



CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

August 9, 2021

23340 Cree Street NW
City of St. Francis Conference Room

5:30 PM

1. Call to Order
2. Roll Call
3. Election of President and Vice President
4. Approve Minutes of September 28, 2020
5. Approval of the Agenda
6. New Business
 - A. Annual Report
 - B. Acquisition of City Owned Property
 - C. EDA Future Goals
6. Member Reports
7. Adjourn

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

September 28, 2020

Via Zoom virtual meeting

5:30pm

1. Call to order: EDA called to order at 5:40pm
By Vice President Steve Feldman
2. Roll Call
Present: Steve Feldman, Joe Muehlbauer, Brenda Pavelich-Beck, MaraLynn Kubacki. Mike Rodger at 5:45
Also Present: Community Development Director Kate Thunstrom
Absent: none
3. Approve Minutes of September 14, 2020
Motion: MaraLynn Kubacki
Second: Brenda Pavelich-Beck
Motion Carried: 4-0
4. Approval of the Agenda
Motion: Joe Muehlbauer
Second: MaraLynn Kubacki
Motion Carried: 4-0
5. New Business
 - a. CARES Act Small Business Relief Grant Approvals
Thunstrom reviewed the packet and recapped the current situation. At the EDA meeting on September 14th there had been six grant applications received but of those, only three were ready with their documentation in place to be awarded grants. Three additional applications were granted extra time to complete the documentation process. Those three applicants have submitted necessary documents and Staff is able to recommend that they are awarded funding.

Commission discussed how the grants arrived at the amounts they are requesting identifying that some rounded to an exact figure while others were not. Grant applicants were asked to request what they needed and what qualified. It is assumed some rounded up/down for their purposes.

The group also discussed the ability of the municipal Bottle Shop and they are covered under CARES funds through the City and outside of the Grant program.

Feldman made a motion to approve the three grant awards
Second by Joe Muehlbauer. Motion Carried 5-0

- b. CARES Act Small Business Grant, Late Acceptance and Approval
Thunstrom reviewed the packet and identified that the City had been approached about the deadline for the Grant application. After reaching out to all Commissioners there was an agreement by all to accept and consider a late application if it could be submitted and reviewed to meet tonight's EDA meeting. The applicant submitted a complete application identifying costs that qualified such as payroll, equipment and supplies that were due to COVID-19. No further questions were asked.

Feldman made a motion to accept the late application and approve the grant award
Second by MaraLynn Kubacki. Motion Carried 5-0

6. Other Reports: Updates on projects in various states of progress. Discussed relocation of tenants when EDA acquires property.
7. Motion to Adjourn@ 6:00 pm by MaraLynn Kubacki
Second: Joe Muehlbauer
5-0 motion Passed

Submitted by,
Kate Thunstrom, EDA Director

APPROVED, with/without change:

ANNUAL REPORT 2020



Respectfully Submitted

By

Kate Thunstrom, Executive Director

Economic Development Authority Annual Report for 2020

The Economic Development Authority had three meetings in 2020. The meetings were held on the following dates:

August 3, 2020

September 14, 2020

September 28, 2020

At the August 3rd meeting, the EDA was called together for the purpose of reviewing and approving the process to create grants for Small Businesses. The EDA was transferred City funds that provided an opportunity for the EDA to create grants to businesses affected by COVID-19. The EDA reviewed the grant policy, application and grant agreement that would affect the businesses.

At the September 14th meeting, the EDA was called together for the approval of the grant applications received. The EDA received 6 grant applications for consideration of the CARES Act funding. Staff and EDA Commissioner Pavelich-Beck reviewed the applications received and presented three award recommendations to the EDA.

The EDA also considered the acquisition of four properties in the St. Francis downtown. Properties would be used for redevelopment efforts that may include the development of a civic campus.

At the September 28, 2020 meeting, the EDA was called together to discuss three remaining CARES Act grants that were not ready to move forward at the September 14th meeting. The EDA had also through email allowed a late application to be considered. All four applications were awarded Small Business Grants to assist in meeting their needs due to issues surrounding COVID-19.

2020 Financial (Note the following is unaudited)

Fund Balance on January 1, 2020 \$245,633

Fund Balance on December 31, 2020 \$70, 602

Major expenditures were the acquisition of real property on Bridge Street and Ambassador.

A full report is included in the City of St. Francis financial statements

TO: St. Francis Economic Development Authority
FROM: Kate Thunstrom, EDA Executive Director
SUBJECT: Acquisition of Property from City
DATE: August 9, 2021

OVERVIEW

On April 19th, 2021 staff brought to Council the discussion of selling three properties to the EDA for the best interest of the future development.

Council had been approached by a developer for the properties south of Mansetti's. When discussing the future of the development and the expectations of the developer to build on those lots it was identified that there were two ways the City could enforce performance. If the City was to be the seller, the City and the developer would enter into a development contract. If the EDA was to be the seller, the EDA and Developer would enter into a performance agreement which is support by State Statute. If a developer does not move forward, the EDA has the likelihood of greater success to enforce the agreement entered into.

With that, in April, Council approved the sale of three properties to the EDA through Ordinance 271 SS and completed the summary publication with no comments received. This sale was also recommended by the Planning Commission on April 21, 2021 identifying that the sale meets the Comprehensive Plan.

ITEMS TO BE DICUSSED:

EDA to approve the acquisition of:

- 3518 Bridge Street 32-34-24-43-0040 and 32-34-23-43-0041
- 23030 St. Francis Blvd 31-43-24-44-0003
- 23018 St. Francis Blvd 31-34-24-44-0005

ATTACHMENTS:

- Resolution 2021-01 Approving the Purchase of Property and Granting Signatory Authority
- Property maps

TO: St. Francis Economic Development Authority
FROM: Kate Thunstrom, EDA Executive Director
SUBJECT: Future of the EDA
DATE: August 9, 2021

EDA's are created by cities to facility a well-rounded program for business assistance and development projects. Our local EDA has been created and used for minor redevelopment efforts but there are additional activities that we could be administering or offering to the businesses in St. Francis. Some of those activities include:

EDA's can:

1. Make loans for businesses and for-profit. An EDA can create a flexible program for business assistance and development programs.
 - a. Rehab loans
 - b. Energy loans
 - c. Equipment loans, etc.
2. Acquire property and facilities for sale or lease.
3. Create economic districts. These districts may use TIF without meeting the Blight test. These offer tax incentives or gap financing abilities.
4. Redevelopment projects

EDA Funding

Currently the EDA is funded through transfers from City Council or through the Anoka County funds. Funds can generated in the following ways:

1. EDA's can be funded through a levy.
 - a. Currently an HRA/EDA levy is collected by Anoka County at the HRA rate of 0.0185%. The EDA rate is 0.01813%. Funds are collected through the tax process. Current funds available are \$172,310 with an estimated first half revenue of \$45,863 to bring the balance to \$218,174.



- b. The City could collect EDA funds through the tax levy process at the rate of up to 0.01813%. For 2022 this would have collected \$104,205.
2. Sale of exiting property. The EDA holds the following properties for sale:
- a. 3757/3765 Bridge Street – commercial property
 - b. 3731 Bridge Street – residential property
 - c. 23030/23018 St. Francis Blvd – commercial property
 - d. 3518 Bridge St – commercial property

The opportunity existing to pursue activities beyond land acquisition and redevelopment. If the Commission has that interest, we would need to identify:

1. What types of activities?
2. Who are the priorities and what are the goals we are trying to accomplish?
3. Funding sources and opportunities to support those goals

Staff suggests we select some goals for the SFEDA and provide Staff time to create a path on how to accomplish (staff time, budgets, legalities, etc.) those goals and meet again in 45 to 60 days to discuss further.

Economic Development Authority for the City of St. Francis
St. Francis, MN
Anoka County

EDA RESOLUTION 2021-01

Resolution Approving the Purchase of Property
and Granting Signatory Authority

BE IT RESOLVED THAT, the Board/Commissioners of the Economic Development Authority for the City of St. Francis, Minnesota hereby approves the purchase of the real property located at:

- **PID 32-34-24-43-0040**, Lot 1 Block 1 East Village Addition (formerly 3518 Bridge St)
- **PID 32-34-24-43-0041**, Lot 1A Block 1 East Village Addition
- **23030 St. Francis Blvd, PID 31-34-24-44-0003**, THAT PRT OF SE1/4 OF SE1/4 OF SEC 31 TWP 34 RGE 24 DESC AS FOL: BEG AT A PT ON W R/W LINE OF T H NO 47 185 FT S OF C/L OF CSAH NO 81, TH S ALG SD W R/W LINE 112 FT, TH W PRL/W SD C/L 103 FT, TH N PRL L/W SD W R/W LINE 112 FT, TH E PRL/W SD C/L 103 FT TO POB, EX RD, SUBJ TO EASE OF REC
- **23018 St. Francis Blvd, PID 31-34-24-44-0005**, THAT PRT OF SE1/4 OF SE1/4 SEC 31 T34 R24 DESC AS FOL: BEG AT A PT ON WLY R/W LINE OF STATE T H NO 47, 297 FT S OF C/L OF CO RD NO 81, TH W PRL/W SD C/L 103 FT, TH S PRL/W SD WLY R/W LINE 146 FT TO POB OF LINE A, TH E PRL/W SD C/L 103 FT TO SD WLY R/W LINE & THERE TERM SD LINE A, TH N ALG SD WLY R/W LINE 146 FT TO POB TOG/W THAT PRT DESC AS FOL: COM AT A PT ON SD C/L 247.5 FT W OF E LINE OF SD 1/4, 1/4, TH S PRL/W SD E LINE 497 FT TO POB, TH E PRL/W SD C/L 103 FT, TH N PRL/W SD E LINE TO INTER/W ELY EXTN OF SD LINE A, TH WLY ALG SD ELY EXTN & SD LINE A TO INTER/W A LINE PRL/W SD E LINE & DRAWN THRU POB, TH S PRL/W SD E LINE TO POB; EX RD; SUBJ TO EASE OF REC

BE IT FURTHER RESOLVED THAT, the Board/Commissioners of the Economic Development Authority for the City of St. Francis, Minnesota hereby authorizes Kate Thunstrom, Chief Executive Officer of the Economic Development Authority for the City of St. Francis, Minnesota, to procure an owner's title insurance policy and to execute any and all necessary and reasonable documents to effectuate the purchase of the above referenced real property, including but not limited to a purchase agreement, closing documents and any other necessary or beneficial documents which are reasonable and customary.

ADOPTED BY THE BOARD/COMMISSIONERS OF THE ECONOMIC DEVELOPMENT OF THE CITY OF ST. FRANCIS THIS 9th DAY OF AUGUST, 2021.

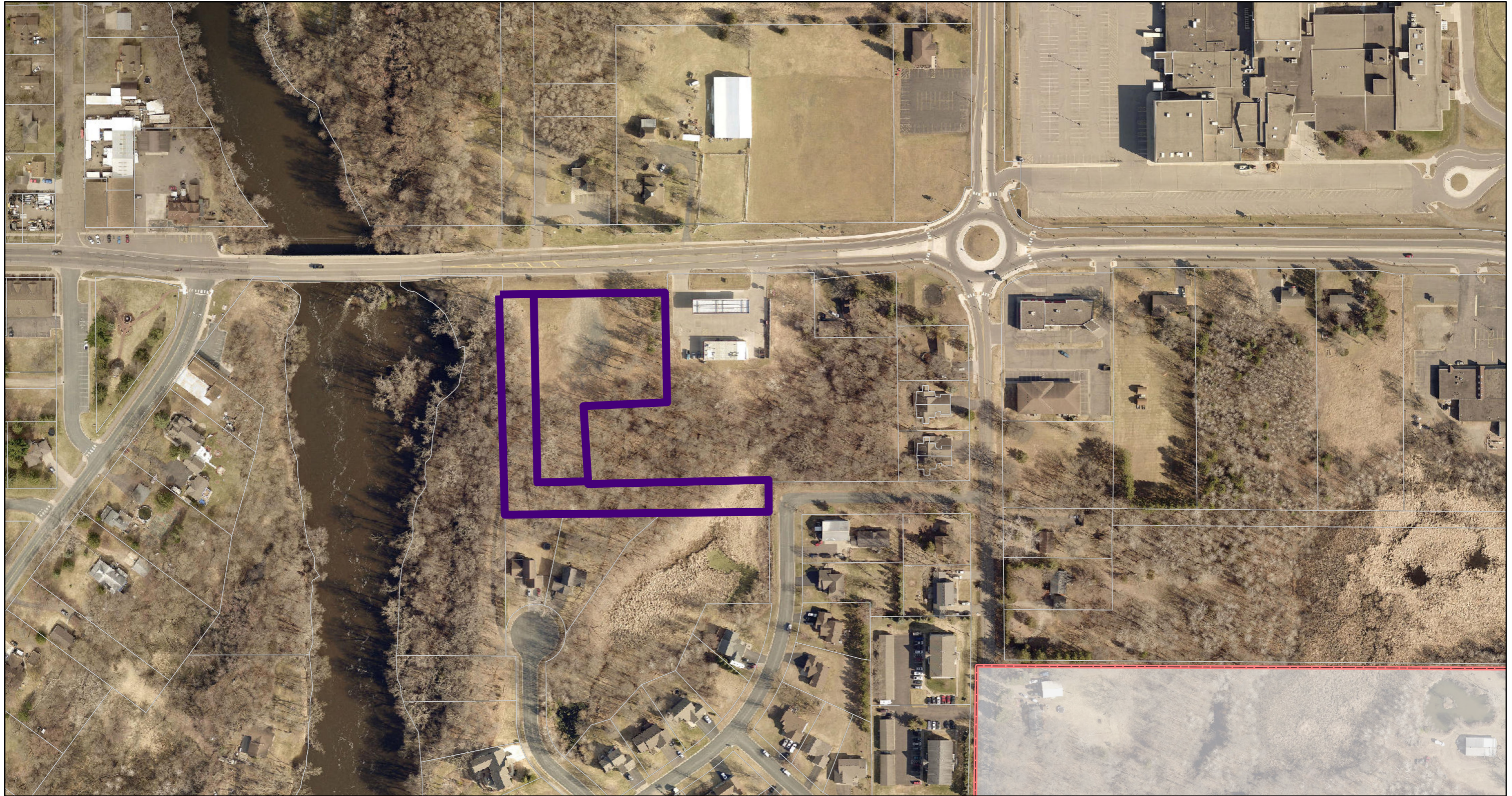
APPROVED:

_____ [sign name]

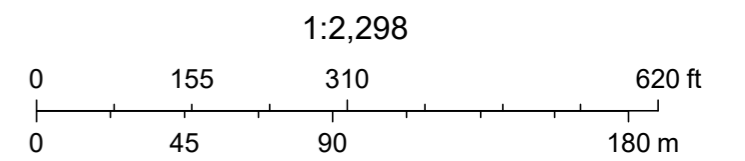
By: _____ [print name]

Its: President

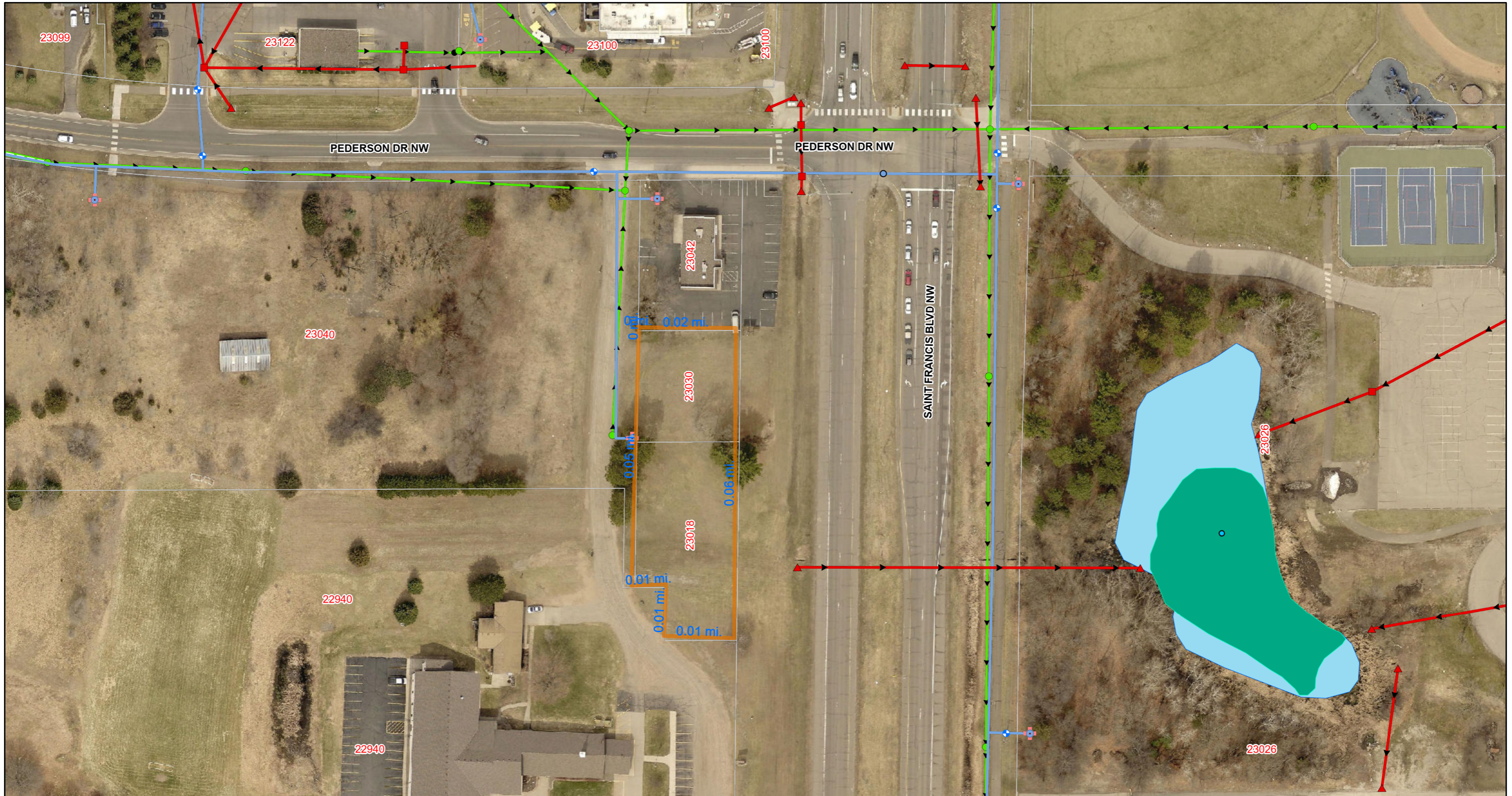
City of St Francis, MN



August 5, 2021



City of St Francis, MN



February 10, 2021

1:1,151

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|------------------|---------------------|-----------------------|---------------------------|
| Address Labels | Storm Gravity Mains | Water Valve | Sanitary Pressurized Main |
| Road Labels | Detention Pond | Watermain | Parcels |
| Storm Pond Point | Storm Pond | Sanitary Manhole | St. Francis City Boundary |
| Storm Inlets | Hydrant | Sanitary Clean Out | |
| Storm Discharge | Water Manholes | Sanitary Gravity Main | |

