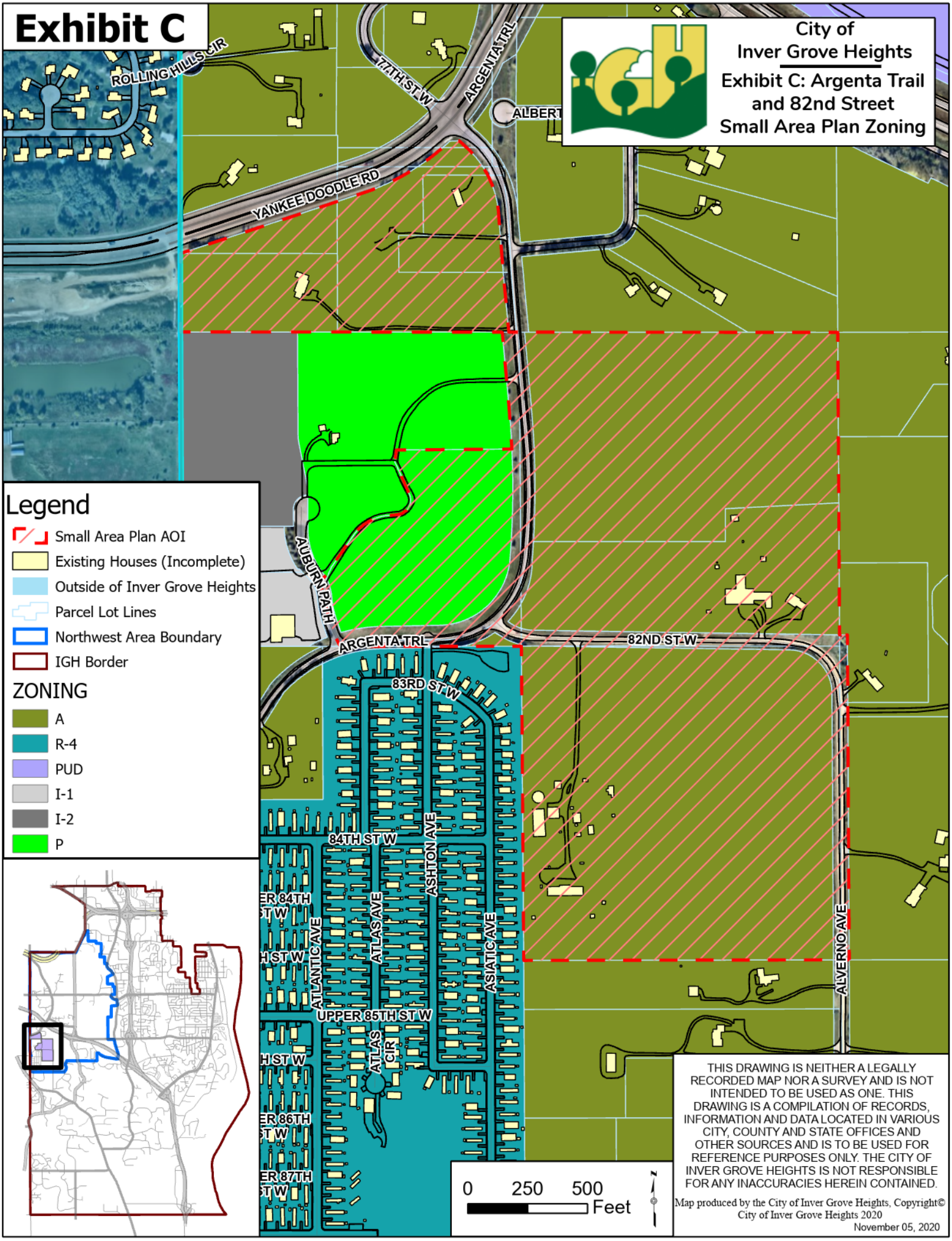
Map produced by the City of Inver Grove Heights, Copyright© City of Inver Grove Heights 2020

November 05, 2020

Exhibit C

City of Inver Grove Heights

Exhibit C: Argenta Trail and 82nd Street Small Area Plan Zoning



Legend

- Small Area Plan AOI
- Existing Houses (Incomplete)
- Outside of Inver Grove Heights
- Parcel Lot Lines
- Northwest Area Boundary
- IGH Border

ZONING

- A
- R-4
- PUD
- I-1
- I-2
- P

THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.

Map produced by the City of Inver Grove Heights, Copyright© City of Inver Grove Heights 2020

November 05, 2020

AGENDA ITEM 4C

CITY OF INVER GROVE HEIGHTS

REQUEST FOR EDA ACTION

RESOLUTON AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS FOR SALE (DISPOSITION) OF CITY/EDA RESIDENTIAL LOT LOCATED AT 1805 60TH STREET

Meeting Date: November 9, 2020
Item Type: EDA
Prepared by: Heather Rand
Community Development Director
EDA Executive Director
Contact Phone: 651-450-2546

Fiscal/FTE Impact:

- ☐ None
- ☐ Amount included in current budget
- ☐ Budget amendment requested
- ☐ FTE included in current complement
- ☐ New FTE requested – N/A
- ☐ Other

PURPOSE/ACTION REQUESTED:

Adopt a resolution that authorizes EDA staff to issue an RFP to advertise and advance a fair sale of a city/EDA residential lot located at 1805 60th Street.

SUMMARY:

The EDA is charged with advancing economic development within the city limits. As part of this mission, the EDA from time to time must sell (dispose) of real estate in a fair, transparent manner as refenced in a 2011 dated EDA Policy for the Acquisition and Disposal of Real Estate. The policy directs the use of a request for proposal (RFP) process for dispositions when possible.

As such, EDA staff have drafted the attached RFP for the disposition of a residential lot located at 1805 60th Street. The city/EDA had acquired the site a few years ago, then demolished and removed a blighted earth home from the premises. It would now be of great benefit to the city for a private party to purchase the residential lot and construct a new residence that meets state and local codes. To further guide what the residential lot is presently valued at, EDA staff have engaged with a professional land appraiser and will attach the land appraisal report when it soon becomes available as Exhibit B to the RFP.

The RFP directs written proposals to be submitted to the EDA staff no later than December 2nd. EDA staff will then evaluate and make a recommendation to the EDA to take action on such disposition ideally at a December 14, 2020 Special EDA meeting. Staff recommends adoption of the resolution.

CITY OF INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTON AUTHORIZING EDA STAFF TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR SALE OF RESIDENTIAL LOT LOCATED AT 1805 60TH STREET

WHEREAS, the city of Inver Grove Heights' Economic Development Authority (EDA) mission is to advance the smart development of real estate within the city limits and this includes the fair disposition of city and EDA owned real estate as directed by a November 11, 2011 EDA adopted Policy for the Acquisition and Disposal of Real Estate; and

WHEREAS, EDA commissioners have reviewed and considered a November 9, 2020 dated RFP drafted by EDA staff that is intended to fairly solicit proposals for the disposition of a residential lot located at 1805 60th Street, such RFP clearly denoting the desired proposal format including proposed purchase price guidance in the form of an land appraisal, required development timeline and RFP selection criteria that will guide proposal evaluation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF INVER GROVE HEIGHTS' ECONOMIC DEVELOPMENT AUTHORITY, that the appropriate EDA staff are authorized to issue the afore mentioned RFP to advertise and advance the sale of a residential lot at 1805 60th Street and its 2021 development, and EDA staff are further directed to review proposals and bring a real estate sale recommendation back to the EDA for consideration and potential award on or about December 14, 2020.

Adopted by the City of Inver Grove Heights Economic Development Authority on this 9th day of November, 2020.

Ayes:
Nays:

_____
Rosemary Piekarski-Krech, President

_____
Heather Rand, Executive Director

CITY OF INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY (EDA)

REQUEST FOR PROPOSALS (RFP) FOR PURCHASE OF RESIDENTIAL PROPERTY LOCATED AT 1805 60TH STREET, INVER GROVE HEIGHTS DATED NOVEMBER 9,

INTRODUCTION

The Economic Development Authority of the city of Inver Grove Heights is soliciting written proposals from parties interested in acquiring a residential lot of approximately .43 acres that is currently owned by the city and located at 1805 60th Street (see Exhibit A), for the purpose of facilitating the development of a new residence at that location in 2021 that is in compliance with all city and state codes.

SALE PROPERTY APPRAISAL AND RELATED PROPERTY VALUE INFORMATION

For the purpose of guiding the development of acquisition proposals by private parties, the EDA has recently secured an appraisal of the property from a licensed appraiser (see Exhibit B). The property is zoned for the development of a single-family home and is stubbed for water and sewer at the edge of the site. The property had a residential structure located on it in the past that has since been demolished and removed by the city.

SCHEDULE AND DEADLINES

It is anticipated that the city EDA will select a proposal to sell (dispose) of the property to on or about December 15, 2020 with title closure and final sale to occur on or around February 1, 2021. As part of a purchase agreement, the EDA will require the purchaser to agree to commence with construction of the new residence by applying for construction permits by July 1, 2021 and construction completion within 12 months of construction start.

Parties interested in submitting a written proposal for EDA consideration, must submit them electronically to the attention of Heather Rand, Executive Director of the IGH EDA (email hrand@ighmn gov) on or before 4:00 pm on Wednesday, December 2, 2020.

WRITTEN PROPOSAL OUTLINE

Written proposals to this RFP must include the following:

A. Proposer's name and contact information (mailing address, phone, email) and a statement on why they are interested in purchasing such property from the EDA
B. Proposer's acquisition amount offered in U.S. Dollars to be paid in full to the city/EDA at property title closing.
C. Proposer/Proposer's Team Relevant Experience – The proposal shall contain information pertaining to the proposer's ability to finance the acquisition, bank or mortgage

references, or if pre-qualification on loan has been secured and with whom in addition to noting construction experience or if a licensed construction contractor has been retained.

D. Proposer's statement of commitment – The proposal shall include a statement by proposer that their intent is to close on property transaction on or before February 2021, and commence with construction of a residence in summer 2021 and include goal completion date. Any details about proposed new residence such as square footage or how design compliments existing neighborhood would be helpful to also include.
E. Proposal Submittal – Electronic copy of the proposal shall be addressed to Heather Rand, Executive Director, City of Inver Grove Heights EDA at the email address: hrand@ighmn.gov no later than **4 PM on Wednesday, December 2, 2020**.

SELECTION

A. Process and Schedule – EDA/City staff will review proposals and make recommendation to the Inver Grove Heights EDA for their formal consideration on or around **December 14, 2020**.
B. Evaluation Criteria – Proposals will be evaluated by criteria including, but not necessarily limited to the following:
    - Conciseness, clarity, and organization of the proposal submitted by deadline
    - Acquisition cost (purchase price) offered by proposer and demonstration of their willingness to meet timelines for property title closure and the construction of new residence on site in 2021.
    - Qualifications and expertise of proposer and/or their team that will lend toward the successful completion of a residential project that fits will within the existing neighborhood and city.

2020 DAKOTA COUNTY, MN TAX AND VALUE INFORMATION
TAX FACTS AS OF Nov-03-2020

Property Identification: 20-68200-00-072
Property Address: 1805 60TH ST E INVER GROVE HEIGHTS MN 55077

School District: 199
Property Type: RP
City or Township: INVER GROVE HEIGHTS CITY

Watershed: L
Coop Name:
Parcel Status: ACTIVE

Sub-Division: 08
Coop Number:
Owner Type: FEE OWNER

Owner Name/Address:
CITY OF INVER GROVE HEIGHTS
8150 BARBARA AVE
INVER GROVE HEIGHTS MN 55077

Plat / Legal Description:
SILVER ACRES ADDITION
PT OF LOT 6 BEG NE COR W
ON N LINE 19.21 FT S 15D
28M 28S W 186.25 FT TO SE
COR N 21D E ON E LINE
192.27 FT TO BEG ALSO ALL
OF LOT 7
7

2019 Homestead: YES
2020 Homestead: NO

TIF Project #:
Special Assessment: NO
Delinquent Taxes: NO

Current Tax/Special Assessments/GA Added Due in 2020

Net Tax:	$0.00
Special Assessments:	$0.00
Tax + Special Assessments + GA Added:	$0.00
Tax + Special Assessments + GA Added Paid:	$0.00
Tax + Special Assessments + GA Added Due:	$0.00

Market Value Information

Payable Year:	2019	2020	2021
Estimated Land:	50,000	52,500	55,100
Estimated Building:	172,100	180,600	0
Estimated Total:	222,100	233,100	55,100
Taxable Land:	46,116	0	0
Taxable Building:	158,733	0	0
Taxable Total:	204,849	0	0

Dakota County provides this data as a service only and does not warranty or otherwise guarantee the accuracy or the correctness of the data in any manner.

Date Printed: 11/04/2020

If you have questions or need more information, please call 651-438-4576

Property ID: 20-68200-00-072 1805 60TH ST E INVER GROVE HEIGHTS MN 55077

Green Acres/Open Space:	NO/NO			
GA/OS High Land Value:		0	0	0
GA/OS Low Land Value:		0	0	0
Old House Exempt Val:		0		
Total Acres (Not including Road Easements)		0.4300	Lot Size in Sq Feet (Not including Road Easements)	18,560

Property Class(es): EXEMPT

#	Year Built	BLDG Type	Foundation SQ FT	Finished SQ FT	Beds	Baths
0			0	0	0	0.0

Sales Date	Instr Type	Sale Price
12/13/1995	WD	$115,000.00

ACTIVE SPECIAL ASSESSMENTS NO

DEFFERRED SPECIAL ASSESSMENTS NO

Dakota County provides this data as a service only and does not warranty or otherwise guarantee the accuracy or the correctness of the data in any manner.
If you have questions or need more information, please call 651-438-4576

Date Printed: 11/04/2020