

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

ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

JANUARY 23, 2019

23340 Cree Street NW, St Francis
St. Francis City Hall

5:30 PM

1. Call to Order
2. Roll Call
3. Approve Minutes of November 5, 2019
4. Appointment of Officers
 - a. President
 - b. Vice President
 - c. Secretary
5. Approval of the Agenda
6. New Business
 - A. Annual Report
 - B. Resolution 2019-01 for the application submission and commitment of local match for a redevelopment grant to the Minnesota Department of Employment and Economic Development
7. Other Reports
8. Adjourn

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

ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

Monday November 5, 2018

4111 Ambassador Blvd NW
ISD #15 Central Service Center

5:00pm

1. Call to order: EDA called to order at 5:00pm
By President Mike Rodger
2. Roll Call
Present: Sarah Udvig, Mike Rodger, Joe Muehlbauer, Brenda Pavelich-Beck, Robert Bauer
Also Present: City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Dave Schaps BGS
Absent: none
3. Approve Minutes of October 18, 2018
Correction on individual adjourning meeting.
Motion: Joe Muehlbauer
Second: Sarah Udvig
Motion Carried: (5-0)
4. Approval of the Agenda
Motion to change wording on agenda from "selection" to "review of selected contractor"
Motion: Joe Muehlbauer
Second: Rob Bauer
Motion Carried: (5-0)
5. Old Business
 - A. Review of selected contractor for 3765 Bridge Street Demolition
 - Kate reviewed bid results and outcome of last meeting.
 - Mike discussed his research on the contractors and the decision to choose Nitti.

- Group discussed the budget, definition of responsible contractor, description in language of the RFP.
- Sarah discussed her research on the contractors, expressing concerns due to the location of streets and school district buildings.

Group had two options on the table:

1. Motion to repeal selected contractor
2. If no change, no motion is required

No motion was made, decision stands as approved at the 10/18/18 meeting.

6. Other Reports:

- Mike discussed the EDA handbook and presented it to the group. Discussion continued in regards to the group needing to look further into the handbook, does not feel it is doing enough.
- Discussion of scheduling a monthly meeting was addressed, ability to cancel if no items were on the agenda. Group to formulate a plan going forward.

7. Motion to Adjourn: Brenda Pavelich-Beck
Second: Rob Bauer
To Adjourn @ 5:52pm

Submitted by:
Kate Thunstrom, EDA Executive Director
Approved

ANNUAL REPORT 2018



Respectfully Submitted

By

Kate Thunstrom, Executive Director

Economic Development Authority Annual Report 2018

The Economic Development Authority had four meetings in 2018. The meetings were held on the following dates:

April 16, 2018

June 4, 2018

October 18, 2018

November 5, 2018

At the April 16th meeting, the EDA discussed the 2017 Annual report, the acceptance of bids and selection of contractors for the demolition of 3757 Bridge Street and the proposed acquisition of the property located at 3731 Bridge Street.

The EDA accepted the bid of Nitti Construction for the demolition of 3757 Bridge and agreed to move forward on the acquisition of 3731 Bridge St.

At the June 4th meeting, the EDA met to discuss the acquisition of real property located at 3765 Bridge Street. Previous offer had been made, owner set on a final price. Parcel is important for the overall development and vision of the city.

The EDA authorized staff to pursue the acquisition and set limits on purchase price.

At the October 18th meeting, the EDA discussed the acceptance of and selection of the contractor for the demolition of 3765 Bridge Street.

The EDA accepted the bid of Nitti Construction for the demolition of 3765 Bridge Street.

At the November 5th special meeting called, the EDA was called together by two Commissioners requesting a special session to discuss the bid selection of the October 18th EDA meeting. The Commissioners further discussed the review of the three bids, the appropriate way to handle the selection and made no further motion to change the bid selected on October 18th.

2018 Financial (Note the following is unaudited)

This fund received \$1,479.66 for interest in 2018. It ends the year with a cash balance of \$101,456.52

The EDA netted \$98,805.00 for the sale of the Meadows of St. Francis Townhome lots in 2016.

The EDA Lease Revenue Bond was refunded in 2017 with a GO Capital Improvement Bond by the City. This removes this obligation from the EDA.

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

TO: EDA Commission
FROM: Kate Thunstrom, EDA Executive Director
SUBJECT: DEED Application and Resolution – Redevelopment Grant Program
DATE: 01/23/2019

OVERVIEW

The EDA has been working with the property owners at 3731 Bridge Street since June 2017 in regards to the property condition. Through these discussions the property owners have decided to sell the property to the City of St. Francis EDA for the purposes of structure demolition and redevelopment of the site. This process is still moving forward through legal descriptions and title work clarifications.

The City Council awarded this project \$225,000 as a transfer from the Bottle Shop on November 6, 2017.

Upon review of the DEED Redevelopment Grant, staff feel that the city may have an opportunity to utilize this program for costs associated with acquisition, demolition and infrastructure. To submit the grant application, a Resolution is required. Staff will submit the application with a Resolution from Council (approval pending 1/22/19 Council meeting) and the EDA showing the commitment of both parties and the collaboration of the two authorities towards the redevelopment goals.

Application is due February 1, 2019.

ACTION TO BE CONSIDERED:

Adopt Resolution 2019-01 a resolution for application submission and commitment of local match for a redevelopment grant application to the Minnesota Department of Employment and Economic Development

POTENTIAL BUDGET:

ATTACHMENTS:

**CITY OF ST. FRANCIS
ECONOMIC DEVELOPMENT AUTHORITY (EDA)
ST. FRANCIS, MN
ANOKA COUNTY**

RESOLUTION 2019-01

**RESOLUTION FOR APPLICATION SUBMISSION AND COMMITMENT OF LOCAL
MATCH FOR A REDEVELOPMENT GRANT APPLICATION TO THE MINNESOTA
DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT**

WHEREAS, the City of St. Francis and the City of St. Francis Economic Development Authority are working jointly to meet development and redevelopment goals; and

WHEREAS, the development and redevelopment goals are in motion following the concepts and ideas as set forth in the St. Francis Forward (re)development Plan and the Comprehensive Plan; and

WHEREAS, the City of St. Francis is reviewing opportunities for redevelopment of properties and is applying to the Minnesota Department of Employment and Economic Development, Redevelopment Grant opportunity; and

WHEREAS, the City of St. Francis is open to contributing TIF and local resources to the redevelopment properties in support of public benefits including but not limited to, job creation and housing opportunities; and

BE IT RESOLVED that the City of St. Francis Economic Development Authority act as the legal sponsor for project(s) contained in the Redevelopment Grant Program to be submitted on January 31, 2019, and that Kate Thunstrom, EDA Executive Director is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of St. Francis EDA.

BE IT FURTHER RESOLVED that the City of St. Francis EDA has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application ARE COMMITTED to the project identified.

BE IT FURTHER RESOLVED that if the project identified in the application fails to

substantially provide the public benefits listed in the application within five years from the date of the grant award, the City of St. Francis may be required to repay 100 percent of the awarded grant per Minn. Stat. § 116J.575 Subd. 4;

BE IT FURTHER RESOLVED that City of St. Francis EDA has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, The City of St. Francis EDA may enter into an agreement with the State of Minnesota for the above referenced project(s), and that the City of St. Francis EDA certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that Kate Thunstrom is hereby authorized to execute such agreements as are necessary to implement the project(s) on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City of St. Francis Economic Development Authority Commission of the City of St. Francis EDA on the 23rd of January 2019

SIGNED: _____

Authorized Official: _____

Authorized Official's signature: _____

WITNESSED:

Witness' signature: _____

Title: _____

Date: _____