



**INVER GROVE HEIGHTS
ECONOMIC DEVELOPMENT AUTHORITY AGENDA
MONDAY, FEBRUARY 8, 2016
CITY HALL COUNCIL CHAMBERS
5:00 P.M.**

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

- A. Consider Approval of Minutes from the November 9, 2015 Regular Economic Development Authority Meeting _____
- B. Consider Approval of Claims _____

4. REGULAR AGENDA

- A. Consider Election of Officers _____
- B. Consider Approval of 'Open to Business' Joint Powers Agreement _____
- C. Provide Direction regarding Commercial Property Maintenance Regulations _____
- D. Hear Progress Plus Update _____
- E. Discuss Progress Plus Work Plan _____
- F. Consider Approval of EDA Work Plan _____
- G. Discuss Survey regarding EDA Financing _____

5. NEXT MEETING – May 9, 2016

6. ADJOURN _____

**INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING
MONDAY, NOVEMBER 9, 2015 – 8150 BARBARA AVENUE**

CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met on Monday, November 9, 2015, in the City Hall Council Chambers. President Piekarski Krech called the meeting to order at 5:00 p.m. Present were Economic Development Authority Members Bartholomew, Hark, Mueller, and Tourville; Executive Director Link, City Attorney Kuntz, City Administrator Lynch, Finance Director Smith, and Secretary Fox.

3. CONSENT AGENDA

A & B. Minutes and Claims

Motion by Bartholomew, second by Tourville, to approve the minutes from the August 10, 2015 Regular Economic Development Authority Meeting and the disbursements from August 10, 2015 to November 8, 2015.

Ayes: 5

Nays: 0 Motion carried

4. REGULAR AGENDA

A. Open to Business Presentation

Mr. Link introduced Laurie Crowe, the business advisor for the 'Open to Business' program which is administered by the Metropolitan Consortium of Community Developers (MCCD) through the Dakota County Community Development Agency (CDA).

Ms. Crowe discussed the third quarter report. She advised that through the third quarter she worked with 180 clients, 15 of which were from Inver Grove Heights. Of those clients half were new entrepreneurs and half were existing business owners. The activity is up from last year and will hopefully continue to increase in 2016. 'Open to Business' has done just under \$200,000 worth of lending so far and is slated to do \$400,000 by year end. 'Open to Business' was also instrumental in helping business owners receive an additional \$2M in facilitated lending. Ms. Crowe advised that although the referrals column does not demonstrate it, the River Heights Chamber of Commerce regularly refers clients to Open to Business. She stated that something unique to Inver Grove Heights is the long term relationships she has had with various clients, including Lisa Marek of Fat Cat Art Studio.

Lisa Marek stated she has been working with Laurie Crowe since 2013 in regard to her graphic design business. Through 'Open to Business' she has received assistance with her business plan, reassessing transition points, growing her business, and most recently she was awarded a micro-grant.

Boardmember Bartholomew stated he would like to see more residents take advantage of this beneficial program.

Ms. Crowe advised that the advertising is done by the County and the City. She stated the program was somewhat underutilized and, because the clients are so different from one another, the program ideally should be continuously marketed in different ways. Last year there was somewhat of a decline in activity so she and Tom Link created a marketing campaign which resulted in an immediate increase. She advised that she would be willing to meet with the City to discuss a marketing plan.

Boardmember Bartholomew asked if they had advertised the 'Open to Business' program on the local cable channel.

Ms. Crowe replied she had not done that for the City of Inver Grove Heights, but would be happy to do so.

Boardmember Hark asked what the maximum dollar amount was of the micro-grants.

Ms. Crowe replied they are allotted 15 micro-grants a year with a \$1,000 maximum. She added that a few of the micro-grants were awarded to Inver Grove Heights residents and they made a substantial impact on their businesses.

Boardmember Hark asked what the dollar amount was of the average micro-grant.

Ms. Crowe replied that all of her clients received the full \$1,000, with one client receiving an additional \$500. She noted that the money is granted to individuals rather than the business and is meant for interim or startup costs.

Boardmember Tourville asked for clarification regarding the number of clients listed for each city.

Ms. Crowe replied that number reflects the clients she has met and worked with.

Boardmember Tourville requested that the report be broken down to show how much of the financing was specific to Inver Grove Heights.

Ms. Crowe agreed to provide that information.

Mr. Link advised that they would follow up on the ideas brought forward regarding additional marketing, noting that the first year Inver Grove Heights' activity was down quite a bit in comparison to other cities but improved substantially after Jennifer Gale, Laurie Crowe, and himself put together a marketing package.

Ms. Crowe advised that the 'Open to Business' program has been hugely successful throughout Dakota County.

Boardmember Tourville noted that Townsquare Television covered the cities of South St. Paul, West St. Paul, Mendota Heights, and Inver Grove Heights.

Boardmember Bartholomew asked if this program was highlighted in the *Insights* newsletter.

Mr. Link replied that 'Open to Business' was highlighted in the *Insights* newsletter once a year, but was also advertised at the City Hall front counter, the electronic billboard on Highway 52, and the City website.

Ms. Crowe suggested they market the program in multiple ways in order to get the attention of all clients.

President Piekarski Krech suggested they feature different scenarios in the *Insights* newsletter; perhaps a new business in one issue, an existing business in another, a business needing financial assistance in another, etc.

B. Progress Plus Update

Jennifer Gale, Progress Plus, stated they have been continuously working with Arbor Pointe businesses for the last year or so, including meeting with the new owners of the Verizon store. Mayor Tourville, Joe Lynch, and Ms. Gale met with the Minnesota Vikings' Executive Vice-President and Chief Financial Officer to hear what was anticipated for the proposed Eagan facility and to let them know that as their plans progress Inver Grove Heights would like to be a community partner.

Boardmember Tourville advised that the City wanted to know what was planned for that area before they were asked to take official action.

President Piekarski Krech stated it was her understanding that it was already going to Metropolitan Council for approval.

Mr. Link replied that Eagan had already approved and forwarded the comprehensive plan amendment to Metropolitan Council for approval. He advised that the City sent a response outlining their concerns and asking to be a part of the process going forward.

Boardmember Bartholomew asked if the EDA could receive a copy of the letter from the City.

Mr. Link replied in the affirmative.

Ms. Gale advised that the first phase of the Vikings development would be their practice facility, which could begin construction as early as next spring. She discussed recent inquiries and relocations, including a printing company and a company which creates a window washing fluid product. She advised that she is following up with a grocery store that she recently learned was having discussions with an Inver Grove Heights developer. Ms. Gale advised that she attended the re-grand/grand openings of Inver Family Chiropractic and Wellness, El Azteca, Verizon Wireless, and Kwik Trip in South St. Paul. Ms. Gale congratulated the EDA on continuing to partner with 'Open to Business', stating it was an important tool that they often use. This year Progress Plus is participating in Small Business Saturday and Neighborhood Champion Program, American Express's nationwide program that helps support small businesses. Anyone is welcome to stop by her office to pick up free promotional items. Ms. Gale thanked President Piekarski Krech and Tom Link for participating in the Fall Broker Tour. Sixteen brokers were in attendance; they visited Fleming Field, Argenta Hills, a building on Clark Road, and Bridgepointe in South St. Paul. The tour ended with a reception hosted by Hometown Meats, Wipaire, and Arbor Pointe Liquor. This year Progress Plus hosted the game Plinko at the MNCAR Expo. They received an additional 100 contacts to add to their database at this event and received many comments from other communities wishing they had a tool such as Progress Plus. All marketing was labeled with both Inver Grove Heights and South St. Paul.

C. Arbor Pointe Commercial – Concord/Cahill Roundabout

Mr. Link advised that, in response to the EDA's concern about the indirect access to the businesses on Buchanan Trail for Concord Boulevard northbound traffic, several actions had been recently taken. Working with the County, a flashing yellow arrow has been added at the Concord/Cahill intersection to provide for U-turns. The City also researched the blue informational signage on Highway 52 but found that State rules do not allow for additional signage beyond what already exists. The City, with the help of consultant engineer Kimley-Horn, explored providing a direct access onto Buchanan Trail via a left turn lane on northbound Concord. The County, however, rejected the concept, stating it would not meet spacing requirements, the design of the left turn lane did not meet engineering standards, and they had safety concerns regarding rear end collisions.

At its last meeting, the EDA directed staff to analyze another option, a roundabout at Concord Boulevard/Cahill Avenue. In response to this request, Kimley-Horn prepared a preliminary plan for the roundabout as well as a preliminary cost estimate. The design illustrates that there is enough room at the intersection for a roundabout; however, more detailed engineering would have to be done. The cost estimate of \$2.4M is also preliminary and does not include easement acquisition costs. If the EDA would like to pursue it, the next step would be to do a feasibility study. The disadvantage of the roundabout is its

high cost, which would likely have to be borne by the City or the EDA. Also, there is no readily identifiable funding source for it. The benefits would be limited as it would still not provide a direct access onto Buchanan Trail, the existing intersection already provides an ability to make a U-turn at Cahill, and the benefit would be shared only by the six commercial properties that front on Buchanan Trail.

Boardmember Tourville asked staff to determine what the utility charge was for the semaphore at the Cahill/Concord intersection, stating that eliminating that cost could help offset the cost of a roundabout. He requested that staff research the number of accidents in the last couple of years at that intersection, and also at the stretch between the interchange and Cahill, stating that roundabouts reportedly reduced accident rates. He believed a roundabout would benefit more than just the six businesses on Buchanan Trail.

Boardmember Hark agreed with Boardmember Tourville's comments, and asked Mr. Link if he had any sense of what the additional study would cost.

Mr. Link replied that he could get that information from the Public Works Director.

Boardmember Bartholomew asked if the County was assuming a future traffic load increase or were they basing their decision on current traffic levels.

Mr. Link stated he could get that information, but the County has stated previously they do not anticipate a lot of growth potential in this neighborhood.

In regard to safety, Boardmember Hark asked if the many vehicles with children using this intersection to get to and from Pine Bend Elementary School had been factored in.

Boardmember Tourville asked for additional information on the estimated indirect costs, stating they seemed high.

President Piekarski Krech stated she would not be willing to go forward with a costly roundabout in order to help six businesses. She believed the City should continue exploring the issue, stated perhaps they could add a U-turn signal rather than a yellow flashing light, and noted that traffic volumes could increase if Concord redeveloped. She suggested that the Arbor Pointe businesses add informational signage to direct people to their businesses.

Boardmember Tourville stated he was not surprised that the County was opposed to a roundabout at this point.

Mr. Link stated he would get the additional information requested and they would continue the discussion at the next EDA meeting.

D. Discuss Arbor Pointe Commercial – Property Maintenance

Mr. Link advised that the EDA has been discussing improvement of the Arbor Pointe commercial neighborhood, and has expressed concern regarding maintenance of vacant stores. With the city attorney's assistance, staff reviewed the City Code in relation to the maintenance of junk and junk vehicles, landscaping, exterior storage, signs, buildings, and parking. In regard to these maintenance items, Mr. Link advised the following: 1) Staff feels there is sufficient regulation in place regarding the prohibition of junk and junk vehicles from being stored outside on commercial properties, 2) In regard to landscaping, there is only general language requiring that commercial properties be maintained. The City has more extensive regulations pertaining to residential zoning districts; however, and the EDA could

choose to expand those regulations to apply to commercially zoned property as well. The cities of Burnsville, Eagan, and West St. Paul all require that lawns be maintained and that grass be no taller than eight inches on all properties, including commercial and industrial. 3) City ordinances require that signs be maintained if they are unsafe; other cities require that signs be maintained in good condition whether or not they are safe. 4) The City Code does not have requirements pertaining to the maintenance of exterior buildings. The EDA is considering such maintenance requirements for rental properties. The cities of Burnsville and Eagan have general language requiring that all buildings be properly maintained. West St. Paul has extensive requirements pertaining to foundations, walls, windows, doors, and roof. 5) The City does not have requirements for the maintenance or snowplowing of commercial parking lots. The cities of Burnsville, Eagan, and West St. Paul require that parking lots be maintained in good condition. All three cities stated that these provisions are difficult to enforce as it is subjective to determine when parking lots need to be repaved; the enforcement is also complicated by the large costs to pave a parking lot and the limited season to perform such work. None of the cities require that vacant parking lots be plowed unless the fire department requires it for emergency access. The Inver Grove Heights Fire Marshal advised that in the past he has required owners of vacant buildings to plow a fire lane around the building for emergency access. He suggested they stipulate the need for a fire lane more specifically in the ordinance and require owners of vacant buildings to post a placard advising who is responsible for the property maintenance.

Absent any code requirements, Boardmember Hark asked if the City had the authority to plow vacant parking lots or whether it would be considered trespassing.

Mr. Link stated he was not aware that the City had that authority.

Mr. Kuntz stated that absent any City requirement they would likely run into the private benefit at public expense issue. He added that he was not sure if it would meet the definition of trespassing, but the City would likely call the property owner ahead of time to advise them of their intention to plow the lot.

Boardmember Tourville stated there is also the potential for something to get damaged in the process of plowing. He recommended that staff draft commercial property maintenance language (i.e. sign maintenance, plowing of an emergency fire lane, etc.) and bring it back to the EDA for discussion. He suggested the language be restrictive, stating they could always reduce the requirements. Boardmember Tourville noted that he knows of fire departments in other cities that have gone to fires at vacant buildings and found there is no information or no key in the lock box, which jeopardizes the city and its emergency personnel. He stated one of the issues in Arbor Pointe is they are unclear of whose responsibility it is to maintain the grass cutting, etc. He felt that having a business in poor condition negatively affects the value of the neighboring businesses.

Boardmember Bartholomew agreed, stating it was not too much to expect property owners to keep their lawns mowed and parking lots maintained.

Boardmember Mueller stated they should make sure they can enforce the draft regulations, and he suggested they first send letters to the property owners asking what they would like done prior to taking further action.

Boardmember Tourville stated without an ordinance in place they cannot enforce it, and part of the problem is determining whom to send the letter to.

President Piekarski Krech recalled requiring the Cahill Shopping Center owners to pave their parking lot.

Mr. Link advised that requirement was attached to a City Council action, such as a conditional use permit approval.

Boardmember Tourville stated the requirements were part of an agreement put in place when they remodeled.

President Piekarski Krech asked if the proposed regulations would apply only to commercial properties as she was concerned about applying the same regulations to industrial properties.

Mr. Link stated they could draft the regulations for commercial properties only. With the help of the city attorney and fire marshal, staff will draft their own language along with language from other cities. As a follow up to Boardmember Mueller's comments, Mr. Link advised if there are regulations in place, the typical process is to send notice to the property owner which, in most cases, will resolve the issue. In instances where it does not take care of the problem, the City has the authority to pursue it with citations or do the work and assess the cost back to the owner if regulations are in place. There was one case this year in which the property owner did not respond and the City had someone cut the lawn and then assessed the property owner.

Boardmember Bartholomew asked if the lawn cutting referred to was on a commercial property.

Mr. Link replied in the affirmative.

Boardmember Bartholomew asked how the City could charge them for lawn cutting if there were no regulations in place.

Mr. Link replied that they used the general language; however, it was not as strong as a specific requirement, especially if someone were to challenge it.

Boardmember Bartholomew asked if the City was reimbursed for that work.

Mr. Link replied that he believed they paid the assessment. He advised that if this proceeds, the entire business community will be involved as it will affect all commercial properties in the City.

5. NEXT MEETING – Mr. Link advised that the next Regular EDA meeting will be held on February 8, 2016.

6. ADJOURNMENT: Motion by Mueller, second by Hark, to adjourn. The meeting was adjourned by unanimous vote at 6:11 p.m.

City of Inver Grove Heights EDA Fund 290

Budget vs Actual through 12/31/15

Account Description	2015 Amended Budget	12/31/15 Actual	Budget Remaining
Investment Earnings	2,300.00	660.86	1,639.14
Operating Transfers In	500.00	265,749.93	(265,249.93)
Total Revenue	2,800.00	266,410.79	(263,610.79)
Personnel	15,500.00	15,825.27	(325.27)
Prof/Tech Services	33,800.00	117,108.63	(83,308.63)
Purchased Services	500.00	572.27	(72.27)
Other Purchased Sevices	34,100.00	27,659.50	6,440.50
Land Purchase	-	214,985.37	(214,985.37)
Total Expenditure	83,900.00	376,151.04	(292,251.04)
Fund 290 Surplus (Deficit)	(81,100.00)	(109,740.25)	(28,640.25)

Claim on Cash

90,188.28

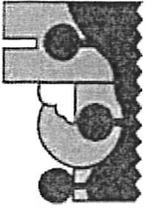
Land Available for Sale

1,138,500.00

Loan from Host Community Fund for Land Purchase

1,000,000.00

3.B.



City of Inver Grove Heights

Account Detail

Date Range: 10/24/2015 - 1/22/2016

Fund: 290 - EDA
290.100.1010199

Claim on Cash

Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
10/01/2015	Beginning Balance	Agrees to Previous report ending 10/23/2015			55,258.95
10/26/2015	JN06000	3rd Quarter 2015 Interest Allocation		262.47	55,521.42
10/30/2015	JN05964	Legal - Raushnot and general legal		(84.00)	55,437.42
10/30/2015	PYPKT00890 - PR 10/30/15: 10/10/2015-10/23/2015	Payroll		(603.23)	54,834.19
10/31/2015	JN05968	3rd Quarter Storm Water Billings		(33.73)	54,800.46
11/01/2015	JN06003	Record November Allocations		(83.33)	54,717.13
11/13/2015	PYPKT00895 - PR 11/13/15: 10/24/2015-11/6/2015	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(603.23)	54,113.90
11/13/2015	214357	Payroll		(1.30)	54,112.60
11/13/2015	214370	Legal - Raushnot & Austing	00538 - LEVANDER, GILLEN & MILLER P.A.	(24.00)	54,088.60
11/27/2015	PYPKT00901 - PR 11/27/15: 11/7/2015-11/20/2015	Payroll		(605.71)	53,482.89
11/30/2015	JN06114	Legal - Shipton & Raushnot		(180.00)	53,302.89
12/01/2015	JN06099	Record December Allocations		(83.37)	53,219.52
12/02/2015	214556	Payroll		(0.52)	53,219.00
12/11/2015	PYPKT00905 - PR 12/11/15: 11/21/2015-12/4/2015	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(603.23)	52,615.77
12/14/2015	PYPKT00906 - PR 12/14/15 - HCSP Year-End Payout: 12/11/ Payroll	Payroll		(478.00)	52,137.77
12/23/2015	214766	2016 Annual Conference		(280.00)	51,857.77
12/23/2015	214774	Legal - general legal	02886 - EHLERS AND ASSOCIATES, INC.	(120.00)	51,737.77
12/23/2015	214790	2016 Membership - T. Link	00538 - LEVANDER, GILLEN & MILLER P.A.	(174.00)	51,563.77
12/23/2015	214790	2016 Membership - J. Lynch	02253 - RIVER HEIGHTS CHAMBER OF COMMERCE	(174.00)	51,389.77
12/24/2015	PYPKT00913 - PR 12/24/15: 12/5/2015-12/18/2015	Payroll	02253 - RIVER HEIGHTS CHAMBER OF COMMERCE	(174.00)	50,810.62
12/30/2015	214821	2016 Annual Conference	06932 - EDAM	(579.15)	50,555.62
12/30/2015	214837	Environmental - 6840 Dixie	07411 - LANDMARK ENVIRONMENTAL, LLC	(3,625.00)	46,930.62
12/30/2015	214837	Environmental - 6840 Dixie	07411 - LANDMARK ENVIRONMENTAL, LLC	(9,988.38)	36,942.24
12/30/2015	214837	Environmental - 6840 Dixie	07411 - LANDMARK ENVIRONMENTAL, LLC	(2,600.00)	34,342.24
12/30/2015	214837	Environmental - McPhillips	07411 - LANDMARK ENVIRONMENTAL, LLC	(2,800.00)	31,542.24
12/31/2015	JN06157	Legal - general legal		(16.00)	31,526.24
12/31/2015	JN06149	2015 Budgeted Transfers		500.00	32,026.24
12/31/2015	JN06210	Transfers to EDA		58,162.04	90,188.28
01/01/2016	JN06192	Record January Allocations		(66.66)	90,121.62
01/06/2016	214892	Demo - 4195 68th St E	10937 - KAMISH EXCAVATING	(19,300.00)	70,821.62
01/08/2016	PYPKT00921 - PR 01/08/16: 12/19/2015-1/1/2016	Payroll		(607.00)	70,214.62
01/13/2016	214968	Legal - River Country Cooperative	00538 - LEVANDER, GILLEN & MILLER P.A.	(139.60)	70,075.02
01/22/2016	PYPKT00937 - PR 1/22/16: 1/2/2016-1/15/2016	Payroll		(624.37)	69,450.65

JN05964
#804-

Client: 81000.06000E Inver Grove Heights/City of (1)

INVER GROVE HEIG

Contact: City of Inver Grove Heights

Planning

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal
Secondary Timekeeper: 5 DJB Draft Template: 00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 03/03/1994
Previous Balance: 1,894.40

Business: 457-2111
101.45.3200.419.30420

\$48 - 290.
\$36 - E012-290.

Date	Tmkr	Ca	P	C	Tcod	Ref	Rate	Hours to Bill	Amount	Description
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unissued on
JEOS780

Fees

06/26/2015	4 TJK	81			1	359	120.00	1.00	120.00	Telephone conference with Allan Hunting concerning ordinances and permits relating to sale of alcohol at golf course.
07/07/2015	4 TJK	81			1	373	120.00	0.50	60.00	Telephone conference with Tom Link.
07/07/2015	4 TJK	81			1	374	120.00	0.30	36.00	Telephone conference with Tom Link concerning various property acquisition issues.
07/08/2015	4 TJK	81			1	375	120.00	0.40	48.00	Extended telephone conference with Attorney Ann Kennedy with Union Pacific Railroad concerning property split procedures.
07/09/2015	4 TJK	81			1	376	120.00	0.40	48.00	Memo and legal research concerning maintenance obligations for commercial properties.
07/09/2015	4 TJK	81			1	377	120.00	0.40	48.00	Legal research concerning preemption of railroad with respect to local zoning laws.
07/09/2015	4 TJK	81			1	378	120.00	0.40	48.00	Further correspondence with attorney for railroad concerning parcel split.
07/13/2015	4 TJK	81			1	379	120.00	0.30	36.00	Memo to Attorney Ann Kennedy concerning split of railroad property.
07/13/2015	4 TJK	81			1	380	120.00	0.30	36.00	Memo to Planning Department concerning relationship of zoning code to anti-discrimination laws based on disability.
07/14/2015	4 TJK	81			1	390	120.00	0.30	36.00	Telephone conference with Attorney Ann Kennedy concerning railroad land split.
07/15/2015	4 TJK	81			1	389	120.00	0.30	36.00	Telephone conference with Tom Link concerning four acquisition issues.
07/16/2015	4 TJK	81			1	388	120.00	1.00	120.00	Preparation of materials for report on maintenance obligations of commercial properties in City.
07/17/2015	4 TJK	81			1	384	120.00	0.40	48.00	Meeting with Tom Link on Rauschnot acquisition and outline of steps for environmental assessment.
07/17/2015	4 TJK	81			1	385	120.00	0.30	36.00	Meeting with Tom Link on possibility of obtaining review appraisal for Castaways Marina property.
07/17/2015	4 TJK	81			1	386	120.00	0.30	36.00	Meeting with Tom Link to review status of McPhillips acquisition and reconciliation of appraisals.
07/17/2015	4 TJK	81			1	387	120.00	0.30	36.00	Telephone conference with Attorney Peter Coyle concerning comprehensive plan amendment.
07/20/2015	4 TJK	81			1	396	120.00	0.50	60.00	Preparation for meeting on Riverview Auto.
07/20/2015	4 TJK	81			1	397	120.00	1.00	120.00	Meeting with Administration, Planning and park Departments on Riverview Auto.
07/21/2015	4 TJK	81			1	395	120.00	0.30	36.00	Memo on Riverview Auto.
07/23/2015	4 TJK	81			1	393	120.00	0.40	48.00	Review of Pine Bend Landfill relating to landfill expansion.
07/23/2015	4 TJK	81			1	394	120.00	0.30	36.00	Memo concerning Rauschnot/Bermann property.
07/24/2015	4 TJK	81			1	392	120.00	0.30	36.00	Telephone conference with Heather Botten concerning upcoming agenda items.

Billable Total: 4 TJK 9.70 1,164.00

Client: **81000.01026E Inver Grove Heights/City of (2)** INVER GROVE HEIG

Contact: City of Inver Grove Heights

Rauschnot/Austing Property Acquisition

Business: 457-2111

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal

E012 and E013-290.45.3000.419.30

Secondary Timekeeper: 24 BMNDraft Template:00000001 Rate Code: 1

Originating Timekeeper: 4 TJK Final Template:00000001 Date Opened: 09/01/2015

Previous Balance: 432.00

Date	Tmkr	HB Ca P C Tcod	Ref	Rate	Hours to Bill	Amount	Description
10/22/2015	15 KJR	81	1	6 120.00	0.20	24.00	Develop strategy pertaining to the Rauschnot property acquisition.
Billable Total:		15 KJR			0.20	24.00	
Total Billable Fees					0.20	24.00	

RECAP

Fees:	24.00	Previous Balance:	432.00
Expenses:	0.00	Payments/Credits:	0.00
Advances:	0.00		
Total WIP:	24.00	Balance Due:	432.00
		Total:	456.00

A/R	0-30	31-60	61-90	91-180	181-365	366+
	0.00	432.00	0.00	0.00	0.00	0.00

Client: **81000.06000E Inver Grove Heights/City of (1)**
Planning

INVER GROVE HEIG

Contact: City of Inver Grove Heights
Business: 457-2111
101.45.3200.419.30420

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal
Secondary Timekeeper: 5 DJB Draft Template: 00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 03/03/1994
Previous Balance: 2,886.84

Date	Tmkr	HB Ca P C Tcod	Ref	Rate	Hours to Bill	Amount	Description
Fees <i>101.45.3000.419.30700 TJK</i>							
08/27/2015	4 TJK	81	1 434	120.00	0.20	24.00	Telephone conference with Tom Link.
08/27/2015	4 TJK	81	1 435	120.00	0.40	48.00	Additional telephone conference with Tom Link concerning Rauschnot and Watrud.
09/01/2015	4 TJK	81	1 436	120.00	0.30	36.00	Telephone conference with Tom Link.
09/02/2015	4 TJK	81	1 437	120.00	1.00	120.00	Draft of Environmental Access Agreements for Rauschnot and related properties. <i>EO12</i>
09/10/2015	4 TJK	81 <i>EO12</i>	1 438	120.00	0.30	36.00	Telephone conference with Heather Botten concerning upcoming planning agenda items.
09/14/2015	4 TJK	81	1 440	120.00	0.50	60.00	Telephone conference with Tom Link concerning upcoming agenda items.
09/16/2015	4 TJK	81	1 441	120.00	0.30	36.00	In-office meeting on provisions of rental housing ordinance.
09/17/2015	4 TJK	81	1 442	120.00	1.00	120.00	Telephone conference with Tom Link concerning acquisitions in <u>Doffing area</u> ; follow-up.
09/24/2015	4 TJK	81	1 446	120.00	0.30	36.00	Telephone conference with Heather Botten concerning planning items.
Billable Total: 4 TJK					4.30	516.00	
<i>101.45.3000.419.30700 TJK</i>							
09/21/2015	23 KLL	81	1 443	120.00	2.00	240.00	Meeting with Tom Link and Nicole Cook regarding Rental License Ordinance.
09/22/2015	23 KLL	81	1 444	120.00	0.40	48.00	Revise Rental License Ordinance and forward to Tom Link.
Billable Total: 23 KLL					2.40	288.00	
09/14/2015	30 LMR	81	1 439	80.00	0.40	32.00	Prepare e-mail correspondence to Allan Hunting re Union Pacific Railroad split of land issue; prepare e-mail correspondence to Kim Fox re escrow closings.
09/23/2015	30 LMR	81	1 445	80.00	1.80	144.00	Revise Resolution Authorizing the Application of Credits from the Plats of Blackstone Vista, Blackstone Ponds 1st Addition and Blackstone Ridge to be Carried Forward and Applied to the Proposed Plat of Blackstone Highlands; prepare e-mail correspondence to Allan Hunting attaching same; prepare further revisions to Resolution Authorizing the Application of Credits from the Plats of Blackstone Vista, Blackstone Ponds 1st Addition and Blackstone Ridge to be Carried Forward and Applied to the Proposed Plat of Blackstone Highlands; prepare e-mail correspondence to Allan Hunting attaching further revised resolution.
Billable Total: 30 LMR					2.20	176.00	
Total Billable Fees					8.90	980.00	

Expenses

09/14/2015 4 TJK 13 509 0.200 1.20 PHOTOCOPY

Client: **81000.05000E Inver Grove Heights/City of (1)**

INVER GROVE HEIG

Contact: City of Inver Grove Heights

Inspections

Primary Timekeeper: 5 DJB Category: 81 Muny Civil - Municipal
 Secondary Timekeeper: 4 TJK Draft Template: 00000001 Rate Code: 1
 Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 03/03/1994
 Previous Balance: 690.00

Business: 457-2111
101.45.3300.419.30420

101.45.3000.419.30720

Date	Tmkr	Ca	P	C	Tcod	Ref	Rate	Hours to Bill	Amount	Description
Fees <i>290.45.3000.419.30720</i> <i>ED07</i>										
10/01/2015	4	TJK	81		1	215	120.00	0.50	60.00	Memo to Code Compliance Specialist concerning conditions of demolition contract; review contract. <i>Shipton Dem</i>
10/08/2015	4	TJK	81		1	220	120.00	0.30	36.00	In-office meeting concerning enforcement actions for Gore and Barron properties. <i>K. Ross</i>
Billable Total:		4 TJK						0.80	96.00	
09/28/2015	24	BMN	81		1	213	120.00	0.10	12.00	Correspondence with city staff regarding status of review hearing in Barron case.
09/30/2015	24	BMN	81		1	214	120.00	0.20	24.00	Analysis of relevant massage therapist licensing ordinance provisions to be updated in MNCIS for use by the courts when defendants are issued citations for violation of the City's ordinances related to massage therapists.
10/07/2015	24	BMN	81		1	216	120.00	0.10	12.00	Correspondence with city staff regarding status of new Barron citation.
10/07/2015	24	BMN	81		1	217	120.00	0.60	72.00	Prepare additional revisions to draft tobacco sampling Ordinance and cover memo to City Council; correspondence with city staff regarding revised Ordinance.
10/08/2015	24	BMN	81		1	218	120.00	0.10	12.00	Review correspondence from city staff regarding status of Code violation cases.
10/09/2015	24	BMN	81		1	219	120.00	0.40	48.00	Telephone conference with city staff regarding repeat Code violators and addressing on-going Code violation issues.
10/13/2015	24	BMN	81		1	221	120.00	0.50	60.00	Telephone conference with Code compliance officer regarding status of various Code violation properties and plan for addressing issues moving forward; internal correspondence regarding the same.
<i>702.229.2295702</i>										
10/16/2015	24	BMN	81		1	222	120.00	0.20	24.00	Analysis of status of Chirart file; correspondence with city staff regarding balance of escrow account related to the Code violations at this site.
10/21/2015	24	BMN	81		1	225	120.00	0.10	12.00	Correspondence with city staff regarding status of Barron, Gore and Moghul files.
<i>101.45.3000.419.30720</i>										
10/23/2015	24	BMN	81		1	226	120.00	0.20	24.00	Correspondence with city staff issues regarding citations.
Billable Total:		24 BMN						2.50	300.00	
10/13/2015	57	DSK	81		1	224	120.00	0.40	48.00	E-mail correspondence with city staff regarding inspections and Code violation cases.
Billable Total:		57 DSK						0.40	48.00	
Total Billable Fees								3.70	444.00	



REGISTRATION

I am registering for the MN Public Finance Seminar (\$280 Public Entities/\$320 Private Entities)

NAME: Thomas J. Link

TITLE: Community Development Director

ORGANIZATION: City of Inver Grove Heights

ADDRESS: 8150 Barbara Avenue

CITY/STATE: Inver Grove Heights ZIP: 55077

PHONE: 651-450-2546

FAX: 651-450-2502

E-MAIL ADDRESS: tlink@invergroveheights.org

Please indicate below, which programs you are interested in attending. You may only select one topic per session:

#Instagram	<input type="checkbox"/> TIF and Abatement 101	<input type="checkbox"/> Bonds 101	<input checked="" type="checkbox"/> Demystifying a Developer's Proforma
#Twitter	<input type="checkbox"/> TIF 201	<input checked="" type="checkbox"/> Economic Drivers of Single Family Housing	<input type="checkbox"/> Tour of Vikings Preview Center (The tour will return by 4:00 p.m.)
#Snapchat	<input checked="" type="checkbox"/> Development Case Studies	<input type="checkbox"/> The Municipal Bond Market	<input checked="" type="checkbox"/> The New Face of Multi-Family Housing
#Reddit	<input type="checkbox"/> TIF Administration	<input type="checkbox"/> Creative Financing Ideas	<input checked="" type="checkbox"/> Neighborhood Reinvestment Strategies
#Pinterest	<input type="checkbox"/> Monetizing TIF Notes	<input type="checkbox"/> Funding Streets and Transportation Infrastructure	

Please draft a check for \$280 made payable to:

Ehlers

Please return check to me for mailing.

#Ehle

Kim

LEADERS IN PUBLIC FINANCE

Registrations must be received by January 27, 2016

You may REGISTER ONLINE now, or complete the interactive form at right. After completing this form, you may print the registration page and fax to (651) 697-8555, or mail to Ehlers, ATTN: MN Public Finance Seminar, 3060 Centre Pointe Drive, Roseville, MN 55113. Make checks payable to Ehlers.

Please complete registration at right, and send to:

MN PUBLIC FINANCE SEMINAR
 c/o Ehlers
 3060 Centre Pointe Drive • Roseville, Minnesota 55113-1122
 Phone: (651) 697-8500 • Fax: (651) 697-8555

REGISTER ONLINE BY CLICKING HERE

LOCATION:
EARLE BROWN HERITAGE CENTER
 6155 Earle Brown Drive • Brooklyn Center, Minnesota 55430
 (763) 569-6300 • (800) 524-0239

BOOK HOTEL ONLINE BY CLICKING HERE

290.45 - 3000-419-50080



Client: **81000.01015E Inver Grove Heights/City of (2)** INVER GROVE HEIG

Contact: City of Inver Grove Heights
Business: 457-2111
290.45.3000.419.30420

Economic Development Authority

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal
Secondary Timekeeper: 15 KJR Draft Template: 00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 02/16/2012
Previous Balance: 0.00

Date	Tmkr	HB Ca P C Tcod	Ref	Rate	Hours to Bill	Amount	Description
11/09/2015	4 TJK	81 1 21		120.00	1.00	120.00	Economic Development Authority meeting.
Billable Total:					4 TJK	1.00	120.00
Total Billable Fees						<u>1.00</u>	<u>120.00</u>

RECAP

Fees:	120.00	Previous Balance:	0.00
Expenses:	0.00	Payments/Credits:	0.00
Advances:	0.00		
Total WIP:	<u>120.00</u>	Balance Due:	<u>0.00</u>
		Total:	120.00

A/R	0-30	31-60	61-90	91-180	181-365	366+
	0.00	0.00	0.00	0.00	0.00	0.00

River Heights Chamber of Commerce
 5782 Blackshire Path
 Inver Grove Heights, MN 55076

Invoice

Date	Invoice #
1/1/2016	6280

Bill To
Larry Stanger 8150 Barbara Avenue Inver Grove Heights, MN 55077

please change membership to Tom Junk

Terms
Due by renewal date

Quantity	Description	Rate	Amount						
1	2016 Membership Investment	174.00	174.00						
0.03	Thank you for your voluntary donation to our media solutions campaign. This amount is 3% of your membership dues and is dedicated to social media and web-based communication efforts. Of course, you are welcome to donate more than 3%. If you have questions about this, please feel free to call the Chamber office.	174.00	5.22						
<p><i>Vendor # 02253 290.45.3000.419.60070 \$174 - Smith 12/15/15 Prepaid @ 12-31-15</i></p>									
<table border="1"> <tr> <td>Fax #</td> <td>Phone #</td> <td>Web Site</td> </tr> <tr> <td>651-451-0846</td> <td>651-451-2266</td> <td>www.riverheights.com</td> </tr> </table>		Fax #	Phone #	Web Site	651-451-0846	651-451-2266	www.riverheights.com		
Fax #	Phone #	Web Site							
651-451-0846	651-451-2266	www.riverheights.com							

Thank you for your investment in the River Heights Business Community! ~ Jennifer Gale

Total Due *\$174.00*
 \$179.22

River Heights Chamber of Commerce
 5782 Blackshire Path
 Inver Grove Heights, MN 55076

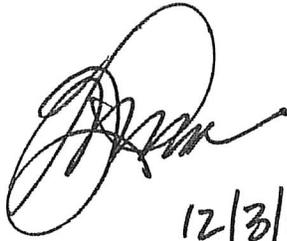
Invoice

Date	Invoice #
1/1/2016	6192

Bill To
Joe Lynch 8150 Barbara Avenue Inver Grove Heights, MN 55077

Terms

Due by renewal date

Quantity	Description	Rate	Amount						
1 0.03	2016 Membership Investment Thank you for your voluntary donation to our media solutions campaign. This amount is 3% of your membership dues and is dedicated to social media and web-based communication efforts. Of course, you are welcome to donate more than 3%. If you have questions about this, please feel free to call the Chamber office. V# 02253 # 290.45.3000.419.50070 \$174.00 Prepaid at 12-31-15  12/3/15	174.00 174.00	174.00 5.22						
<table border="1"> <tr> <td>Fax #</td> <td>Phone #</td> <td>Web Site</td> </tr> <tr> <td>651-451-0846</td> <td>651-451-2266</td> <td>www.riverheights.com</td> </tr> </table>		Fax #	Phone #	Web Site	651-451-0846	651-451-2266	www.riverheights.com	<div style="border: 1px solid black; border-radius: 50%; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> \$174.00 </div>	
Fax #	Phone #	Web Site							
651-451-0846	651-451-2266	www.riverheights.com							

RECEIVED
NOV 25 2015

Thank you for your investment in the River Heights Business Community! ~ Jennifer Gale	Total Due \$179.22
--	---------------------------

290.45.3000 · 419.50080 = \$255



EDAM 2016 Winter Conference Registration

Minneapolis Marriott Northwest | January 21-22, 2016

Use one form per person. Please photocopy for additional registrants.

Attendee

Name Thomas J. Link
Title Community Development Director Organization City of Inver Grove Heights
Address 8150 Barbara Avenue
City Inver Grove Heights State MN Zip 55077 Phone 651-450-2546
E-mail tlink@invergroveheights.org

Send me EDAM membership info

Registration

- Full Conference
 - Payment received before Jan. 8 EDAM Member \$255
 - Payment received on/after Jan. 8 \$280
 - One-Day Only
 - Payment received before Jan. 8 \$185
 - Payment received on/after Jan. 8 \$210
- Choose one: Thursday Friday

Yes, I will attend the Thursday Evening Reception
Are you a first-time Winter Conference attendee? No, I will not attend
 Yes No

TOTAL AMOUNT ENCLOSED \$ 255.00

Cora-
I need this check in this week's check run (12/31/15). Please return to me for mailing.
Thx - Kim

Payment

Check (made payable to EDAM) MasterCard VISA
Credit Card # _____ Exp. date _____ 3-digit security code _____
Cardholder Name (print) _____
Phone _____
Cardholder Signature _____

Credit Card Billing Address: Same as address above
Address _____
City _____ State _____ Zip _____

Send completed registration & payment to:
EDAM 1000 Westgate Drive, Suite 252 St. Paul, MN 55114
Fax to 651-290-2266 phone: (651) 290-6296

PCI Compliance: In accordance with PCI compliance, EDAM may not accept any forms via email nor accept credit card information over the phone. All forms must be faxed or mailed in.

Cancellation Policy: With written cancellation notice, received by January 8, 2016, you will receive a full refund, less a \$25 administrative charge. Cancellations after January 8, 2016 are nonrefundable. Substitutions will be allowed by same-company attendees if EDAM is notified before their arrival. Notices of cancellation and substitution must be faxed to the EDAM office at 651-290-2266. No-shows will not receive a refund.

Audio/Video Policy: Registration and attendance at, or participation at association events constitutes an agreement by the registrant to association's use and distribution of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.

(For office use only)	
initials	fin.
date	
CK/CC	
amt. paid	
bal. due	

Landmark Environmental, LLC

2042 West 98th Street
 Bloomington, MN 55431
 952-887-9601

Date
12/1/2015

Invoice #
15066.03-1

Bill To
Mr. Thomas J. Link Director of Community Development City of Inver Grove Heights 8150 Barbra Avenue Inver Grove Heights, MN 55077

Project ID
15066.03 - 6840 Dixi...

Project Manager
Ken Haberman

Invoice Period
11/1/15-11/28/15

Due Date
12/31/2015

Terms
Net 30

Item	Description	Hours	Rate	Amount Billed
	City of Inver Grove Heights: 15066.03 - 6840 Dixie, Inver Grove Heights, Minnesota. Prepare draft VRAP, ECP and MPCA enrollment application			
Project Management	Haberman - Project Management and Regulatory Assistance	5	170.00	850.00
VRAP/ECP	Haberman	4.5	170.00	765.00
Cost Estimating	VanDuyen	3	150.00	450.00
Report Preparation	Mullin - VRAP/ECP	12	130.00	1,560.00
<p>Vendor# 07411 E012-290.45.3000.419.30700 \$ 3,625</p> 				
			Invoice Total	\$3,625.00

Landmark Environmental, LLC

2042 West 98th Street
 Bloomington, MN 55431
 952-887-9601

Date
10/7/2015

Invoice #
15066.02-1

Bill To
Mr. Thomas J. Link Director of Community Development City of Inver Grove Heights 8150 Barbra Avenue Inver Grove Heights, MN 55077

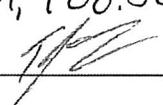
Project ID
15066.02 - 6840 Dixi...

Project Manager
Jerry Mullin

Invoice Period
8/29/15-9/26/15

Due Date
11/6/2015

Terms
Net 30

Item	Description	Hours	Rate	Amount Billed
	City of Inver Grove Heights: 15066.02 - Conducted a Phase II Investigation at 6840, 6900 and 6910 Dixie Avenue, Inver Grove Heights, Minnesota.			
Project Management	Mullin	5	130.00	650.00
Field Work	Mullin	4	130.00	520.00
Phase II Investigation	Mullin	14.7	130.00	1,911.00
Project Management	Haberman	2.5	170.00	425.00
Field Work	Russell	8	75.00	600.00
Phase II Investigation	Russell	18.4	75.00	1,380.00
Subcontractor Invoices	MESA 1993	1	1,530.00	1,530.00
Mileage	Phase II Mileage - Mullin	65	0.575	37.38
Subcontractor Invoices	Pace Invoice 15100115495	1	2,011.00	2,011.00
Mileage	Russell Mileage	40	0.575	23.00
Subcontractor Invoices	Pace Invoice 15100115107	1	396.00	396.00
Report Review	Haberman	1.5	170.00	255.00
Supplies	Disposables	1	50.00	50.00
Photoionization Detector	PID	1	100.00	100.00
Four Range Gas Detector	Four Range Gas Detector	1	100.00	100.00
	Vendor # 07411 E012-290.45.3000.419.30700 \$9,988.38 			
			Invoice Total	\$9,988.38

Landmark Environmental, LLC

2042 West 98th Street
 Bloomington, MN 55431
 952-887-9601

Date
9/28/2015

Invoice #
15066.01-1

Bill To
Mr. Thomas J. Link Director of Community Development City of Inver Grove Heights 8150 Barbra Avenue Inver Grove Heights, MN 55077

Project ID
15066.01 - 6840 Dixi...

Project Manager
Jessica Fitzpatrick

Invoice Period
6/28/15-8/29/15

Due Date
10/28/2015

Terms
Net 30

Item	Description	Hours	Rate	Amount Billed
Phase I Assessment	City of Inver Grove Heights: 15066.01 - 6840 Dixie Avenue, Inver Grove Heights, Minnesota - Phase I Environmental Assessment Lump Sum - Phase I Environmental Assessment Vendor # 07411 E012 - 290.45.3000.419.30700 \$2,600- 	1	2,600.00	2,600.00
It was a pleasure working for you!		Invoice Total		\$2,600.00

Landmark Environmental, LLC

2042 West 98th Street
 Bloomington, MN 55431
 952-887-9601

Date
11/18/2015

Invoice #
15084.01-1

Bill To
Mr. Thomas J. Link Director of Community Development City of Inver Grove Heights 8150 Barbra Avenue Inver Grove Heights, MN 55077

Project ID
15084.01 - McPhillip...

Project Manager
Jessica Fitzpatrick

Invoice Period
9/21/15-11/18/15

Due Date
12/18/2015

Terms
Net 30

Item	Description	Hours	Rate	Amount Billed
Phase I Assessment	City of Inver Grove Heights:15084.01 - McPhillips Parcels-Phase I LUMP SUM vendor # 07411 E010-290.45.3000.419.30700 \$2,800- 	1	2,800.00	2,800.00
			Invoice Total	\$2,800.00

Client: 81000.01000E Inver Grove Heights/City of (Continued)

Date	Tmkr	Ca	HB P C Tcod	Ref	Rate	Hours to Bill	Amount	Description
11/20/2015	18 SHF	81	1	1070	120.00	0.20	24.00	Status update regarding Solar PPA modifications.
Billable Total:		18 SHF				5.40	648.00	
11/11/2015	23 KLL	81	1	1061	120.00	0.40	48.00	Review proposed JPA for fiber optic network.
Billable Total:		23 KLL				0.40	48.00	
10/26/2015	24 BMN	81	1	1016	120.00	0.60	72.00	Attend City Council meeting to present revised draft tobacco and electronic delivery device sampling Ordinance for second reading.
10/27/2015	24 BMN	81	1	1025	120.00	1.20	144.00	Analysis of AT & T lease; prepare second amendment to AT & T lease agreement to provide for expedited termination of the lease, as well as the location of additional cell antennas on City's water tower.
10/29/2015	24 BMN	81	1	1026	120.00	0.10	12.00	Correspondence with city staff regarding draft AT & T lease amendment.
11/04/2015	24 BMN	81	1	1036	120.00	0.30	36.00	Prepare updated City Council memo re third reading of tobacco Ordinance; forward to city staff for inclusion in City Council packet for up-coming meeting.
11/09/2015	24 BMN	81	1	1051	120.00	0.10	12.00	Prepare revisions to draft standard monopole/land lease cell tower lease agreement.
11/09/2015	24 BMN	81	1	1052	120.00	0.30	36.00	Attend City Council meeting for third reading of Ordinance amending the City Code to prohibit the sampling of tobacco and electronic delivery devices.
11/10/2015	24 BMN	81	1	1050	120.00	0.10	12.00	Correspondence to city staff regarding obtaining executed copy of Ordinance.
11/18/2015	24 BMN	81	1	1071	120.00	2.10	252.00	Prepare revisions to draft revised antenna lease (ground lease).
11/23/2015	24 BMN	81	1	1081	120.00	3.70	444.00	Prepare revisions to draft monopole (land lease).
Billable Total:		24 BMN				8.50	1,020.00	
10/27/2015	30 LMR	81	1	1023	80.00	0.20	16.00	Prepare e-mail correspondence re tobacco ordinance for November 9th Council meeting.
11/03/2015	30 LMR	81	1	1039	80.00	0.50	40.00	Revise on-street parking ordinances; prepare e-mail correspondence to City attaching same.
11/09/2015	30 LMR	81	1	1055	80.00	0.20	16.00	Assemble EDA agenda for November 9th meeting; conference to discuss agenda items for November 9th Council meeting.
11/16/2015	30 LMR	81	1	1065	80.00	0.10	8.00	Prepare e-mail correspondence to Tom Link re onstreet parking ordinance.
11/18/2015	30 LMR	81	1	1066	80.00	0.40	32.00	Prepare e-mail correspondence to Kristi Smith re question relating to invoice; revise onstreet parking ordinance for November 23rd Council meeting; prepare e-mail correspondence to Tom Link attaching same.
11/23/2015	30 LMR	81	1	1077	80.00	0.60	48.00	Review Council meeting agenda for November 23rd Council meeting; prepare and assemble materials for November 23rd City Council meeting.
11/24/2015	30 LMR	81	1	1078	80.00	0.20	16.00	Analysis of City Code for ordinances related to liquor and gambling.
11/25/2015	30 LMR	81	1	1079	80.00	1.00	80.00	Prepare e-mail correspondence to City Clerk and Larry

EDA

They Bill us for responding to a question re: A Bill?

Kamish Excavating, Inc.
1301 S Concord St.
South St. Paul MN 55075
651-457-3600

Contract Invoice

Invoice#: 15-234

Date: 12/22/2015

Billed To: CITY OF INVER GROVE HGTS
8150 BARBARA AVE
INVER GROVE HGTS MN 55077

Project: 4195 68TH ST E DEMO

Due Date: 01/21/2016

Terms: 30DY

Description	Amount
Final Billing	19,300.00

*E007-290.45.30004193700
NC
\$19,300.00*

Thank you for your prompt payment!

Amount Due	19,300.00
------------	-----------

Client: **81000.01020E Inver Grove Heights/City of (2)** INVER GROVE HEIG

Contact: City of Inver Grove Heights

EDA Acquisition - River Country Cooperative

Business: 457-2111

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal

E005-290.45.3000.419.30420

Secondary Timekeeper: 21 JPK Draft Template: 00000001 Rate Code: 1

Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 12/12/2013

Previous Balance: 0.00

Date	Tmkr	Ca	P	C	Tcod	Ref	Rate	Hours to Bill	Amount	Description			
Fees													
12/22/2015	30	LMR	81			1	80	80.00	1.50	120.00	Review and organize file; prepare index for closing book related to River Country Cooperative; prepare copies of closing documents and related transactional documents for closing book; assemble closing book related to River Country Cooperative transaction.		
Billable Total:									30	LMR		1.50	120.00
Total Billable Fees												1.50	120.00

Expenses											
12/22/2015	4	TJK				13	15	0.200		3.80	PHOTOCOPY
12/22/2015	4	TJK				13	16	0.200		0.20	PHOTOCOPY
12/22/2015	4	TJK				13	17	0.200		4.40	PHOTOCOPY
12/22/2015	4	TJK				13	18	0.200		1.40	PHOTOCOPY
12/22/2015	4	TJK				13	19	0.200		1.40	PHOTOCOPY
12/22/2015	4	TJK				13	20	0.200		0.60	PHOTOCOPY
12/22/2015	4	TJK				13	21	0.200		0.40	PHOTOCOPY
12/22/2015	4	TJK				13	22	0.200		0.20	PHOTOCOPY
12/22/2015	4	TJK				13	23	0.200		0.40	PHOTOCOPY
12/22/2015	4	TJK				13	24	0.200		2.20	PHOTOCOPY
12/22/2015	4	TJK				13	25	0.200		0.80	PHOTOCOPY
12/22/2015	4	TJK				13	26	0.200		0.60	PHOTOCOPY
12/22/2015	4	TJK				13	27	0.200		2.40	PHOTOCOPY
12/22/2015	4	TJK				13	28	0.200		0.80	PHOTOCOPY
Total Billable Expenses											19.60

RECAP

Fees:	120.00	Previous Balance:	0.00
Expenses:	19.60	Payments/Credits:	0.00
Advances:	0.00		
Total WIP:	139.60	Balance Due:	0.00
		Total:	139.60

A/R	0-30	31-60	61-90	91-180	181-365	366+
	0.00	0.00	0.00	0.00	0.00	0.00

MEMO
CITY OF INVER GROVE HEIGHTS

TO: Inver Grove Heights Economic Development Authority
FROM: Thomas J. Link, Director of Community Development 
DATE: January 27, 2016 for EDA Meeting of February 8, 2016
SUBJECT: Election of Officers

The Economic Development Authority (EDA) is to elect officers for 2016.

The February meeting is the EDA's 'annual meeting', per the EDA's bylaws. Those bylaws state that the purpose of the annual meeting is to elect officers for the coming year. The current officers are:

Rosemary Piekarski Krech	President
Tom Bartholomew	Vice-President
George Tourville	Treasurer
City Finance Director	Assistant Treasurer
Executive Director's Designee	Secretary

**MEMO
CITY OF INVER GROVE HEIGHTS**

TO: Inver Grove Heights Economic Development Authority
FROM: Thomas J. Link, Director of Community Development 
DATE: January 28, 2016 for EDA Meeting of February 8, 2016
SUBJECT: Joint Powers Agreement with Dakota County CDA – Open to Business Program

PURPOSE/ACTION REQUESTED

The Inver Grove Heights Economic Development Authority (EDA) is to consider approving the Joint Powers Agreement between the Dakota County Community Development Agency (CDA) and the City of Inver Grove Heights Regarding the 2016 Open to Business Program.

ANALYSIS

The attached Joint Powers Agreement renews Inver Grove Heights' participation in the Open to Business program for 2016. The program is offered by the Metropolitan Consortium of Community Developers (MCCD) through the Dakota County CDA. The program provides free technical assistance to existing and startup businesses. That technical assistance can pertain to various issues, including business plan development, feasibility analysis, marketing, operational analysis, and regulatory assistance. The Open to Business Program also provides financial assistance in the form of small business loans.

There is one change to the program. The CDA, in concert with individual cities, will increase the marketing of the program. The cost of this additional service is \$5,000 and will be paid by the CDA.

The cost of the program in Inver Grove Heights remains at \$12,500. However, the Dakota County CDA pays one half of these costs. The City's share is \$6,250, the same as the 2016 budget.

The use of the program in Inver Grove Heights has increased in the last two years with 5 clients in 2013, 21 clients in 2014, and 16 clients in 2015. Further information is provided in the annual report, which is attached.

RECOMMENDATION

Staff recommends approval of the Joint Powers Agreement between the Dakota County Community Development Agency (CDA) and the City of Inver Grove Heights Regarding the Open to Business Program.

Enc: Joint Powers Agreement
Annual Report

cc: Jennifer Gale, Progress Plus

JOINT POWERS AGREEMENT

Open to Business Program

THIS JOINT POWERS AGREEMENT (this “**Agreement**”), is made as of January 1, 2016, by and between the DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY (the “**CDA**”), a public body corporate and politic organized and existing under the laws of the State of Minnesota (the “**State**”), and each of the CITY OF BURNSVILLE, CITY OF LAKEVILLE, CITY OF MENDOTA HEIGHTS, INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, APPLE VALLEY ECONOMIC DEVELOPMENT AUTHORITY, EAGAN ECONOMIC DEVELOPMENT AUTHORITY, HASTINGS ECONOMIC DEVELOPMENT AND REDEVELOPMENT AUTHORITY, ROSEMOUNT PORT AUTHORITY, FARMINGTON ECONOMIC DEVELOPMENT AUTHORITY, CITY OF SOUTH ST. PAUL, AND WEST ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY, MINNESOTA (each individually a “**Local Government Entity**” and together the “**Local Government Entities**”), each a political subdivision of the State.

RECITALS:

A. In order to pursue common goals of fostering economic development, the CDA and the Local Government Entity Cities desire to engage the Metropolitan Consortium of Community Developers, a Minnesota non-profit corporation (“**MCCD**”) to undertake the “Open To Business Program” (the “**Program**”) within Dakota County (the “**County**”).

B. Pursuant to the Program, MCCD will provide technical assistance and access to capital to small business and potential entrepreneurs in the County.

C. The CDA and the Local Government Entities propose to jointly exercise their common economic development powers to undertake the Program.

NOW, THEREFORE, in consideration of the mutual covenants and obligations of the CDA and each of the Local Government Entities, each party does hereby represent, covenant and agree with the others as follows:

Section 1. **Representations.** Each of the Local Government Entities and the CDA makes the following representations as to itself as the basis for the undertaking on its part herein contained:

(a) It is a political subdivision of the State of Minnesota with the power to enter into this Agreement and carry out its obligations hereunder.

(b) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in a breach of, the terms, conditions or provisions of any restriction or any evidences of indebtedness, agreement or instrument of whatever nature to which it is now a party or by which it is bound, or constitutes an event of default under any of the foregoing.

Section 2. **Powers to be Exercised.** The powers to be jointly exercised pursuant to this Agreement are the powers of the CDA and the Local Government Entities under Minnesota Statutes, Chapter 469, to undertake activities to promote economic development within their respective jurisdictions.

Section 3. **Method for Exercising Common Powers; Funds.** The CDA, on its own behalf and on behalf of the Local Government Entities, will initially enter into an agreement with MCCD in substantially the form attached hereto as Exhibit A (the “**Agreement**”) to engage MCCD to operate the Program within Dakota County. The CDA and each of the Local Government Entities will make payments to MCCD as described in Exhibit A of the Agreement.

The CDA may from time to time execute and deliver documents amending, modifying or extending the Agreement as it deems necessary or convenient, provided, that no such document will adversely affect services provided to, or amounts payable by, any Local Government Entity without the prior written consent of such Local Government Entity.

Section 4. **Limited Liability.** Neither the CDA nor the any of the Local Government Entities shall be liable for the acts or omissions of the other in connection with the activities to be undertaken pursuant to this Agreement. To the extent permitted by law, (a) the CDA hereby indemnifies the Local Government Entities for costs associated with claims made against the Local Government Entities directly relating to actions taken by the CDA, and (b) each Local Government Entity hereby indemnifies the CDA for costs associated with claims made against the CDA directly relating to actions taken by such Local Government Entity. Nothing herein shall be deemed a waiver by the indemnifying party of the limits on liability set forth in Minnesota Statutes, Chapter 466; and the indemnifying party shall not be required to pay, on behalf of the indemnified party, any amounts in excess of the limits on liability set forth in Minnesota Statutes, Section 466.04, less any amounts the indemnifying party is required to pay on behalf of itself, its officers, agents and employees for claims arising out of the same occurrence.

Section 5. **Conflict of Interests; Representatives Not Individually Liable.** The CDA and each of the Local Government Entities, to the best of its knowledge, represents and agrees that no member, official or employee of their respective bodies shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official or employee participate in any decision relating to this Agreement which affects his or her personal interests or the interests of any corporation, partnership, or association in which he or she is directly or indirectly interested. No member, official or employee of the CDA or any Local Government Entity shall be personally liable with respect to any default or breach by any of them or for any amount which may become due to the other party or successor or on any obligations under the terms of this Agreement.

Section 6. **Term; Distribution of Property.** The term of this Agreement shall expire on December 31, 2016. There is no property which will be acquired by the CDA or any Local Government Entity pursuant to the Program which would need to be distributed at the end of the term hereof.

Section 7. **Notices and Demands.** A notice, demand or other communication under this Agreement by any party to another shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested or delivered personally to the person and at the addresses identified on each signature page hereto, or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 8. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the CDA and the Local Government Entities have caused this Agreement to be duly executed in their respective names and behalf as of the date first above written, with actual execution on the dates set forth below.

DAKOTA COUNTY COMMUNITY
DEVELOPMENT AGENCY

Dated: _____

By _____
Its Acting Executive Director

Notice Address:

Dakota County Community Development Agency
1228 Town Centre Drive
Eagan, MN 55123
Attn: Lisa Alfson, Director of Community and Economic Development

EAGAN ECONOMIC DEVELOPMENT
AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

3830 Pilot Knob Road
Eagan, MN 55122

Attn: _____

CITY OF BURNSVILLE, MINNESOTA

Dated: _____

By _____
Its City Manager

By _____
Its _____

Notice Address:

100 Civic Center Parkway
Burnsville, MN 55337
Attn: City Manager

CITY OF LAKEVILLE, MINNESOTA

Dated: _____

By _____
Its Mayor

By _____
Its City Clerk

Notice Address:

20195 Holyoke Avenue
Lakeville, MN 55044
Attn: Community and Economic Development Director

CITY OF MENDOTA HEIGHTS

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

1101 Victoria Curve
Mendota Heights, MN 55118

Attn: _____

APPLE VALLEY ECONOMIC DEVELOPMENT
AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

7100 147th Street W.
Apple Valley, MN 55124
Attn: _____

INVER GROVE HEIGHTS ECONOMIC
DEVELOPMENT AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

8150 Barbara Avenue
Inver Grove Heights, MN 55077
Attn: _____

HASTINGS ECONOMIC DEVELOPMENT AND
REDEVELOPMENT AUTHORITY

Dated: _____

By _____

Its: _____

By _____

John Hinzman

Its Executive Director

Notice Address:

101 East 4th Street
Hastings, Minnesota 55033
Attn: Executive Director

ROSEMOUNT PORT AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

2875 145th Street
Rosemount, MN 55068
Attn: _____

FARMINGTON ECONOMIC DEVELOPMENT
AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

430 Third Street
Farmington, MN 55024
Attn: _____

CITY OF SOUTH ST. PAUL

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

125 Third Ave. No.
South St. Paul, MN 55075
Attn: Executive Director

WEST ST. PAUL ECONOMIC
DEVELOPMENT AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

1616 Humboldt Avenue
West St. Paul, MN 55118
Attn: Executive Director

Exhibit A

Contract for Services for the Open To Business Program

**Contract for Services
for the
Open to Business Program**

THIS AGREEMENT is dated January ____, 2016 and is between the **Dakota County Community Development Agency** (“CDA”) and **Metropolitan Consortium of Community Developers**, a Minnesota nonprofit corporation (“MCCD”).

WHEREAS, the CDA, on behalf of itself and the eleven political subdivisions of the State of Minnesota listed on Exhibit A hereto (the “**Local Government Entities**”), which each have powers with respect to a city with a population over 10,000 (collectively the “**Municipalities**”), wishes to engage MCCD to render services under a model known as “**Open to Business**,” an initiative providing small business technical assistance services to existing businesses and residents and other parties interested in opening a business within Dakota County (the “**County**”) (the “**Initiative**”); and

WHEREAS, MCCD has successfully provided the services required to administer and carry out the Initiative in Dakota County in 2013, 2014, and 2015; and

WHEREAS, pursuant to CDA Resolution No. 15-5655, adopted on December 15, 2015 (the “**Resolution**”), the CDA is authorized to enter into this agreement with MCCD for the Initiative; and

WHEREAS, pursuant to the Resolution and certain joint powers agreements to be entered into between the CDA and the Local Government Entities (the “**Joint Powers Agreements**”), the CDA will act as fiscal agent for the Local Government Entities in connection with this Agreement; and

WHEREAS, the CDA will pay from its own funds 50% of the fee charged by MCCD for the Initiative in the Municipalities and 100% of the fee charged by MCCD for the Initiative in the small cities and townships within the County with populations of less than 10,000 people (“**Small Cities and Townships**”), as further described herein and in Exhibit A; and

WHEREAS, the CDA will pay from its own funds the \$5,000 increase in 2016 to support the increased marketing and lending support that will be led by MCCD, as further described herein and in Exhibit A and

WHEREAS, pursuant to the Joint Powers Agreements, the Local Government Entities will be required to pay a Participation Fee to the CDA in accordance with the schedule in Exhibit A, representing the remaining 50% of the fee charged by MCCD for the Initiative in the Municipalities.

Now therefore, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

TIME OF PERFORMANCE

The term of this Agreement and the period during which MCCD will provide services hereunder will commence on January 1, 2016 and will end on December 31, 2016, subject to earlier termination as provided herein. MCCD will perform services necessary to carry out the Initiative as promptly as possible, and with the fullest due diligence.

COMPENSATION

Subject to reduction as provided below, the CDA will compensate MCCD for its services hereunder an amount equal to One Hundred Forty Thousand Dollars (\$140,000) ("Contract Amount"). The CDA will pay such amount in two equal installments, the first no earlier than January 30, 2016 and the second no earlier than June 30, 2016, upon receipt of invoices from MCCD. Subject to the limits above, payments will be due within 15 days of receipt of the respective invoices. The portion of the Contract Amount payable from Participation Fees will be payable by the CDA only from and to the extent such Participation Fees are paid by the respective Local Government Entities.

In the event a Local Government Entity does not pay to the CDA its Participation Fee in amounts and by the deadline described in Exhibit A, the CDA will notify MCCD, and MCCD will immediately cease the Initiative in that Municipality. Upon such termination, the Contract Amount will be reduced by an amount equal to the Participation Fee which such Local Government Entity did not pay and the amount the CDA would have paid as a matching payment.

SCOPE OF SERVICES

MCCD will provide technical assistance to existing businesses, residents and those parties interested in starting a business in any of the Municipalities and Small Cities and Townships as further described on Exhibit B and Exhibit C attached hereto, which sets forth the Dakota Open to Business Program Scope of Services.

REPORTING

MCCD will submit quarterly reports to the CDA in form and substance acceptable to the CDA. Reports will provide information in the aggregate for the County and will include a sub-report for each Municipality and each of the Small Cities and Townships. Reports will include the following information:

- Number of inquiries
- Hours of technical assistance provided
- Type of assistance provided
- Type of business
- Annual sales revenue
- Number of businesses opened

- Number of business expanded/stabilized
- Number and amounts of financing packages
- Demographic information on entrepreneurs
- Business address or resident address
- Number and wage of FTEs created
- Number and wage of FTEs retained

The required reporting schedule is as follows:

1st quarter January – March, report due April 30th

2nd quarter April – June, report due July 31st

3rd quarter July – September, report due October 31st

4th quarter October – December, report due January 31, 2017

In addition to the foregoing, MCCD will provide additional reports as reasonably requested by the CDA.

PERSONNEL

MCCD represents that it has, or will employ or contract for, at its own expense, all personnel required to perform the services necessary to carry out the Initiative. Such personnel will not be employees of, or have any contractual relationship with, the County, the CDA or any of the Local Government Entities. No tenure or any other rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation pay, severance pay, or any other benefits available to the County's, the CDA's or any of the Local Government Entities' employees shall accrue to MCCD or employees of MCCD performing services under this agreement. The MCCD is an independent contractor.

All of the services required to carry out the Initiative will be performed by MCCD and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such work.

USE OF CDA OFFICE SPACE

The CDA will make available a cubicle space for MCCD personnel at the CDA office building for use by MCCD in carrying out the Initiative. MCCD personnel will have access to the CDA's meeting rooms, wireless internet service, copy machines and printers. MCCD personnel shall comply with all CDA office rules and policies regarding the use of CDA office space, equipment and internet access. If the CDA, in its sole discretion, determines that MCCD Personnel have failed to comply with CDA office rules and policies, MCCD Personnel will be required to vacate the CDA office and the CDA will cease to provide MCCD office space to carry out the Initiative.

INTEREST OF MEMBERS OF THE CDA AND OTHERS

No officer, member, or employee of the CDA and no member of its governing body, and no other public official or governing body of any locality in which the Initiative is situated or being carried out, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Initiative, will participate in the decision relating to this Agreement which affects his/her personal interest or the interest of any corporation, partnership, or association in which he/she is, directly or indirectly, interested or has any personal or pecuniary interest, direct or indirect, in this Agreement.

ASSIGNABILITY

MCCD will not assign any interest in this Agreement, and will not transfer any interest in the same without the prior written approval of the CDA.

COMPLIANCE WITH LOCAL LAWS

MCCD agrees to comply with all federal laws, statutes and applicable regulations of the State of Minnesota and the ordinances of the Local Government Entities.

INSURANCE

MCCD agrees at all times during the term of this Agreement, and beyond such term when so required, to have and keep in force the following insurance coverages:

	<u>Limits</u>
1. Commercial General Liability on an occurrence basis with contractual liability coverage:	
General Aggregate	\$2,000,000
Products—Completed Operations Aggregate	2,000,000
Personal and Advertising Injury	1,500,000
Each Occurrence—Combined Bodily Injury and Property Damage	1,500,000
2. Workers' Compensation and Employer's Liability:	
Workers' Compensation	Statutory
In the event that MCCD should hire employees or subcontract this work, MCCD shall obtain the required insurance.	
Employer's Liability. Bodily injury by:	
Accident—Each Accident	500,000
Disease—Policy Limit	500,000
Disease—Each Employee	500,000

INDEMNIFICATION

MCCD agrees to defend, indemnify, and hold harmless the County, the CDA, the Local Government Entities, and each of their respective officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of MCCD, its subcontractors, anyone directly or indirectly employed by MCCD or any of its subcontractors, and/or anyone for whose acts and/or omissions MCCD may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of MCCD to perform any obligation under this Agreement.

NOTICES

A notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by mail, postage prepaid, return receipt requested, or delivered personally; and

- (a) In the case of MCCD, is addressed or delivered personally to:

Metropolitan Consortium of Community Developers
3137 Chicago Avenue South
Minneapolis, MN 55407

- (b) In the case of the CDA is addressed or delivered personally to:

Lisa Alfson, Director of Community and Economic Development
Dakota County Community Development Agency
1228 Town Centre Dr.
Eagan, MN 55123

or at such other address with respect to any party as that party may designate in writing and forward to the other as provide in the Section.

MODIFICATION

This Agreement may not be modified, changed, or amended in any manner whatsoever without the prior written approval of all the parties hereto.

NON-DISCRIMINATION

In connection with its activities under this Agreement, MCCD will not violate any Federal or State laws against discrimination.

DEFAULT AND CANCELLATION

Failure of the MCCD to perform any of its obligations under this Agreement to the satisfaction of the CDA will constitute a default hereunder.

Unless MCCD's default is cured within 15 days following notice by the CDA, the CDA

may (i) cancel this Agreement in its entirety by 5 additional days' written notice to MCCD, or (ii) withhold payment from MCCD as long as such default continues.

MINNESOTA LAWS GOVERN

The Laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the State of Minnesota. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

**DAKOTA COUNTY COMMUNITY
DEVELOPMENT AGENCY**

By: _____
Acting Executive Director
Date: _____

MCCD

By: _____
Printed Name: _____
Printed Title: _____
Date: _____

Exhibit A
Local Government Entity Participation Fee Schedule

Municipality	Local Government Entity	Total Fee	CDA Share of Fee	Local Government Entity Participation Fee Due 1/30/16
Eagan	Eagan Economic Development Authority	\$15,000	\$7,500	\$7,500
Burnsville	City of Burnsville	\$15,000	\$7,500	\$7,500
Lakeville	City of Lakeville	\$15,000	\$7,500	\$7,500
Apple Valley	Apple Valley Economic Development Authority	\$15,000	\$7,500	\$7,500
Inver Grove Heights	Inver Grove Heights Economic Development Authority	\$12,500	\$6,250	\$6,250
Hastings	Hastings Economic Development and Redevelopment Authority	\$10,000	\$5,000	\$5,000
Rosemount	Rosemount Port Authority	\$10,000	\$5,000	\$5,000
Farmington	Farmington Economic Development Authority	\$10,000	\$5,000	\$5,000
South St. Paul	South St. Paul Housing and Redevelopment Authority	\$10,000	\$5,000	\$5,000
West St. Paul	West St. Paul Economic Development Authority	\$10,000	\$5,000	\$5,000
Mendota Heights	City of Mendota Heights	\$5,000	\$2,500	\$2,500
Small Cities and Townships	n/a	\$7,500	\$7,500	\$0
Additional contract cost	Assistance with increased marketing and lending support	\$5,000	\$5,000	
Total		\$140,000	\$76,250	\$63,750

Exhibit B

Dakota Open to Business Program Scope of Services

Open to Business (“OTB”) Technical Assistance Services

MCCD will provide intensive one-on-one technical assistance to Municipalities’ and Small Cities’ and Townships’ businesses, residents and aspiring entrepreneurs intending to establish, purchase, or improve a business in Municipalities and Small Cities and Townships within Dakota County (the “County”). MCCD will dedicate one full time staff person based in the County to provide the Technical Assistance Services (“Dakota OTB Staff”). In addition, MCCD will make available the expertise of all MCCD technical and support staff in the delivery of services to Dakota Open to Business Program. Technical assistance includes, but is not limited to, the following:

- Business plan development
- Feasibility analysis
- Marketing
- Cash flow and other financial projection development
- Operational analysis
- City and State licensing and regulatory assistance
- Loan packaging, and other assistance in obtaining financing
- Help in obtaining competent legal advice

MCCD Dakota OTB Staff will be available to meet clients at the CDA office building, various Municipality city halls or at the client’s place of business. MCCD Dakota OTB Staff will provide technical assistance on a walk-in basis monthly in each Municipality, if requested. MCCD will also hold two-hour “Test Drive Your Business Idea” sessions once a month in various Municipality locations.

Open to Business Access to Capital

Access to capital will be provided to qualifying businesses through MCCD’s Emerging Small Business Loan Program (see **Exhibit C** Small Business Loan Program Guidelines below). MCCD also provides it’s financing in partnership with other community lenders, banks or Local Government Entities interested in making capital available to residents and/or businesses in their community.

EXHIBIT C

Small Business Loan Program Guidelines

Loan Amounts:

- Up to \$25,000 for start-up businesses
- Larger financing packages for established businesses
- Designed to leverage other financing programs as well as private financing provided by the commercial banking community.

Eligible Projects:

- Borrowers must be a “for-profit” business.
- Business must be complimentary to existing business community.
- Borrowers must have equity injection as determined by fund management.

Allowable Use of Proceeds:

- Loan proceeds can be used for working capital, inventory, building and equipment and general business operations.

Interest Rates:

- Loan interest rate is dependent on use, term and other factors, not to exceed 10%.

Loan Term Length:

- Loan repayment terms will generally range from three to five years, but may be substantially longer for major asset financing such as commercial property.

Fees and Charges:

- Borrowers are responsible for paying all customary legal and other loan closing costs.
-



Clients Served:

New Entrepreneurs	106
Existing Entrepreneurs	103
Total Entrepreneurs	209
Inquiries (Requests for information/referral, not a formal client)	197

Financing:

Provided (Dakota County Businesses)

Number	6
Amount	\$483,951

Provided (Dakota County Residents)

Number	0
Amount	\$0

Microgrants

Number	3
Amount	\$3,000

Credit Builder Loans

Number	7
Amount	\$1760
Total	\$488,711

Requests/In Process

Number	0
Total Request	\$0

Facilitated/Leveraged Loans

Amount	\$3,915,908
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Client City:

Apple Valley	21
Burnsville	44
Eagan	16
Farmington	27
Hastings	18
Inver Grove Hts	16
Lakeville	22
Mendota Heights	7
Rosemount	11
S. St. Paul	2
W. St. Paul	5
Townships	2
Undecided Location	18

Industry Segment:

Retail	33
Service	117
Food	41
Manufacturing	10
Technology	1
Health/Fitness	2
Construction/Related Trades	5

Referral Source:

Municipalities/CDA	102
Chamber	5
Internet	13
Friends/Family	19
Other (Banks, Schools, Etc.)	50

Hours of Direct Service:

1 st Quarter	633.25
2 nd Quarter	509.00
3 rd Quarter	436.00
4 th Quarter	516.25



2015 at a Glance

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
MCCD Direct Loans – Total					
How many direct loans did we make in 2015?	10	19	16	20	65
How much of our own funds have we lent out?	\$262,800	\$554,875	\$517,500	\$1,058,201	\$2,393,376
How much other money did our loan fund leverage?	\$1,468,516	\$3,723,241	\$6,260,167	\$9,555,425	\$21,007,349
How many jobs will our small businesses create or retain?	30	224	141.5	230	625.5
Direct Loans generally of \$25,000 or less (to new and emerging businesses)					
How many micro-loans did we make in 2015?	7	14	13	10	44
How much of our own funds did we lend out as micro-loans?	\$105,300	\$159,875	\$192,500	\$147,000	\$604,675
How much other money did our micro-loan program leverage?	\$160,506	\$235,641	\$2,857,628	\$269,225	\$3,523,000
How many jobs will our micro-loan borrowers create or retain?	11	40	49.5	30	130.5
Direct Loans generally greater than \$25,000 (to second stage and growing businesses)					
How many second stage business loans did we make in 2015?	3	5	3	10	21
How much of our own funds did we lend out as second stage loans?	\$157,500	\$395,000	\$325,000	\$911,201	\$1,788,701
How much other money did our second stage loan program leverage?	\$1,308,010	\$3,487,600	\$3,402,539	\$9,286,200	\$17,484,349
How many jobs will our second stage borrowers create or retain?	19	184	92	200	495
Credit Builder Loans					
How many credit builder loans did MCCD make in 2015?	14	25	26	22	87
What share of our credit builder loans went to minorities?	93%	96%	88%	100%	94%

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Total Loan Volume <i>(Direct Loans, Credit Builder Loans, and Administered Loans)</i>					
In all, how many loans did we close in 2015?	34	45	42	42	163
In all, how much money have we lent out?	\$305,860	\$630,023	\$541,900	\$1,082,221	\$2,560,004

**MEMO
CITY OF INVER GROVE HEIGHTS**

TO: Inver Grove Heights Economic Development Authority
FROM: Thomas J. Link, Director of Community Development 
DATE: January 27, 2016 for EDA Meeting of February 8, 2016
SUBJECT: Ordinance Amendments – Commercial Property Maintenance

PURPOSE/ACTION REQUESTED

The Inver Grove Heights Economic Development Authority (EDA) is to discuss property maintenance requirements and provide staff with further direction.

BACKGROUND

One of the items on the EDA's 2015 Work Plan was the improvement of the Arbor Pointe commercial neighborhood, including consideration of commercial property maintenance regulations. The EDA discussed general maintenance of buildings, landscaped areas, signs, and parking lots. Of particular concern was the maintenance of vacant stores.

At its last meeting, the EDA directed staff to prepare ordinance language to address the maintenance of:

- Landscaping/lawns
- Signs
- Buildings
- Parking lots
- Fire protection

ANALYSIS

The purpose of this memo is to address maintenance requirements pertaining to landscaping and signs for commercial properties. Maintenance requirements for buildings, parking lots, and fire protection will be discussed at the next EDA meeting. Though the focus has been on the Arbor Pointe commercial neighborhood, the requirements would apply to commercial properties throughout the City. The ordinance drafts were prepared, in concert with the City Attorney, after reviewing existing Inver Grove Heights regulations and ordinances for three other Dakota County cities that have large amounts of commercial development – Burnsville, Eagan, and West St. Paul.

Landscaping

The existing Inver Grove Heights ordinance has only general language requiring that commercial properties to maintain their landscaping. The regulations do not provide any specific standards for landscape maintenance on commercial properties. Burnsville, Eagan, and West St. Paul all require that lawns be maintained and that grass be no greater than eight inches on all properties, residential, commercial, and industrial.

The attached ordinance would require commercial properties to:

- Maintain lawns so that they do not exceed a height of eight inches
- Provide certain exemptions from the eight inch standard
- Establish a lawn within one year of the issuance of a Certificate of Occupancy for the building

The proposed ordinance language requiring the eight inch height requirement is very similar to the requirements found in the residential districts. A copy of that residential standard is also attached. The only difference is that the references to the Agricultural and Estate zoning districts and the undisturbed, natural areas have been removed. Therefore, if there is an undeveloped lot or lots in the midst of a commercial neighborhood, the lot would have to be cut so as not to detract from the attractiveness and marketability of the surrounding commercial neighborhood.

The proposed commercial landscape maintenance requirements are similar to the current residential standards, except for the deadline for establishing a lawn. The existing residential ordinance language requires that a lawn be established within one year of the issuance of a building permit. Staff proposes that the commercial deadline be one year from the issuance of the Certificate of Occupancy. The reason for this difference is that commercial buildings take considerably longer, sometimes up to a year or better, for large structures to be built.

Signs

The existing Inver Grove Heights code does not require the maintenance of signage, unless it is found to be unsafe. The cities of Burnsville and Eagan require signs to be maintained in good condition. Staff was unable to determine if West St. Paul has sign maintenance regulations. None of these cities have any detail provided, but rather just the general language.

The proposed ordinance language, as attached, has general language that requires signs to be maintained so as not to be 'unsightly or present harmful health or safety conditions', similar to surrounding cities. The proposed language also goes into further detail than other cities ordinances by providing examples of unattractive signs. These examples include peeling paint, fading colors, broken plastic, and burned out lights.

CONCLUSION

The Inver Grove Heights Economic Development Authority (EDA) is to discuss property maintenance requirements and provide staff with further direction regarding landscaping and signs.

Enc: Proposed Ordinance - Landscape Requirements
Existing Ordinance - Residential Landscape Requirements
Proposed Ordinance – Sign Maintenance Requirements

cc: Jennifer Gale, Progress Plus

COMMERCIAL PROPERTY MAINTENANCE

DRAFT ORDINANCE LANGUAGE

LANDSCAPING

5-9-4, Subd D.

3. Within the B-1, B-2, B-3, B-4, and B-PUD business districts, no responsible party shall allow any weeds, primary, secondary or otherwise, whether noxious, as defined by law or not, to grow upon the property to a height great than eight inches (8"). Upon determining that a violation of this subsection exists, the enforcement officer shall follow the process identified in Section 5-9-4, Subd D., 1

4. Within the B-1, B-2, B-3, B-4, and B-PUD districts, responsible parties have the obligation to establish turf grass lawns or other approved landscaping within one year of the date a certificate of occupancy or temporary certificate of occupancy is issued, whichever occurs first, for the property. Within the B-1, B-2, B-3, B-4, and B-PUD districts, responsible parties must maintain turf grass lawns so that such turf grass lawns are no higher than eight inches (8"). The following areas are exempt from the requirements of this subsection D4:

- a. Wetlands, drainage ponds, water quality (NURP) ponds, lakes, streambeds, and a fifty foot (50') buffer area around such areas.
 - b. Parks, park facilities, and recreation areas as defined by subsection 5-1B of this code.
 - c. Railroad rights of way
 - d. Areas with slopes steeper than a four to one (4:1) slope ratio
 - e. The natural areas and open space areas as defined in the northwest area overlay zoning district regulations.
-

5-9-4: RESTRICTIONS ON EXTERIOR PROPERTY AREAS:

- A. Junk: Responsible parties shall not keep junk on the property outside of a building and must not allow junk to be stored, located or placed on the property outside of a building. Responsible parties must remove junk that is located outside of a building on the property and must either completely remove the junk from the property or place the junk in a building. (Ord. 1168, 11-13-2007)
- B. Junk Vehicles: Responsible parties shall not keep a junk vehicle on the property outside of a building and must not allow a junk vehicle to be stored, located or placed on the property outside of a building. This subsection does not apply to a location approved by the city as a conditional use for auto auction sales with open storage. (Ord. 1185, 10-27-2008)
- C. Firewood And Woodpiles:
1. No responsible party shall allow firewood to be stored in excess of six feet (6') in height outside of a building on the property.
 2. In the R residential districts, on parcels less than one acre in size, responsible parties must comply with the following regulations for woodpiles outside of a building:
 - a. Woodpiles are prohibited in front of a residence.
 - b. Woodpiles shall be outside of a minimum side and rear yard setback of five feet (5').
 - c. Woodpiles shall be stored either four inches (4") above the ground or on an impervious surface.
 - d. The size of the woodpile must not exceed five (5) cords. A cord is no more than eight feet (8') long, four feet (4') high and four feet (4') wide. (Ord. 1168, 11-13-2007)
- D. Weeds And Grass:
1. No responsible party shall allow any weeds, primary, secondary or otherwise, whether noxious, as defined by law or not, to grow upon the property to a height greater than eight inches (8") within any of the R residential districts on parcels less than one acre in size outside of the traveled portion of any street or alley. Upon determining that a violation of this subsection D1 exists, the enforcement officer shall send a written notice by certified mail to the owners of the property and to the responsible parties in apparent control of the property. The notice shall state that the responsible parties in apparent control of the property and the owners must correct the violation within seven

(7) days after the date of the notice and that failure to do so may result in the city correcting the violation, charging the cost of correction to the owners and specially assessing the cost thereof against the property pursuant to Minnesota statutes section 429.101 if the owners do not pay. If the owners or responsible parties in apparent control of the property have not corrected the violation, the city may correct the violation and may charge the cost of correction to the owners. The owners are liable for the costs and must pay the costs within thirty (30) days after the invoice. If the owners do not pay for the costs, the city may specially assess the property pursuant to Minnesota statutes section 429.101. (Ord. 1168, 11-13-2007; amd. Ord. 1192, 7-27-2009)

2. Within the R residential districts, on parcels less than one acre in size, responsible parties have the obligation to establish turf grass lawns or other approved landscaping within one year of the date a building permit is issued for the property. Within the R residential districts, on parcels less than one acre in size, responsible parties must maintain turf grass lawns so that such turf grass lawns are no higher than eight inches (8"). The following areas are exempt from the requirements of this subsection D2:

- a. Wetlands, drainage ponds, water quality (NURP) ponds, lakes, streambeds, and a fifty foot (50') buffer area around such areas. (Ord. 1168, 11-13-2007)
- b. Pastures and parks, park facilities, and recreation areas as defined by subsection 5-1B of this code. (Ord. 1240, 8-22-2011)
- c. Railroad rights of way.
- d. A agricultural and E-1 and E-2 estate zoning districts.
- e. Areas with slopes steeper than a four to one (4:1) slope ratio.
- f. Undisturbed, natural areas that have not been maintained in the past.
- g. The natural areas and open space areas as defined in the northwest area overlay zoning district regulations, title 10, chapter 13, article J of this code.

E. Storage Containers: In R residential districts, on parcels less than one acre in size, responsible parties must comply with the following regulations for storage containers:

1. Storage containers shall not exceed sixteen feet (16') in length.
 2. Storage containers shall not remain on the property for more than ninety (90) days per calendar year.
-
3. No more than two (2) storage containers shall be on the property at one time.

COMMERCIAL PROPERTY MAINTENANCE

DRAFT ORDINANCE LANGUAGE

SIGN MAINTENANCE

10-15E-8 MAINTENANCE

In all districts, all structures, required landscaping, signs, and fences shall be maintained so as not to be unsightly or present harmful health or safety conditions

10- 15E-9

C. Any sign which no longer is adequately maintained in a safe, secure, and attractive manner shall be removed by the property owner. Peeling paint on the sign structure or the sign face itself, fading colors on the sign face, broken plastic on the sign, and burned out lights shall be evidence of signs which are not maintained in an attractive manner

PROGRESS PLUS 2016 PROPOSAL FOR SERVICES

OVERVIEW

Progress Plus is pleased to submit this proposal for services to support the economic development efforts of the city of Inver Grove Heights and South St. Paul in achieving its goals for improving the business climate and expanding the business base.

The Objective

The cities of South St. Paul and Inver Grove Heights have been serving business and commercial enterprises of all kinds for more than a century.

Building on the area's strong work ethic nearly 25 years ago, the cities and the business community created a unique and aggressive program of economic development called Progress Plus.

This public/private partnership is designed to accommodate planned development in Inver Grove Heights and South St. Paul.

Progress Plus, an economic development foundation of the River Heights Chamber of Commerce, seats mayors, city officials, chamber of commerce officers, real estate professionals, and business leaders in the community on its Board of Directors.

By implementing the program, developers, brokers, site locators and local expanding businesses are able to move their projects through the local approval process and facilitate expansion and relocation needs quickly and smoothly.

Progress Plus, as a cost free service:

- Meets regularly with city and government officials to facilitate development projects.
- Works closely with local and regional financial resources.
- Assists prospects in meeting and working with local leaders and decision makers.
- Has a time tested, proven track record of successful economic development efforts.

The Opportunity

Progress Plus has a desire to continue its partnership to provide marketing services to its city investors: Inver Grove Heights Economic Development Authority and the South St. Paul Economic Development Authority.

Continue to partner with these private investors to promote a healthy and expanding business base in the Progress Plus region.

Current investors include:

American Bank
Central Bank
City of Inver Grove Heights
Holiday Inn Express
Krech, O'Brien, Mueller & Assoc.
LeVander, Gillen & Miller PA
Quality Auto Care Center
South St. Paul Future
Xcel Energy

Bauer Floor Coverings, Inc.
CHS
City of South St. Paul
Inver Grove Heights Animal Hosp.
Landmark Environmental
McGough Development
River Heights Chamber
Union Pacific Railroad

Bremer Bank
City Auto Glass
Fury Motors
Key Community Bank
Langer Real Estate Services
Pawn America MN
Sanimax USA LLC
Waterous Company

OUR PROPOSAL

Economic Development Authority

- Provide support to Economic Development department in researching and preparing reports
- Serve as a resource and provide research as needed to the EDA
- Attend EDA meetings as requested when schedule is established.
- Market the financing options available and offer prequalification assistance to interested developers/businesses.
- Work with staff and the EDA to adopt a commercial property maintenance ordinance for existing and vacated businesses in Inver Grove Heights.
- Work with the City's Economic Development staff to define the ongoing marketing expectations for the Progress Plus partnership.

Measure: Meet monthly with city staff and Economic Development staff person

Marketing

- Continue to incorporate Xceligent systems into the Progress Plus portfolio of tools.
- Enhance the website that incorporates the Xceligent technology for searches and information from our partnerships with other economic development groups such as Greater MSP and Open to Business.
- Create a Property of the Month Edition to use on social media and website to promote new or renewed property listings.
- Continue to promote successful local businesses which may include writing articles about featured successful developments in Inver Grove Heights and South St. Paul to create awareness of the cities desire to attract development. This may include subscribing to a news wire service for national placement.
- Continue to add to our niche database to market to specific brokers (ie. Retail, industrial etc.)
- Promote Inver Grove Heights information and sites on Progress Plus website
- Promotion of Inver Grove Heights at annual Progress Plus meeting attended by approximately 100 business leaders
- Submit Inver Grove Heights information in editorials and ads in publications, including ad and editorial copy in the SouthWest Review Progress Edition; The South St. Paul Voice; ad in the Resource Guide distributed to residents and businesses and in links to partner organizations
- Promotion of Inver Grove Heights at at least one conference/event for brokers and developer each year such as EDAM and Dakota County event.
- Work with the City to promote the Town Hall event.
- Market the Small Business Finance program and assistance offered by MCCD.
- Produce a broker event to attract brokers to the area in the form of a tour or class.
- Include Inver Grove Heights in exhibition/sponsorship of annual Minnesota Commercial Realtors Association (MNCAR) EXPO
- Continue to promote PP and the positive development news on Facebook, Twitter and other social media outlets.
- Explore one additional marketing event such as Fall Food Truck Day to promote development opportunity and community support in Inver Grove Heights.

Measure: Provide bi monthly written report

Continue to Develop a Comprehensive List of Business in Inver Grove Heights

- Build a comprehensive business list of Inver Grove Heights to communicate news, development and opportunities to local businesses.

Measure: Provide updated list to staff and EDA.

Inquiries

Respond to inquiries from business and industries searching for land or buildings for new construction or expansion

Measure: Provide bimonthly written report via Progress Plus Activity Report

Business Retention Program

- Continue to schedule retention visits and include a City representative when available. Invite city staff to at least 12 visits in 2016.
- Visit other existing businesses to gather information on the business climate in Inver Grove Heights.
- Report visits to GrowMN, a statewide retention program in order to qualify for the rfp/lead program.
- Assist existing businesses with expansion, relocation, land purchase, building leasing and construction.
- Assist businesses in understanding the City process, purpose and function in development/redevelopment.
- Provide report on issues or requests raised by businesses related to City services, including feedback when no issues are raised

Measure: Staff will report any such visits at the monthly meeting between Progress Plus and city staff.

**MEMO
CITY OF INVER GROVE HEIGHTS**

TO: Inver Grove Heights Economic Development Authority
FROM: Thomas J. Link, Director of Community Development 
DATE: January 26, 2016 for EDA Meeting of February 8, 2016
SUBJECT: 2016 Economic Development Authority Work Plan

PURPOSE/ACTION REQUESTED

The Inver Grove Heights Economic Development Authority (EDA) is to identify issues that it would like to focus on this coming year.

BACKGROUND

The EDA might find it helpful to review this past year's accomplishments when considering upcoming activities. In the last year, the EDA has held four regular meetings and one special meeting and accomplished the following:

- Approved the 2015 EDA Work Plan
- Approved the Joint Powers Agreement with the Dakota County Community Development Agency regarding the 'Open to Business' program
- Heard a presentation regarding an industrial market assessment of the Dickman Trail neighborhood
- Authorized the preparation of appraisals for three Dickman Trail properties
- Discussed Arbor Pointe sign requirements
- Received information regarding State highway informational signs
- Discussed commercial development in Inver Grove Heights, including the City role, business role, the market, recent commercial activity, and further actions
- Created Economic Development District No. 8 and approved a purchase agreement with Christopher and Luci Shipton
- Received information regarding meetings/conversations with retail strip center owners
- Reviewed EDA activities relating to the Arbor Pointe commercial neighborhood
- Reviewed access in the Arbor Pointe commercial neighborhood and analyzed a possible roundabout

- Heard a presentation regarding the 'Open to Business' program
- Discussed commercial property maintenance regulations, including landscaping, signs, building exterior, parking lots, and fire protection

ANALYSIS

A draft EDA work plan for 2016 is attached. The plan focuses on the following three activities:

- EDA Financing
- Concord Redevelopment
- Inver Grove Heights Commercial

The above items are listed in order of priority, as ranked by staff. It is recognized that other unanticipated issues may arise. Due to limited staff capacity, direction will be appreciated on which of the above items the EDA considers most important.

CONCLUSION

The Inver Grove Heights Economic Development Authority is to identify issues that it would like to focus on this coming year.

Enc: Draft 2016 Work Plan

cc: Jennifer Gale, Progress Plus

DRAFT
INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY
2016 WORK PLAN

The following work plan provides guidance to the Inver Grove Heights Economic Development Authority (EDA) and its staff throughout the year. It is recognized that other, unanticipated issues may arise throughout the year that may be more critical than the work plan items.

EDA Financing

Research and analyze funding options for the continued EDA operations over the next five years.

Concord Redevelopment

Continue to work towards the redevelopment of the Concord Neighborhood, consistent with the Comprehensive Plan, the Concord Boulevard Neighborhood Plan, and the Concord Boulevard Design Guidelines. Specific activities include:

- Pursue acquisitions, from willing sellers, of properties in the selected redevelopment areas, including Frank Rauschnot and Bill and Kathy McPhillips
- Undertake environmental remediation, as grant funds become available

Inver Grove Heights Commercial

Review the City's ordinance pertaining to commercial property maintenance, including:

- Landscaping
- Signs
- Building exterior
- Parking lots
- Fire protection

In regard to the Arbor Pointe commercial neighborhood, continue work towards the improvement of the neighborhood, including:

- Continued analysis of a potential roundabout at Cahill Avenue and Concord Boulevard
-

**MEMO
CITY OF INVER GROVE HEIGHTS**

TO: Inver Grove Heights Economic Development Authority
FROM: Thomas J. Link, Director of Community Development 
DATE: February 3, 2016 for EDA Meeting of February 8, 2016
SUBJECT: Economic Development Authority Financing

PURPOSE/ACTION REQUESTED

The Inver Grove Heights Economic Development Authority (EDA) is to discuss and provide direction regarding its long-term financing, including both operating and capital expenses.

BACKGROUND

The EDA 2016 Work Plan included an analysis and consideration of long-term financing for the EDA. Since its inception in 2011, the EDA's operating and most of its capital expenses have both been funded by transfers from the Host Community Fund. Operating expenses are approximately \$85,000 a year and include staff time, Progress Plus membership, Open to Business program, and other administrative costs. Capital expenses, to date, have focused on acquisitions. The capital costs could also include any future financial assistance packages that the EDA would create.

Currently, the EDA Fund has a balance of approximately \$90,000. Upcoming transfers, to reimburse the EDA Fund for acquisition costs, would increase the balance to approximately \$160,000. Thus, the EDA Fund would be able to cover the EDA operating expenses through 2017.

ANALYSIS

Other cities use EDA levies, transfers from their General Fund, or a combination of both to finance their economic development activities. Michelle Calvert, City Government Intern, conducted a survey of Dakota County cities and a second survey of other metropolitan cities, a summary of which is attached. Of Dakota County cities that responded, three finance their EDA through the General Fund, two use an EDA levy, and one uses Tax Increment Finance Administration revenue. Of the four other metropolitan cities that responded, two use EDA levies, two use General Fund transfers, and one uses an HRA levy.

The EDA levy is discussed in an attached memo from Finance Director Kristi Smith. That memo discusses the process for adopting an EDA levy, the revenues that could be generated from it, and the impact on typical residential and commercial properties. If the EDA were to levy the maximum allowed by statute, it would generate about \$580,000 annually. If a levy were adopted to simply cover the EDA's operating budget, it would cost a typical residential property about \$5 to \$6 per year.

Another source of revenue for economic development activities could be the proceeds from the future sale of properties. For example, the excess golf course properties had an appraised

valuation of more than \$1,000,000 in 2011. The first \$1,000,000 of a sale of the properties would have to repay the Host Community Fund. Any proceeds beyond \$1,000,000 could be placed in the EDA Fund, possibly for future capital costs.

CONCLUSION

The Inver Grove Heights Economic Development Authority (EDA) is to discuss and provide direction regarding its long-term financing, including both its operating and capital costs.

Enc: EDA Funding Summary
Memo from Kristi Smith, Finance Director, dated January 27, 2016

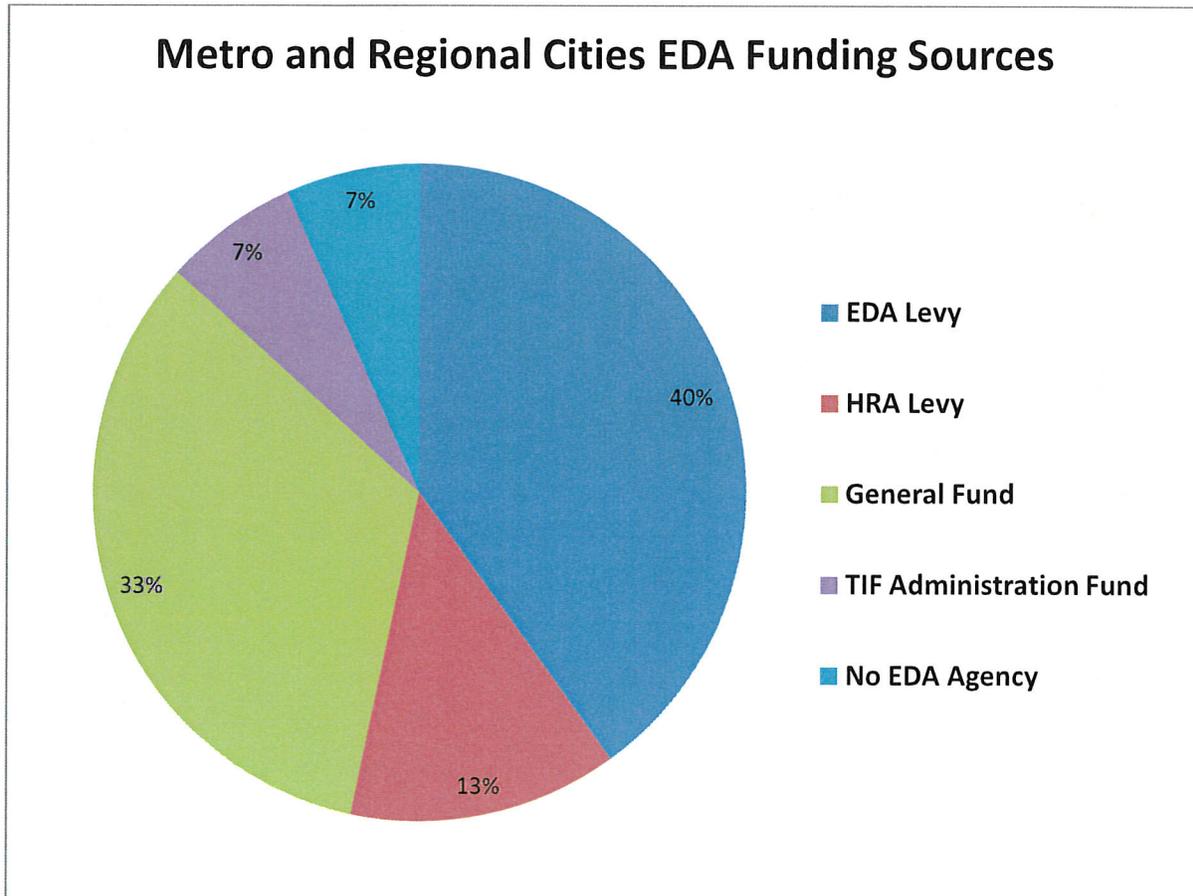
cc: Jennifer Gale

Economic Development Authority Funding Summary

The Economic Development Authority is considering the activities it performs and how they are funded. In September and October of 2015, the names of nine cities in Dakota County were identified as candidates for capturing EDA Funding Source information. It was decided that an initial contact would be made via e-mail, with the hope of a follow-up interview to be conducted via telephone. This methodology was selected as the most efficient because all of the contacts were known to Community Development Director Tom Link, and he felt it would be the best way to allow time for a scheduled interview. Of the nine cities targeted, seven responded – one sent an e-mail response but did not wish to follow up with a telephone interview, six granted interviews, one of which was in-person. Some of the interviewees were very willing to give a lot of information, others less so.

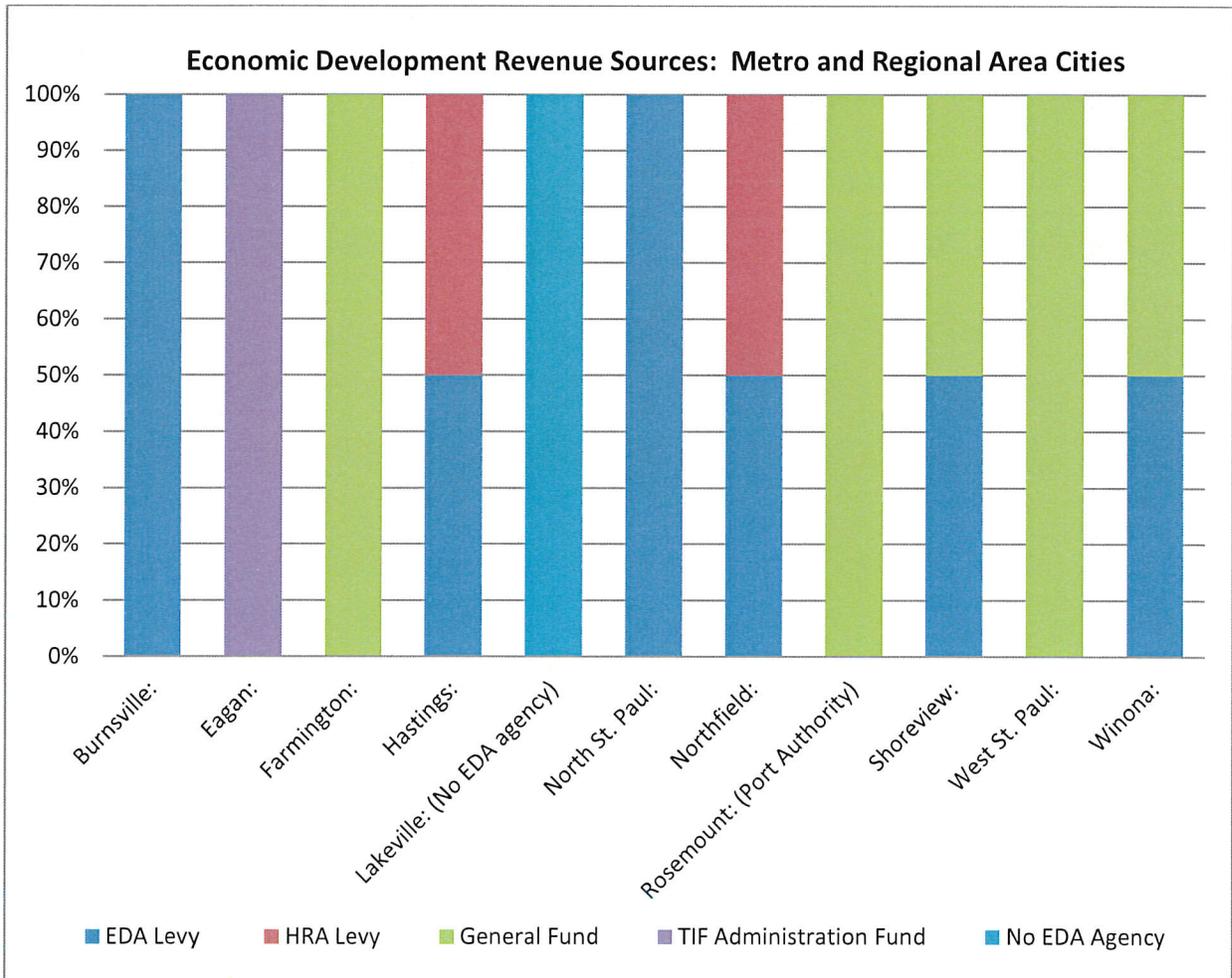
While it was very interesting to hear what other cities within Dakota County were doing, it was also important to see what other Twin Cities Metro and Regional area cities do to fund their economic development activities. Because these other cities' staff members are not as familiar to Community Development Director Tom Link, it was decided that it would make sense to use Survey Monkey to conduct the survey. Thirteen cities of *similar size and population* were selected from the Metro and Regional area and the survey was sent out mid-January 2016. Only four of the thirteen responded and completed the survey. A compilation of both surveys is illustrated below, and individual cities are identified on the next page. A closer look into the details on the next page shows that some cities also use more than just one source of funding.

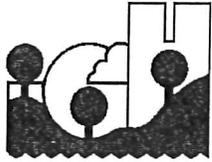
As a result of these surveys, one detail became very clear – there does not appear to be any single right or wrong way to fund economic development.



Economic Development Authority Funding Summary

<u>City Name</u>	<u>Funding Source</u>	<u>2015 EDA Budget</u>
<u>Burnsville</u>	EDA Levy	\$ 560,000
<u>Eagan</u>	TIF Administration Fund	<u>As Needed</u>
<u>Farmington</u>	General Fund	\$40,000
<u>Hastings</u>	EDA Levy HRA Levy	\$1,000,000
<u>Lakeville</u>	No EDA Agency	\$380,000
<u>North St. Paul</u>	EDA Levy	\$125,000
<u>Northfield</u>	EDA Levy and HRA Levy to the maximum allowed by state statute	\$553,312
<u>Rosemount (Port Authority)</u>	General Fund	\$72,000
<u>Shoreview</u>	EDA Levy General Fund	\$195,000
<u>West St. Paul</u>	General Fund	Depends, but could be as much as \$1,500,000
<u>Winona</u>	EDA Levy General Fund	\$980,000





MEMO

City of Inver Grove Heights

TO: Economic Development Authority
CC: Tom Link, Executive Director
FROM: Kristi Smith, Finance Director
DATE: January 27, 2016
SUBJECT: EDA LEVY

Pursuant to Minnesota Statute 469.107 at the request of the Authority, the City may levy a tax for the benefit of the Authority.

The process for levying a tax is different than the City's budget process.

- The Council must first pass a resolution stating the proposed amount of the levy increase.
- The City must then publish the resolution along with a public hearing notice for two weeks in the official newspaper.
- The City must hold the public hearing two to four weeks after the first publication.
- After the public hearing Council may take no action or may adopt a resolution authorizing the increase.
- If the Council adopts the resolution authorizing the increase the resolution must be published in the official paper.
- The resolution is not effective if a petition requesting a referendum is filed with the City Clerk within 30 days of publication of the resolution. The petition must include signature by voters equaling five percent of the votes cast in the City's last general election.

The levy may not be more than 0.01813% of the estimated market value. Based on preliminary 2016 information, the levy could not have been more than \$580,205.

Based on a maximum levy of \$580,205, the impacts would have been as follows:

\$40.57	Mean residential parcel with a taxable market value of \$225,719
\$33.62	Median residential parcel with a taxable market value of \$187,082
\$196.15	Business valued at \$583,200
\$1,093.88	Business valued at \$3,080,800

Based on a levy of \$85,200 (2016 EDA Expenditures), the impacts would have been as follows:

\$5.96	Mean residential parcel with a taxable market value of \$225,719
\$4.94	Median residential parcel with a taxable market value of \$187,082
\$28.80	Business valued at \$583,200
\$160.63	Business valued at \$3,080,800