



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

ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

SEPTEMBER 14, 2020, 5:30 p.m.

Via ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/84261946846?pwd=eStyVGp4UFZCV3VUMmlaK2JrMVMrUT09>

Meeting ID: 842 6194 6846

Passcode: 6mf4Qb

One tap mobile

+19292056099,,84261946846#,,,,,0#,,400229# US (New York)

+13017158592,,84261946846#,,,,,0#,,400229# US (Germantown)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 842 6194 6846

Passcode: 400229

Find your local number: <https://us02web.zoom.us/j/84261946846?pwd=eStyVGp4UFZCV3VUMmlaK2JrMVMrUT09>

1. Call to Order
2. Roll Call
3. Approve Minutes of August 3, 2020
4. Approval of the Agenda
5. New Business

- a. Acquisition of Real Property
 - b. CARES Act, Grant Approvals
 - c. Schedule EDA meeting to discuss three additional Grant Applications
6. Other Reports
7. Adjourn

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

ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

August 3, 2020

Zoom Meeting

5:00pm

1. Call to order: EDA called to order at 5:07 pm
By Vice President Steve Feldman
2. Roll Call
Present: Steve Feldman, Joe Muehlbauer, Brenda Pavelich-Beck, MaraLynn Kubacki
Also Present: Community Development Director Kate Thunstrom
Absent: Mike Rodger
3. Appointment of Officers
Nomination for Mike Rodger to be EDA President by Feldman
Motion by Muehlbauer
Second: Kubacki
Motion Carried 4-0

Nomination for Steve Feldman for Vice President by Muehlbauer
Motion by Muehlbauer
Second by Pavelich-Beck
Motion Carried 4-0
4. Approve Minutes of October 2, 2019
Motion: Pavelich-Beck
Second: Muehlbauer
Motion Carried 4-0
5. Approval of the Agenda for August 3, 2020
Motion : Pavelich-Beck
Second : Muehlbauer
Motion Carried 4-0
6. New Business
 - a. Annual Report. Thunstrom presented the 2019 Annual report identifying the meetings and business completed by the EDA
 - b. CARES Act Small Business Relief Grants. Thunstrom identified the process in which the EDA is eligible to award grants to small businesses impacted by COVID-19. These are Federal funds that were passed from the State of MN to the Cities to be utilized for local expenses and grant opportunities. The following actions were reviewed by the EDA:

- i. Review and adopt policy: Minor corrections were made to the policy. Policy was adopted
- ii. Review and approve Grant application: application was discussed and approved for release
- iii. Draft Grant Agreement was reviewed
- iv. Resolution 2020-01 Resolution for the St. Francis CARES Act Small Business Relief Program

Discussion of group included that upon the receipt of grant applications, a small group will set aside time to review prior to the EDA meeting to award funds. Group will review to determine if expenses meet requirements and documentation submitted meets requirements.

If the EDA receives grant requests that exceed the amount of funds available the grant requests will be reduced equally by a percentage. This will allow all qualified applications to receive funds, however may require a reduction in funds awarded. Group wanted to ensure the funds were distributed were equitable.

Motion to adopt and approve Policy, Grant Application and Grant Agreement by Pavelich-Beck

Second: Kubacki

Motion Carried 4-0

Motion to approve Resolution 2020-01 Resolution for the St. Francis CARES Act Small Business Relief Program by Pavelich-Beck

Second: Muehlbauer

Motion Carried 4-0

- c. Set meeting for the Grant Approvals
 - i. September 14, 2020 at 5:30 pm, via Zoom

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

8. Meeting Adjourned at 5:37 pm

Submitted by,

Kate Thunstrom, EDA Director

APPROVED, with/without change:

TO: St. Francis Economic Development Authority
FROM: Kate Thunstrom, EDA Executive Director
SUBJECT: Real Property Acquisition
DATE: September 14, 2020

OVERVIEW

Staff has been directed by Council to acquire the identified four properties. The acquisition will be for the purposes to demolish existing structures for a final use of either commercial development or a Civic Campus. These uses will continue to meet the planning set forth from the St. Francis Forward plan to guide the city development within the main corridors. The use also meets the zoning of the B1 Central Business district permitted uses.

Property Address: 3772 Bridge Street, PID 32-34-24-34-0012

Original Structure built: 1891
Current use: Rental Housing – non-conforming use
Current Status: Occupied, relocation assistance provided
Property Zoned: B1 Central Business District
Intended use of property: Redevelopment for commercial or Civic Campus
Lot Size: roughly 11,200 sq. ft.

Property Address: Vacant Lot – PID 32-34-24-34-0013

Property Zoned: B1 Central Business District
Intended use of property: Redevelopment for commercial or Civic Campus
Lot Size: roughly 11,200 sq. ft.

Property Address: 22951 Ambassador Blvd – PID 32-34-24-34-0010

Original Structure built: 1970
Current use: Commercial
Current Status: Vacant
Property Zoned: B1 Central Business District
Intended use of property: Redevelopment for commercial or Civic Campus
Lot Size: roughly 10,800 sq. ft.

Property Address: Vacant Lot – PID 32-34-24-34-0009

Property Zoned: B1 Central Business District
Intended use of property: Redevelopment for commercial or Civic Campus
Lot Size: roughly 5,400 sq. ft.

USE:

The Realtor representing the property owner approached staff in 2019 with the idea of acquiring all four parcels. The commercial property at 22951 Ambassador has been vacant for greater than a year. Conversations with new owners has identified that the property as is does not meet setback, access, parking or use codes and to bring the structure up to current building codes would be costly. The residential property is occupied by a tenant and the city will provide relocation assistance as required by State and Federal laws.

Staff worked with Council to determine the position of a future Civic Campus and if there is a need of the parcels identified. If the parcels are not needed in future planning for a campus, they would be sold for commercial redevelopment. Council will contribute funding towards the acquisition.

BUDGET:

The project budget for the full project is estimated to be \$430,000. This includes acquisition, legal/consulting, closing/title, relocation, pre-demolition testing, demolition and clean-up.

It is proposed that the project use \$187,000 City funds and \$243,000 EDA funds. The EDA will try to reduce costs if able through demolition if the Fire Department is able to use the site for training. There is still a removal and clean up charge so reductions would not be substantial.

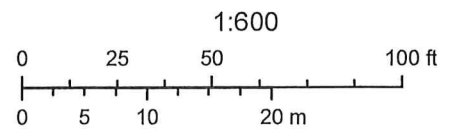
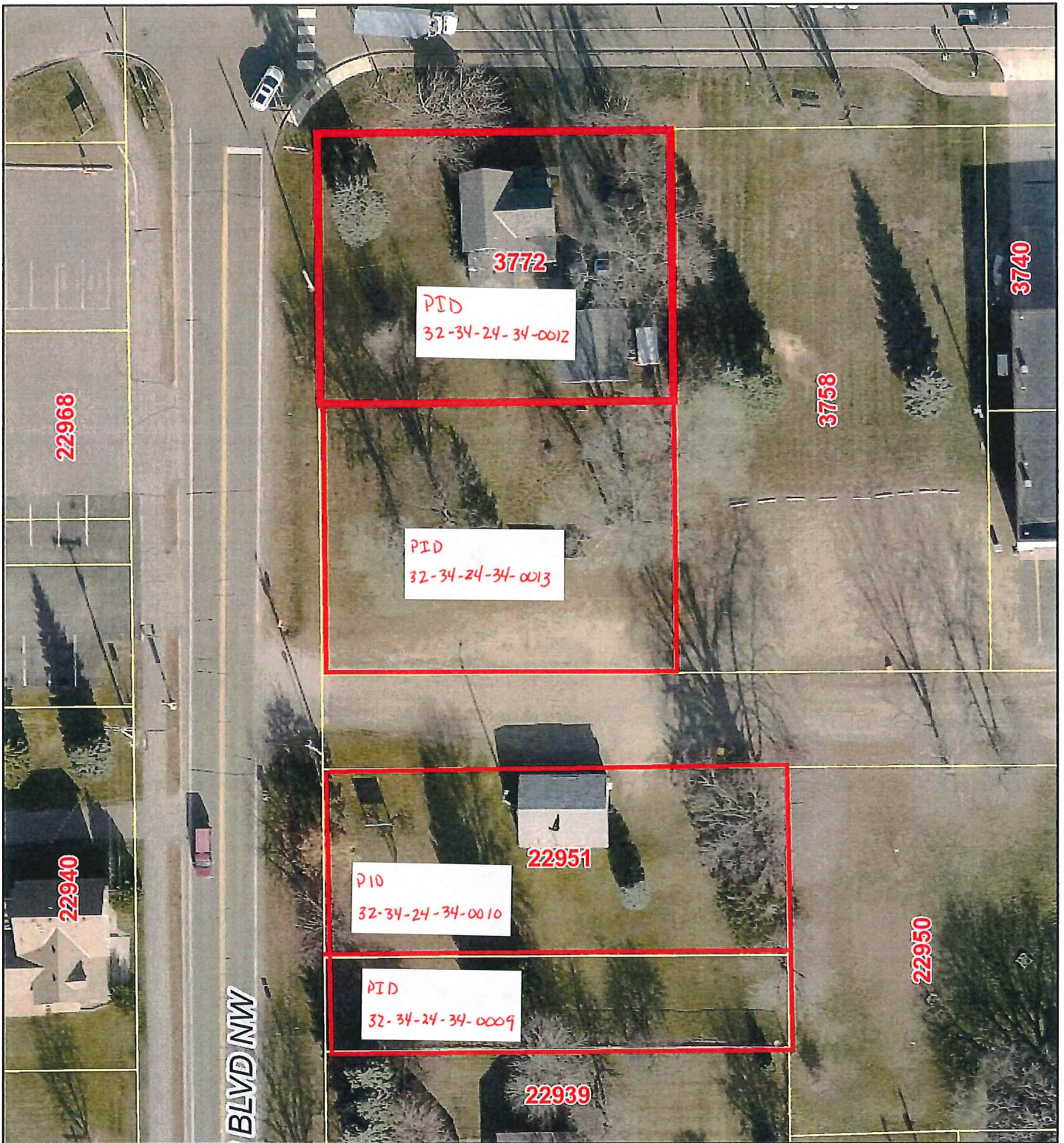
ITEMS TO BE DICUSSED:

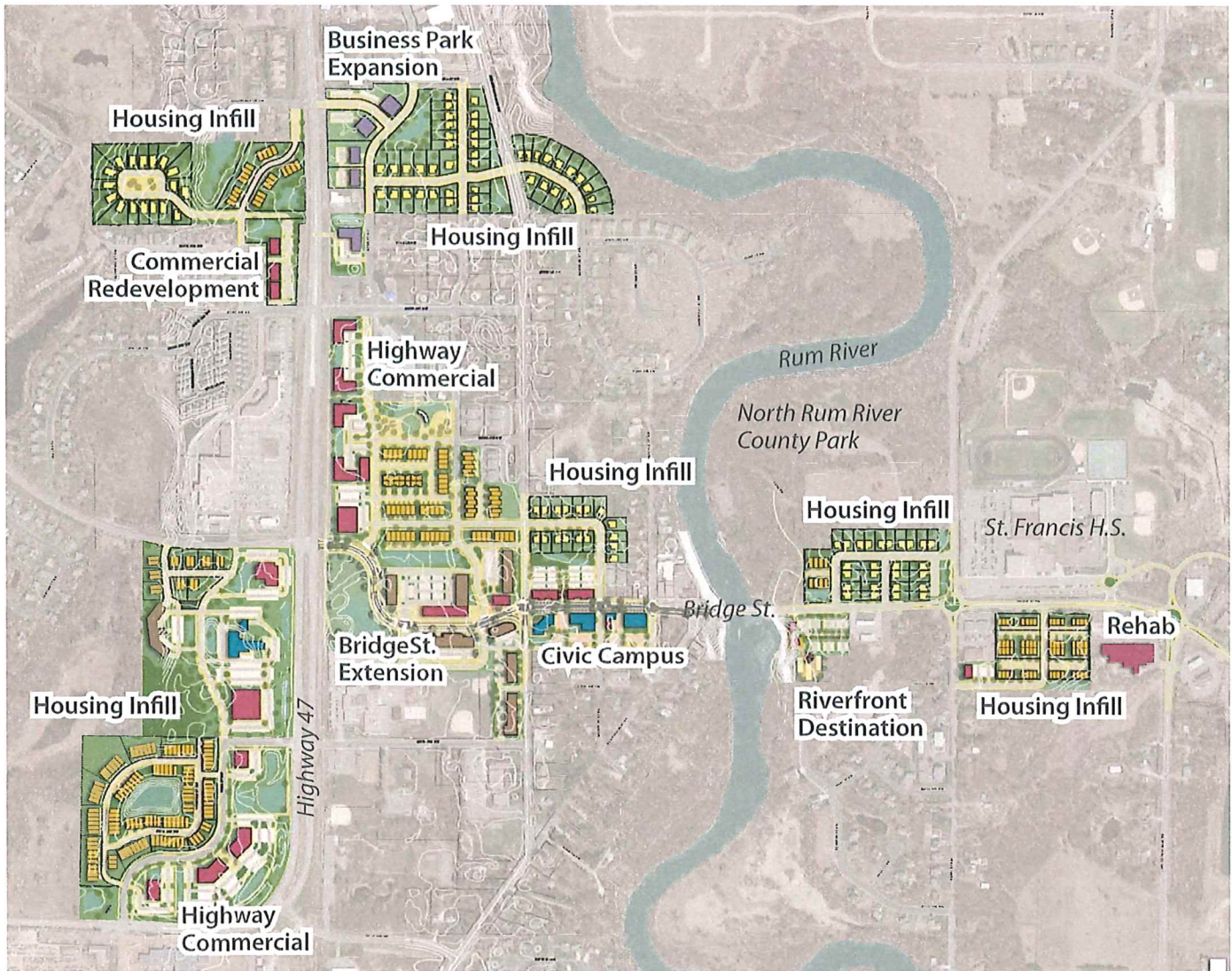
1. Authorization of EDA Resolution 2020-02 Approving the Purchase of Property and Granting Signatory Authority.
2. Acquisition price
3. Funding of up to \$243,000 in EDA funds.

ATTACHMENTS:

- GIS Location and Layout
- St. Francis Forward site concept
- EDA Resolution 2020-02 Approving the Purchase of Property and Granting Signatory Authority.

Anoka County, MN





The Master Plan envisions:

- » A Civic Campus on the south side of Bridge Street
- » Office Redevelopment on the north side of Bridge Street
- » A restaurant/entertainment anchor on the east side of the Rum River
- » Housing redevelopment between Bridge Street and Rum River North County Park
- » Housing redevelopment south of the High School
- » Industrial growth along Highway 47
- » Residential infill along Ambassador Boulevard
- » Residential infill off Highway 47
- » Redevelopment of Office/Commercial along Highway 47

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

EDA RESOLUTION 2020-02

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:

- 22951 Ambassador Blvd NW, St. Francis, Property ID 32-34-24-34-0010, Lot 4, Block 2 Village of St. Francis.
- Property ID 32-34-24-34-0009, the North one-half of Lot 2, Block 2, Village of St. Francis
- 3772 Bridge St NW, St. Francis, Property ID 32-34-24-34-0012, The North 95 feet of Lots 6 and 7, Block 2, Village of St. Francis
- Property ID 32-34-24-34-0013, Lot 6 and 7, Block 2, Village of St. Francis except the North 95 feet of said lots, Village of St. Francis

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 14th DAY OF SEPTEMBER, 2020.

APPROVED:

_____ [sign name]

By: _____ [print name]

Its: President__

TO: St. Francis Economic Development Authority
FROM: Kate Thunstrom, EDA Executive Director
SUBJECT: CARES Act Grant Application
DATE: September 14, 2020

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 timeline for this process is as follows:

- *Council approval:* July 20, 2020
- *Council transfers to EDA* August 3, 2020
- *EDA Approval:* August 3, 2020
- *Release Grant Application:* August 4, 2020
- *Grant Application Deadline:* August 20, 2020
- *EDA Approval* September 14, 2020
- *EDA Extended Approval* tbd

Grant applications were mailed to 53 businesses in St. Francis. Staff also posted the opportunity on Facebook and Twitter pages. The information was also shared by the AC Regional Economic Development Site.

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 a deadline of September 9, 2020 to submit missing information. After a second review, additional information is needed by these applications and Staff is requesting the EDA provide a second opportunity to submit needed documentation.

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 DISCUSSED:

Staff recommends approval of the following grants:

- Amazing Grace Recovery Services, \$25,000
- Beef O' Brady's, \$45,000
- Destination Academy, \$34,077

Staff requests that the remaining three applications not ready for recommendation be given another opportunity to submit documentation and be brought for approval at a future EDA meeting.

**EDA COMMISSION
AGENDA REPORT****5c**

TO: St. Francis Economic Development Authority
FROM: Kate Thunstrom, EDA Executive Director
SUBJECT: Subject SFEDA Meeting
DATE: September 14, 2020

OVERVIEW

Schedule and EDA meeting to review three additional CARES Act Small Business Relief grant applications

Possible Dates:

September 28
September 29
October 5 – prior to Council at 5:00
October 7