



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

ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

September 28, 2020 at 5:30 p.m. via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/89698920653?pwd=NHA4d0xqYTI0c0NybHVlcmgvSlhBZz09>

Meeting ID: 896 9892 0653

Passcode: RFby9V

Dial by your location

+1 312 626 6799 US (Chicago)

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+1 669 900 6833 US (San Jose)

Meeting ID: 896 9892 0653

Passcode: 779540

1. Call to Order
2. Roll Call
3. Approve Minutes of September 14, 2020
4. Approval of the Agenda
5. New Business
  - A. CARES Act Small Business Relief Grant Approvals
  - B. CARES Act Small Business Grant, Late Acceptance and Approval
6. Other Reports
7. Adjourn

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

ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

September 14, 2020 at 5:30pm  
Virtually via Zoom

1. Call to order: EDA called to order at 5:33pm  
By President Mike Rodger
2. Roll Call  
Present: Mike Rodger, Joe Muehlbauer, Brenda Pavelich-Beck, MaraLynn Kubacki, Steve Feldman  
Also Present: Community Development Director Kate Thunstrom  
Absent:
3. Approve Minutes of August 3, 2020  
Motion: Pavelich-Beck  
Second: Muehlbauer  
Motion Carried: 5-0
4. Approval of the Agenda  
Motion : Muehlbauer  
Second : Kubacki  
Motion Carried: 5-0
5. New Business
  - a. Acquisition of Real Property  
Thunstrom reviewed packet and attachments. EDA to consider acquisition of four properties along Bridge Street and Ambassador Blvd. Property use will be to continue redevelopment efforts with the possibility of the property being used for a Civic Campus. To acquire the properties, Council is supplementing the EDA balance as it is not enough to acquire and remove all structures.

Concerns about the depletion of the EDA funds was discussed. County EDA funds are currently at a level under \$100k and are not allowed on projects involving relocation according to County HRA Director. Staff recommended leaving those funds for another project as this project can be handled by City and EDA funds.

Discussed purchase price and cost estimates on how the budget was made. Group felt it was a good opportunity to obtain all four parcels in a row. It allowed the redevelopment efforts to continue and provided enough land to make a difference.

Motion to acquire all four properties on Bridge Street and Ambassador as identified in the packet, by Feldman, Second by Pavelich-Beck – Motion passed 5-0

Motion to approve Resolution 2020-02 Approving the Purchase of Property and Granting Signatory Authority, by Pavelich-Beck, Second by Kubacki – Motion passed 5-0

b. CARES Act Grant Applications

Thunstrom reviewed packet including timeline in which was followed to request and receive grant applications from small businesses for the Small Business Relief Grant. Six businesses applied for funding, as of this meeting there were three that the EDA was ready to provide grants to.

Motion to approve grants to Amazing Grace Recovery Center, Destination Academy and Beef O' Brady's, by Kubacki, Second by Feldman – Motion passed 5-0

c. Schedule EDA meeting to discuss additional CARES Act Grants

Thunstrom identified need for a second meeting to discuss grant application for approval of final three applications submitted.

Group chose September 28<sup>th</sup> at 5:30 pm and meeting will be held virtually through Zoom.

6. Other Reports: Updates on projects in various states of progress.

Feldman updated group on Casa Rio food truck at the Bottle Shop on Tuesday and Wednesday.

Roger and group thanked Pavelich-Beck in assisting staff review Grant applications and provide expertise in the matter.

7. Motion to Adjourn@ 6:06 by Feldman

Second: Muehlbauer

5-0 motion Passed

Submitted by.

Kate Thunstrom, EDA Director

APPROVED, with/without change:

**EDA COMMISSION  
AGENDA REPORT  
5A**

**TO:** St. Francis Economic Development Authority  
**FROM:** Kate Thunstrom, EDA Executive Director  
**SUBJECT:** CARES Act Grant Application  
**DATE:** September 28, 2020

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### **OVERVIEW**

The City received Federal CARES Act funding passed through the State of Minnesota. Funds allows the City to provide grants to local businesses. After Legal review, Council transferred the responsibility of providing business Grants to the SFEDA for administration.

There are several parameters in which businesses must adhere to in order to receive a grant. Grant dollars must address an expense related to issues surrounding COVID-19. Staff created an application and a policy to outline the requirements and collect supporting documentation from business applicants.

The EDA received six (6) grant applications for consideration. The applications were reviewed for completeness and requirements on August 28, 2020 and September 9, 2020.

Three of the grant applications required clarification or additional documentation. Applicants were given an extended deadline to submit missing information. Using the extended time Staff was able to collect information that would adequately support the grant.

Any businesses receiving a grant will be required to enter into a Grant Agreement with the EDA. Ninety days after the grant agreement is signed, the recipient must also report the use of funds to the City for auditing purposes.

### **ITEMS TO BE DICUSSED:**

Staff recommends approval of the following grants:

- Patriot Lanes \$34,097.75
- Rum River Inn \$50,000
- St. Francis American Legion \$20,000

**TO:** St. Francis Economic Development Authority  
**FROM:** Kate Thunstrom, EDA Executive Director  
**SUBJECT:** CARES Act Grant Late Acceptance and Grant Award  
**DATE:** September 28, 2020

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### **OVERVIEW**

The City received Federal CARES Act funding passed through the State of Minnesota. Funds allows the City to provide grants to local businesses. After Legal review, Council transferred the responsibility of providing business Grants to the SFEDA for administration.

The EDA was contacted in regards to accepting a late application. Commission members responded that due to the availability of funds that they would consider a late application as long as it could be processed in time for the September 28<sup>th</sup> meeting to keep the allocations and spending on track.

This business returned the application on Monday, September 21st and attached necessary documentation to show its intent of the funds. Funds will be used to address the needs created by COVID-19 such as the patio furniture, utilities and food waste removal.

Any businesses receiving a grant is required to enter into a Grant Agreement with the EDA. Ninety days after the grant agreement is signed, the recipient must also report the use of funds to the City for auditing purposes.

### **ITEMS TO BE DICUSSED:**

Staff recommends approval of the following grant be made:

- Mansetti's, \$20,000