



**INVER GROVE HEIGHTS
ECONOMIC DEVELOPMENT AUTHORITY AGENDA
MONDAY, AUGUST 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 May 9, 2016 Regular Economic Development Authority Meeting

B. Consider Approval of Minutes from the July 11, 2016 Special Economic Development Authority Meeting

C. Consider Approval of Claims

4. REGULAR AGENDA

A. Consider Approval of 2017 EDA Budget

B. Discuss Concord Boulevard Overview

C. Hear Progress Plus Update

5. NEXT MEETING – November 14, 2016

6. ADJOURN

**INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING
MONDAY, MAY 9, 2016 – 8150 BARBARA AVENUE**

CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met on Monday, May 9, 2016, 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, Finance Director Smith, City Administrator Lynch, City Government Intern Shelley Calvert, and Secretary Fox.

3. CONSENT AGENDA

A & B. Minutes and Claims

Motion by Bartholomew, second by Hark, to approve the minutes from the February 8, 2016 Regular Economic Development Authority Meeting and disbursements from November 9, 2015 to February 7, 2016 and February 8, 2016 to May 8, 2016.

Ayes: 5

Nays: 0 Motion carried

4. REGULAR AGENDA

A. EDA Funding

Mr. Link asked for direction regarding the long-term financing of the EDA in regard to operating and capital expenses. Since 2011 the EDA's operating expenses and most of its capital expenses have been funded by transfers from the Host Community Fund. Currently the EDA Fund has a balance of approximately \$160,000, which will cover operating expenses through 2017. Moving forward, the two options most cities consider are using an EDA levy or a transfer from the General Fund. Shelley Calvert, City Government Intern, did a survey of Dakota County cities and a second survey of other metropolitan cities. Of Dakota County cities that responded, three finance their EDA through the General Fund, two use an EDA levy, one uses Tax Increment Finance revenue, and another had no EDA.

Kristi Smith, Finance Director, explained that the process for levying a tax is different than the City's budget process. The Council must pass a resolution stating the proposed amount of the levy increase, publish the resolution and a public hearing notice for two weeks in the official newspaper, and hold the public hearing 2-4 weeks after the first publication. 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. Ms. Smith gave examples of the financial impacts this would have on residential and business parcels, and provided the pros and cons for the EDA levy, the General Fund levy, and other sources. Staff recommends that the operational expenses be part of the General Levy as she felt \$85,000 was not a high enough amount to warrant the effort it would take to do an EDA levy. Ms. Smith recommended using other funds and the potential sale of property moving forward for capital expenses.

Boardmember Bartholomew asked Ms. Smith if she was including DEED grant monies as well when she referred to funds from the Host Community Fund.

Ms. Smith replied in the affirmative, stating the DEED funds have been reported within the EDA Fund at this point, and grants or other funding sources could be part of Other Sources.

President Piekarski Krech asked what the EDA has spent so far on the purchase of property, stating she would like to start marketing the EDA's property rather than holding it and hoped it had not depreciated in value.

Ms. Smith stated that the values of several of the properties the EDA purchased in the Concord Boulevard neighborhood have decreased because the City demolished the houses on them. She offered to provide a list of EDA-owned properties, the amount paid, and the 2016 valuations.

President Piekarski Krech asked if she could also get a record of all the costs against those properties, including demolition.

Ms. Smith replied in the affirmative.

Boardmember Hark asked if there were enough funds to cover the EDA's operating expenses through 2017.

Ms. Smith replied she believed so.

Boardmember Tourville asked if the DEED monies had to be spent on specific programs whereas the Host Community Fund could be used in any way the EDA desired.

Ms. Smith replied in the affirmative.

Boardmember Tourville stated it was unlikely the EDA would consider funding a half million dollars.

Ms. Smith stated she only used that number to show what the impact would be on properties based on the maximum amount allowed.

Boardmember Tourville stated the advantage of an \$85,000 EDA budget is that it would be small enough to remain in the general budget.

President Piekarski Krech stated either way the taxpayers would be paying the same amount of money to fund the EDA; however, it would be more transparent if it stayed within the General Fund.

Boardmember Bartholomew agreed with President Piekarski Krech and with Ms. Smith's assessment that a levy for \$85,000 was probably cost prohibitive and did not make sense. If they did a levy for \$85,000 he would look to reduce the general levy by \$85,000.

Boardmember Tourville stated advantages of the levy were that it would increase as property values increased, would more clearly show the EDA costs, and could help the City's bond rating.

President Piekarski Krech asked if they would have to discontinue the EDA levy if the levy did not pass and it went to a referendum vote.

Ms. Smith clarified that it would only go to a vote if there was a petition.

Boardmember Tourville stated some cities have chosen to go back to the general fund because they have been petitioned.

Boardmember Hark asked if the EDA would be responsible for paying back the difference for any properties that were purchased by the EDA and sold for less than what was originally paid.

Ms. Smith stated the EDA has purchased several properties, most with monies from the Host Community Fund. Currently the only property the EDA has to pay back is one million dollars for the golf course

property. The City has simply transferred that money whereas the million dollars for the golf course property is set up as a loan between the two funds. If the EDA sold any of the other properties those monies would go back directly into the EDA unless directed otherwise.

President Piekarski Krech questioned whether they should put the sale proceeds back into the Host Community Fund so it could be used for other purposes or spend down the Host Community Fund until there are no more funds. She did not think it made sense to spend staff time to do a levy for only \$85,000.

Boardmember Bartholomew advised that he would not recommend adding an EDA levy.

Mr. Link clarified that the direction he had gotten from Boardmembers was that the EDA budget of \$85,000 be rolled into the General Fund budget and that capital expenses for the time being continue to be financed out of other funds, Host Community Fund in particular, recognizing that when we get to the point of selling properties the proceeds from that will go into the EDA's capital fund.

Motion by Mueller, second by Tourville, to take the EDA's operational expenses out of the General Fund.

Boardmember Tourville asked if that was what they were currently doing.

Ms. Smith replied that the operating expenses were initially funded with a one million dollar transfer from the Host Community Fund. Every year a few hundred dollars is taken out of the General Fund and moved into the EDA Fund to pay for Chamber of Commerce dues.

Boardmember Bartholomew asked for clarification that currently the EDA was not using any General Fund monies.

Ms. Smith replied they were not using General Fund monies for operations.

Ayes: 5

Nays: 0 Motion carried

B. Arbor Pointe Roundabout

Mr. Link stated the EDA has been discussing the possibility of improving access in the Arbor Pointe area to the businesses along Buchanan Trail. The County and City/EDA have considered various alternatives to address the issues, including the addition of a yellow flashing light at the Cahill/Concord intersection, researching the possibility for additional informational signage on Highway 52/55, explored a three-quarter access at the intersection of Concord Boulevard and Buchanan Trail, and having a consultant prepare a conceptual plan for a roundabout at Cahill and Concord, which would cost roughly \$2.4M. At the last EDA meeting staff was directed to perform additional research on a roundabout, including a feasibility study. Kimley-Horn has provided a proposal for a feasibility study which would cost about \$15,000 and take approximately 3-4 months to complete. The EDA also requested staff to research accident rates. Dakota County has stated the crash rate is not high and therefore they do not recommend any changes be made at this intersection. The EDA also questioned whether a roundabout would eliminate the electrical service costs for the existing traffic signal at Cahill and Concord. Public Works investigated this and found that the service costs for a roundabout would actually be higher than a traffic signal because of the need for more street lights. Staff again spoke with the County, who stated there were no safety issues and therefore no need for a roundabout. Staff continues to believe that a roundabout at Concord and Cahill would be costly and that the primary benefits would be limited to the six commercial properties that front on Buchanan Trail.

Boardmember Bartholomew recommended the City not construct the roundabout.

President Piekarski Krech would like to know what the City of West St. Paul is doing to help the businesses along Robert Street during the road reconstruction. She stated they need to increase the visibility of the businesses along Buchanan Trail, and although that was the business's responsibility, perhaps there was something the EDA could do to help as well.

Boardmember Tourville advised that the EDA must be careful not to spend money on one commercial area and not others, noting there were other areas in the City with access issues (i.e. Upper 55th Street).

President Piekarski Krech asked what issues they had in the Upper 55th Street area.

Boardmember Tourville replied that in order to get to the strip mall on Blaine and Upper 55th drivers going northbound must drive beyond the strip mall a half block to make a left turn and then come back. He advised that they lost a potential buyer for the northern strip center because the City could not do additional curb cuts. Unfortunately they lost the buyer because the City's agreement with the State prohibited such curb cuts.

Mr. Link advised that when Buchanan Trail was designed the developer was aware of the limited access. Bishop Heights was developed one property at a time and because of the nature of that incremental development, access restrictions were necessary.

President Piekarski Krech stated there were many unique businesses in the City that residents may not be aware of, and she questioned whether the Chamber or Progress Plus could assist with putting together a list of local businesses and the services they provide.

Mr. Link stated each month Progress Plus features one property in each city; perhaps some of these businesses could be included in that marketing effort.

President Piekarski Krech clarified that residents need to know about actual businesses, not only properties.

Boardmember Hark suggested that the City market such businesses through their website or quarterly newsletter, both of which would incur no additional costs.

Boardmember Tourville recommended that City staff contact the Arbor Pointe business owners to inform them there is not going to be a roundabout on Cahill and Concord and explain why that is.

Boardmember Mueller suggested giving the Arbor Pointe business owners a handout explaining why a roundabout would not be constructed and he suggested the City be generous with signage as the sign that was approved for A & W seemed to be beneficial.

C. EDA Survey

Mr. Link discussed a survey of other economic development authorities that was done by the Government Intern, Shelley Calvert. She surveyed other cities to find out how they financed their economic development activities. They discovered that Inver Grove Heights is not much different than other cities. The survey results showed that most are structured as an EDA, most are composed of City Council members, some of them also have business representatives, it is common to have a seven member board, most have two City staff members doing economic development activities, the City Administrator/Manager represents the EDA in 60% of the cities surveyed with 40% using the Community Development Director as their executive director, and most boards meet monthly. Some additional questions showed that the functions EDAs undertake is marketing, business retention, financial and technical assistance, planning, acquisition and remediation, and general administration. The focus of the study was primarily on Dakota County cities but there were some other cities surveyed as well.

Boardmember Bartholomew stated it appears as if Inver Grove Heights is operating similarly to other cities and he appreciated the survey information.

D. Progress Plus Update

Jennifer Gale, Progress Plus, volunteered to forward the Arbor Pointe roundabout posting to the businesses and residents that were involved in the survey a few years ago or put it on their social media site.

Boardmember Tourville thanked Ms. Gale for the offer but stated the information should come from City staff.

Ms. Gale advised that John Erickson has been featuring some of the local businesses on their website and could continue to do so. She stated Progress Plus will offer free promotional materials to business owners during the next 'Shop Local' campaign, however, such programs take awhile to catch on. Tracy Shimig hopes to incorporate local businesses into the new CVB campaign as well. Ms. Gale noted that the 'Eat IGH' group does a great job of promoting local restaurants and talking up who they see at the local shops and restaurants. They could look at having someone head up a 'Shop IGH' social media campaign as well; however, that would rely on community contributions. Progress Plus invited all the Inver Grove Heights retailers to Minnesota Retail Day for a free breakfast; however, they did not get any takers. Many times small business owners don't have the time to get away from their business.

John Erickson, Progress Plus, stated he meets every month with Tom Link to discuss what is going on in the community and how he can help retain or improve what the City already has. This past month he met with Jim Hartshorn, West St. Paul Community Development Director, to collaborate on tactics he has implemented to attract businesses. He learned that Mr. Hartshorn mostly attracts businesses by traditional calling. He also met with Mark Jacobs, Dakota County Workforce Director, to learn more about utilizing the County tools for businesses. He plans to partner with Michelle Tesser for Grow Minnesota visits and to help distribute the upcoming marketing survey. He attended the Darts annual breakfast this month and was able to connect with former Minnesota Viking Bob Lurtsema regarding potentially being a guest speaker for a future event. They have been trying to coordinate a meeting with businesses in the southern part of the City on Highway 52 in regard to the need for a bus line in that direction, especially with Amazon freight opening up soon.

Ms. Gale asked for suggestions for properties the EDA would like Progress Plus to feature.

Mr. Erickson advised that April's featured property flyer resulted in them maintaining their open rate but they have also seen an increase in the user engagement.

Boardmember Hark asked what the numbers were.

Mr. Erickson replied they are up 2% from the previous month. He advised they send it out to approximately 1,300 users; the open rate is about 27% and with the click-through rate it is at about 5-6% in general user engagement. He also started to do research on survey questions. He plans to implement a survey and send it out to the general community, along with business owners, to further understand the types of amenities they would like to see. He reached out to Bass Pro Shop and plans on sending them an aerial shot of the former Rainbow location even though they have stated they are not pursuing opportunities at this time.

Boardmember Tourville stated it was his understanding Bass Pro Shop was building a store at the Mall of America.

Mr. Erickson advised that he only performed one Grow Minnesota retention visit last month due to scheduling conflicts; however, he is still on track to reach or exceed the goal of 50 businesses by October.

Ms. Gale advised that Jane Stiles reached out to them from Safeway Bus Company regarding a property they are looking to lease out. She was put in touch with a property management business in the area.

Mr. Erickson advised that they received an inquiry about a potential site for a senior living home and hotel. After giving them information on 20 different properties in Inver Grove Heights and South St. Paul, they were interested in one specific property in South St. Paul. He put them in touch with that contact person. He is also working with Mr. Link on determining whether three different properties are zoned correctly for a potential I-Fly business.

E. Commercial Property Maintenance

Mr. Link asked for further direction from the EDA regarding commercial property maintenance regulations. These regulations would pertain to all commercial properties in the City. He advised they have broken the proposed regulations into five parts and he would go through them one at a time.

Boardmember Tourville asked Mr. Kuntz if the EDA had the authority to approve an ordinance or rather should they discuss it and then forward it on to the City Council for a determination.

Mr. Kuntz replied that the decision would ultimately be made by the City Council rather than the EDA.

Boardmember Hark asked which language in the proposed ordinance was new versus existing language.

Mr. Link replied that most of the proposed ordinance was new language. He noted that at the EDA's request he took this to the Chamber of Commerce Local Issues Committee and explained the topics being looked at. The committee recognized the benefits and the need for the language but suggested that the language be common sense and understandable, that we not over-regulate, and that we notify the business community as a whole. Mr. Link advised that he worked with other City staff and Mr. Kuntz to review the City's current regulations and also those of the cities of West St. Paul, Burnsville, and Eagan. In regard to landscaping, the current language is very general with no standards at all. Staff is recommending that the eight inch grass height requirement for residential properties be reflected as well in the commercial zoning districts, with two exceptions to that language. Those exceptions are the deletion of language pertaining to the Agricultural and Estate zoning districts and language pertaining to

undisturbed natural areas. The second exception is the draft ordinance proposes to require that a lawn be established within one year of the issuance of a certificate of occupancy rather than within one year of a building permit. A question that was raised at the last EDA meeting was whether we wanted to incorporate language for the maintenance of shrubs and trees. Staff found that such regulations would be difficult to write, subjective, and difficult to enforce. Staff could also not find any language pertaining to shrubs in the surrounding cities' ordinances. The City does, however, have regulations requiring that grass, plantings, and weeds be maintained within the right-of-way and adjacent to the right-of-way.

Mr. Link advised that the existing code does not require the maintenance of signs unless the sign is found to be unsafe. None of the three cities researched have detailed sign maintenance standards, but rather general language stating they have to be maintained in good condition. Staff is proposing to add examples of unattractive signs, such as peeling paint, fading color, burned out lights, etc. At the EDA's suggestion, staff added a third paragraph requiring that business signs be removed, have a blank face, or be covered if the business has been closed for 12 months. It fits with the existing zoning code in that a business would lose its grandfathered non-conforming rights in 12 months.

Mr. Link advised that the current code does not require the exterior maintenance of buildings. The cities of Burnsville, Eagan, and West St. Paul have extensive lists of building elements that must be maintained. The proposed language is based in part on the Eagan code and addresses commercial building exterior conditions (i.e. walls, doors, windows, siding, roofs, etc.) but not interior conditions. Some items are given a threshold of 20%.

President Piekarski Krech supported the implementation of exterior maintenance requirements to protect the property values in commercial neighborhoods.

Mr. Link advised that the City currently does not have requirements for the maintenance of commercial parking lots. The cities of Burnsville, Eagan, and West St. Paul require parking lots to be maintained in good condition. The other three cities have found this difficult to enforce as it is subjective to determine what is considered good condition and when parking lots need to be repaved or warrant repair. The enforcement is also complicated by the large cost to pave a parking lot and the limited season to perform such work. The proposed language requires that parking lots be free from hazardous conditions, weeds, grass, trees, and litter/garbage and that potholes be repaired within 60 days of receiving notice. If the potholes occur over the winter months, they must be repaired by April 15. The definition of what constitutes a parking lot is also spelled out. In regard to snowplowing, other cities do not require that vacant parking lots be plowed except for emergency access. The proposed ordinance is structured that way as well and includes language under fire protection requiring that emergency access lanes be plowed in the winter.

Boardmember Bartholomew asked what the term 'hazardous conditions' included, stating it was vague.

Mr. Link agreed, stating that is something that has not been completely worked out yet.

Boardmember Hark asked if there were standards in the existing code regarding landscaped areas being free of rubbish, etc.

Mr. Link replied there was some general language in the public nuisance portion of the City Code.

Mr. Link advised that the proposed ordinance language pertaining to fire protection is based on the Fire Code and was reworded by the Fire Marshal to make the information more understandable and more accessible. It requires vacant buildings in the commercial zoning districts to be maintained in such a manner as to prevent a public safety hazard and addresses emergency access/fire lanes, securing the

building, posting a placard with contact information, the maintenance of fire alarms, fire protection systems, utilities for those systems, fire separation walls, stairs and ladders, and keeping it clear of combustible materials. The Fire Marshal would have the ability to make requirements based on individual situations.

Boardmember Tourville stated regardless of whether or not there were combustibles there should be sprinkler systems and fire alarms in vacant buildings to ensure firefighter safety.

President Piekarski Krech suggested they discuss this at a Council work session.

Mr. Link stated it was the EDA's prerogative as to whether would like it put on a Council work session or directly to a regular Council meeting for the first reading.

President Piekarski Krech asked if this needed to go to the Planning Commission first.

Mr. Kuntz replied in the affirmative.

President Piekarski Krech recommended they discuss it at a Council work session prior to sending it to the Planning Commission.

5. NEXT MEETING – President Piekarski Krech advised that the next regular EDA meeting is scheduled for August 8, 2016.

6. ADJOURNMENT: Motion by Tourville, second by Bartholomew, to adjourn. The meeting was adjourned by unanimous vote at 6:25 p.m.

**INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING
MONDAY, JULY 11, 2016 – 8150 BARBARA AVENUE**

CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met on Monday, July 11, 2016, in the City Hall Council Chambers. President Piekarski Krech called the meeting to order at 6:30 p.m. Present were Economic Development Authority members Bartholomew, Hark, Mueller, and Tourville; Executive Director Link, City Attorney Kuntz, Finance Director Smith, City Administrator Lynch, and Secretary Fox.

3. REGULAR AGENDA

A. Consider Purchase Agreement for the City Acquisition of 6900 and 6910 Dixie Avenue

Mr. Link advised that Becky Austing, owner of 6900 and 6910 Dixie Avenue, approached the City and expressed an interest in selling her property to the EDA. The purpose of the acquisition would be economic development. If acquired, the City would remove the existing structures and at a later undetermined date combine the Austing parcels with other properties in the same neighborhood and sell it for redevelopment. The purchase price reflects the appraised value, the Phase I environmental assessment showed no contamination of any concern, and Ms. Austing has signed the purchase agreement. The Planning Commission considered the acquisition and found it to be consistent with the Comprehensive Plan. The properties lie in an economic development district. The funding for the acquisition would come out of the Host Community Fund; a resolution providing for that transfer of funds is on tonight's City Council agenda. Staff recommends approval of the purchase agreement.

Motion by Mueller, second by Tourville, to Approve the Resolution Approving the Purchase Agreement Between the Inver Grove Heights EDA and Becky Austing Relating to the Purchase of Property Generally Located at 6900 and 6910 Dixie Avenue.

Ayes: 5

Nays: 0 Motion carried

4. ADJOURNMENT: Motion by Bartholomew, second by Piekarski Krech, to adjourn. The meeting was adjourned by unanimous vote at 6:35 p.m.

City of Inver Grove Heights EDA Fund 290

Budget vs Actual through 6/30/16

3.C.

Account Description	2016 Amended Budget	6/30/16 Actual	Budget Remaining
Investment Earnings	-	375.97	(375.97)
Operating Transfers In	500.00	-	500.00
Total Revenue	500.00	375.97	124.03
Personnel	16,700.00	8,133.23	8,566.77
Prof/Tech Services	42,500.00	25,044.28	17,455.72
Purchased Services	400.00	997.86	(597.86)
Other Purchased Services	33,600.00	13,416.13	20,183.87
Total Expenditure	93,200.00	47,591.50	45,608.50
Fund 290 Surplus (Deficit)	(92,700.00)	(47,215.53)	45,484.47

Claim on Cash

Land Available for Sale

51,595.26

1,138,500.00

Loan from Host Community Fund for Land Purchase

1,000,000.00



City of Inver Grove Heights

Account Detail
Date Range: 4/30/16 - 7/22/16

Fund: 290 - EDA
290.100.1010199

Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
		Claim on Cash			
		Agrees to Previous report ending 4/29/16			
4/1/2016	JN06679	Record 1st Qtr Interest Allocation		68.71	68,138.71
4/13/2016	JN06682	Corr March Legal Charges		(336.00)	68,207.42
04/30/2016	JN06674	Record City Utilities		(12.93)	67,871.42
05/01/2016	JN06669	Record May Allocations & Depreciation		(66.66)	67,858.49
05/01/2016	JN06770	Record City Stormwater Bills		(804.12)	67,791.83
05/01/2016	JN06825	Record City Utilities		(17.88)	66,987.71
05/04/2016	216142	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(0.23)	66,969.83
05/04/2016	216142	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(0.76)	66,968.84
05/04/2016	216142	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(1.33)	66,967.51
05/13/2016	PYPKT00991 - PR 05/13/16: 4/23/2016-5/6/2016	Payroll		(621.75)	66,345.76
05/18/2016	216316	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(1.33)	66,344.43
05/18/2016	216329	Legal - Rauschnot	00538 - LEVANDER, GILLEN & MILLER P.A.	(66.50)	66,277.93
05/18/2016	216329	Legal - Austing	00538 - LEVANDER, GILLEN & MILLER P.A.	(66.50)	66,211.43
05/27/2016	PYPKT00996 - PR 05/27/16: 5/7/2016-5/20/2016	Payroll		(624.29)	65,587.14
06/01/2016	216498	Publication	00543 - LILLIE SUBURBAN NEWSPAPERS	(73.15)	65,513.99
06/01/2016	JN06802	Record June Allocations & Depreciation		(66.66)	65,447.33
06/08/2016	216553	Legal - Austing	00538 - LEVANDER, GILLEN & MILLER P.A.	(368.00)	65,079.33
06/08/2016	216553	Legal - Rauschnot	00538 - LEVANDER, GILLEN & MILLER P.A.	(720.00)	64,359.33
06/08/2016	216553	Legal - EDA	00538 - LEVANDER, GILLEN & MILLER P.A.	(172.00)	64,187.33
06/10/2016	PYPKT01001 - PR 06/10/16: 5/21/2016-6/3/2016	Payroll		(621.75)	63,565.58
06/24/2016	PYPKT01006 - PR 06/24/16: 6/4/2016-6/17/2016	Payroll		(624.29)	62,941.29
06/24/2016	216682	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(1.34)	62,939.95
06/29/2016	216791	Phase II - McPhillips	07411 - LANDMARK ENVIRONMENTAL, LLC	(11,344.69)	51,595.26
07/08/2016	PYPKT01011 - PR 07/08/16: 6/18/2016-7/1/2016	Payroll		(621.75)	50,973.51
07/13/2016	216949	Legal - Rauschnot	00538 - LEVANDER, GILLEN & MILLER P.A.	(48.00)	50,925.51
07/13/2016	216949	Legal - Austing	00538 - LEVANDER, GILLEN & MILLER P.A.	(1,440.00)	49,485.51
07/20/2016	217046	Payroll	05915 - UNITED STATES TREASURY	(0.22)	49,485.29
07/22/2016	PYPKT01015 - PR 07/22/16: 7/2/2016-7/15/2016	Payroll		(624.29)	48,861.00

Tabs3 Detail Work-In-Process Report
LeVander, Gillen & Miller, P.A.

Client: **81000.01026E Inver Grove Heights/City of (2)**
Rauschnot/Austing Property Acquisition

INVER GROVE HEIG

Contact: City of Inver Grove Heights
Business: 457-2111
E012 and E013-290.45.3000.419.30

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal
Secondary Timekeeper: 24 BMNDraft Template: 00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 09/01/2015
Previous Balance: 0.00

Date	Tmkr	Ca	P	C	Tcod	Ref	Rate	Hours to Bill	Amount	Description	
Fees											
04/18/2016	30	LMR	81			1 7	80.00	0.50	40.00	Perform property records research re Rauschnot; prepare e-mail correspondence to DCA requesting search of Rauschnot property for recorded easements.	
04/19/2016	30	LMR	81			1 8	80.00	0.20	16.00	Prepare e-mail correspondence to Tom Link re easements on Rauschnot property.	
04/20/2016	30	LMR	81			1 9	80.00	0.40	32.00	Conference to discuss issues pertaining to tract search performed by DCA Title to locate recorded easements on Rauschnot property; prepare e-mail correspondence to DCA Title requesting copies of recorded easements from Frederick acquisition; prepare e-mail correspondence to Tom Link re easements on Rauschnot.	
Billable Total:									30 LMR	1.10	88.00
Total Billable Fees										1.10	88.00

Advances

04/19/2016	30	LMR				50 1			35.00	DCA Title - tract check
04/20/2016	30	LMR				50 2			10.00	DCA Title - copy fee
Total Billable Advances									45.00	

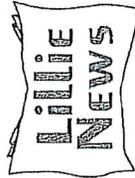
RECAP

Fees:	88.00	Previous Balance:	0.00			
Expenses:	0.00	Payments/Credits:	0.00			
Advances:	45.00	Balance Due:	0.00	Total:	133.00	
Total WIP:	133.00					
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

*1/2 Rauschnot
1/2 Austing*

Date

MAY 29, 2015



**LILLIE SUBURBAN NEWSPAPERS, INC.
DISPLAY RECEIVABLES**

2515 EAST SEVENTH AVENUE
NORTH ST. PAUL, MINN 55109
DISPLAY BOOKKEEPING 651-748-7889
CLASSIFIED BOOKKEEPING 651-748-7890

ACCT NO DUE BY JUNE 25, 2015
001363

CITY OF INVER GROVE HEIGHTS
5150 BARBARA AVENUE
INVER GROVE HGTS MN 55077

Amount Paid \$ 362.30

DATE	RATE	QTY	TYPE	DESCRIPTION	ZONES	RATE	AMOUNT
05/03	Z	2.50	I	5/3 NOTICE-OVERBOARD BAR	FADMIN MT	14.2000	\$35.50
05/10	Z	6.00	I	5/10 ORDINANCE-TOBACCO	FADMIN MT	7.7000	\$61.80
05/17	Z	10.00	I	5/17 NOTICE-2014 IMPROV.	FADMIN MT	14.2000	\$142.00
05/17	Z	9.50	I	5/17 NOTICE-DEV. AUTHORITY	FADMIN MT	7.7000	\$73.15
05/17	Z	4.00	I	5/17 NOTICE-SPERIDES REIMB	FADMIN MT	7.7000	\$30.80
05/24	Z	2.50	I	5/24 NOTICE-AMERICAN MULT	FADMIN MT	7.7000	\$19.25
SALES TAX:							\$0.00
INVOICE TOTAL DUE:							\$362.30

CP
Admin
101-411100-413.50025
PW
446.74.5900.746.50025

WMSale liquor license
MT 61811509000

TERMS: NET 25 *****TOTAL DOES NOT REFLECT ANY PAYMENTS OR ADJUSTMENTS!!*****
Lillie Suburban Newspapers, 2515 E 7th Ave, N St Paul MN 55109
(651) 748-7889 Fax (651) 777-8288
Please return TOP PART of this form with your payment - - -
Newspapers revenue will be charged on overdue balances - - -

City of Inver Grove Heights

Economic Development Authority
290.45.3000.419.30420

Page: 6
May 31, 2016
Client # 81000-01015E
Statement # 43

- 4/29/2016 Review and prepare EDA packet for May 9, 2016.
- 5/06/2016 Prepare supplement information for the May 9, 2016 meeting.
- 5/09/2016 Telephone conference with Tom Link on EDA agenda items. EDA meeting.

FOR CURRENT SERVICES RENDERED

172.00

BALANCE DUE

\$172.00

Client # 81000-01026E
Statement # 5

Rauschnot Property Acquisition
E012-290.45.3000.419.30420

- 4/26/2016 Letter of Intent and outline of transaction for Frank Rauschnot acquisition. Review and analysis of recorded vacation documents related to vacation of Dixie Avenue and reservation of utility easement for Rauschnot property; conference to discuss same; prepare draft letter of intent and outline of transaction for purchase of Rauschnot property; prepare e-mail correspondence sending same.
- 4/27/2016 Telephone conference with Tom Link on Rauschnot Letter of Intent and outline of transaction.
- 4/28/2016 Revise Letter of Intent for Rauschnot acquisition; telephone conferences with Planning Department. Prepare Letter of Intent to Frank Rauschnot; prepare email correspondence to Joe Lynch and Tom Link regarding Letter of Intent to Frank Rauschnot.
- 4/29/2016 Further revisions to Rauschnot's Letter of Intent. Revise and prepare Letter of Intent to Frank Rauschnot; prepare email correspondence to Joe Lynch and Tom Link regarding same.
- 5/06/2016 Memo on Rauschnot transaction and questions posed by seller. Prepare email correspondence to Tom Link, with a courtesy copy to Joe Lynch, regarding response to Frank Rauschnot's inquiry about title requirements.
- 5/13/2016 Telephone conference with City Administrator concerning Rauschnot transaction.

City of Inver Grove Heights

Rauschnot Property Acquisition
E012-290.45.3000.419.30420

Page: 7
May 31, 2016
Client # 81000-01026E
Statement # 5

5/17/2016	Telephone conference with City Administrator concerning counteroffer of Rauschnot.	
	FOR CURRENT SERVICES RENDERED	720.00
	PREVIOUS BALANCE	\$133.00
5/23/2016	Payment Received	-133.00
	BALANCE DUE	<u>\$720.00</u>

Client # 81000-01027E
Statement # 1

Austing Property Acquisition
E013-290.45.3000.419.30420

5/24/2016	Conference to review and discuss acquisition of Becky Austing property and documents to be prepared and research to be conducted related to same; review Rauschnot file to remove documents related to Austing property. Outline of Transaction; outline of closing documents.	
5/25/2016	Prepare closing documents and outline of Purchase Agreement. Perform property records research on Dakota County Real Estate Inquiry and Tract Index re Austing property; prepare e-mail correspondence to DCA Title requesting title commitment; prepare e-mail correspondence to Tom Link re Phase II report and appraisal for Austing property.	
	FOR CURRENT SERVICES RENDERED	368.00
	BALANCE DUE	<u>\$368.00</u>

Landmark Environmental, LLC

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

Date
5/31/2016

Invoice #
15084.02-1

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
15084.02 - McPhillip...

Project Manager
Jerry Mullin

Invoice Period
3/27/16-5/28/16

Due Date
6/30/2016

Terms
Net 30

Item	Description	Hours	Rate	Amount Billed
	City of Inver Grove Heights:15084.02 - McPhillips Parcels - Phase II			
Project Management	Haberman	1	175.00	175.00
Phase II Investigation	Timmerman	34.5	110.00	3,795.00
Phase II Investigation	Mullin	12.5	140.00	1,750.00
Report Preparation	Elling	1.75	75.00	131.25
Subcontractor Invoices	MESA 2018	1	1,530.00	1,530.00
Subcontractor Invoices	Pace Invoice 16100136130	1	946.00	946.00
Subcontractor Invoices	Pace Invoice 16100136271	1	1,017.50	1,017.50
Subcontractor Invoices	Pace Invoice 16100136360	1	1,706.50	1,706.50
Photoionization Detector	Photoionization Detector	2	110.00	220.00
Disposable Gloves (box of 100)	Disposable Gloves	1	15.00	15.00
Subcontractor Invoices	Pace Invoice 1600515	1	12.00	12.00
Mileage	Timmerman Mileage	43	0.54	23.22
Mileage	Mullin Mileage	43	0.54	23.22
<p>E010 - 290.45.3000.419.30700 \$11,344.69</p>				
			Invoice Total	\$11,344.69

Tabs3 Detail Work-In-Process Report
LeVander, Gillen & Miller, P.A.

Client: **81000.01026E Inver Grove Heights/City of (2)**
Rauschnot Property Acquisition

INVER GROVE HEIG

Contact: City of Inver Grove Heights
Business: 457-2111
E012-290.45.3000.419.30420

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal
Secondary Timekeeper: 24 BMNDraft Template:00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template:00000001 Date Opened: 09/01/2015
Previous Balance: 720.00

Date	Tmkr	HB Ca P C Tcod	Ref	Rate	Hours to Bill	Amount	Description
Fees							
05/31/2016	4 TJK	81 1	11	120.00	0.40	48.00	Review series of Rauschnot correspondence matters.
Billable Total:		4 TJK			0.40	48.00	
Total Billable Fees					0.40	48.00	

R E C A P

Fees:	48.00	Previous Balance:	720.00
Expenses:	0.00	Payments/Credits:	0.00
Advances:	0.00		
Total WIP:	48.00	Balance Due:	720.00
		Total:	768.00

A/R	0-30	31-60	61-90	91-180	181-365	366+
	0.00	720.00	0.00	0.00	0.00	0.00

Client: **81000.01027E Inver Grove Heights/City of (2)**
Austing Property Acquisition

INVER GROVE HEIG

Contact: City of Inver Grove Heights
Business: 457-2111
E013-290.45.3000.419.30420

Primary Timekeeper: 4 TJK Category: 11 Real Est/Land Use-Municipal
Secondary Timekeeper: 24 BMNDraft Template: 00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 05/24/2016
Previous Balance: 368.00

Date	Tmkr	HB Ca P C Tcod	Ref	Rate	Hours to Bill	Amount	Description
Fees							
05/27/2016	4 TJK	11	1	6	120.00	1.00	120.00 Meeting with Tom Link to outline Purchase Agreement and terms of sale.
06/08/2016	4 TJK	11	1	17	120.00	1.00	120.00 Review title commitment and underlying Section B documents.
06/08/2016	4 TJK	11	1	18	120.00	0.50	60.00 Review documentation showing establishment of districts.
06/14/2016	4 TJK	11	1	13	120.00	1.30	156.00 Review Phase I Environmental Report; review MPCA letter of no association; outline of transaction.
06/14/2016	4 TJK	11	1	14	120.00	2.00	240.00 Draft of Purchase Agreement; draft notice of special meeting; draft closing documents.
06/15/2016	4 TJK	11	1	15	120.00	0.30	36.00 Memo to Tom Link and Allan Hunting.
06/15/2016	4 TJK	11	1	16	120.00	0.80	96.00 Review and analysis of legal descriptions for district for property for title commitment and for tax purposes.
06/17/2016	4 TJK	11	1	19	120.00	0.40	48.00 Review Purchase Agreement with Tom Link.
06/24/2016	4 TJK	11	1	20	120.00	0.30	36.00 Telephone call from Tom Link concerning revisions to Purchase Agreement.
Billable Total:	4 TJK					7.60	912.00
06/01/2016	30 LMR	11	1	7	80.00	1.20	96.00 Prepare draft Purchase Agreement between the Inver Grove Heights EDA and Becky Austing.
06/07/2016	30 LMR	11	1	8	80.00	0.70	56.00 Review title commitment and Schedule B-I and B-II documents; prepare e-mail correspondence to Tom Link attaching same and advising of issues pertaining to mortgages.
06/08/2016	30 LMR	11	1	9	80.00	0.60	48.00 Conference to discuss title work for Austing property and issues pertaining to foreclosure of mortgage; revise e-mail correspondence to Tom Link sending title work.
06/13/2016	30 LMR	11	1	10	80.00	0.30	24.00 Review and revise Purchase Agreement with the Inver Grove Heights EDA.
06/14/2016	30 LMR	11	1	11	80.00	1.80	144.00 Prepare Waiver of Relocation Benefits form; prepare Affidavit of Buyer; prepare closing document checklist; prepare Memo for EDA meeting approving Purchase Agreement; prepare Resolution Approving Purchase Agreement; review and revise Purchase Agreement; revise e-mail correspondence sending Purchase Agreement to Tom Link.
06/15/2016	30 LMR	11	1	12	80.00	1.80	144.00 Prepare draft title objection letter to Becky Austing; review legal description contained in Purchase Agreement with legal description in title commitment; revise legal description in Purchase Agreement to conform with legal description in title commitment; revise Notice of Special EDA Meeting to contain revised legal description; prepare e-mail correspondence attaching revised Purchase Agreement and Notice of Special EDA Meeting; prepare e-mail

Tab3 Detail Work-In-Process Report
 LeVander, Gillen & Miller, P.A.

Client: 81000.01027E Inver Grove Heights/City of (Continued)

Date	Tmkr	HB Ca P C Tcod	Ref	Rate	Hours to Bill	Amount	Description	
							correspondence to DCA Title requesting copy of easement referenced in title commitment; prepare e-mail correspondence to Tom Kaldunski requesting the Engineering Department map out the legal description of the Austing property; prepare e-mail correspondence to Allan Hunting re Planning Commission approval of acquisition.	
Billable Total:		30 LMR			6.40	512.00		
05/27/2016	60 CRH	11	1	5	80.00	0.20	16.00	Review legal descriptions.
Billable Total:		60 CRH			0.20	16.00		
Total Billable Fees					14.20	1,440.00		

RECAP

Fees:	1,440.00	Previous Balance:	368.00			
Expenses:	0.00	Payments/Credits:	0.00			
Advances:	0.00					
Total WIP:	1,440.00	Balance Due:	368.00	Total:	1,808.00	
Other WIP:Hours:	1.80	Fees:	184.00	Exps:	0.00	
				Advs:	0.00	
A/R	0-30	31-60	61-90	91-180	181-365	366+
	0.00	368.00	0.00	0.00	0.00	0.00

MEMO
CITY OF INVER GROVE HEIGHTS

TO: Inver Grove Heights Economic Development Authority (EDA)

FROM: Thomas J. Link, Director of Community Development

DATE: August 3, 2016 for EDA Meeting of August 8, 2016

SUBJECT: Draft 2017 Budget

PURPOSE/ACTION REQUESTED: The Inver Grove Heights Economic Development Authority is to consider making a recommendation to the City Council regarding the draft 2017 EDA budget.

ANALYSIS: The draft 2017 EDA budget proposes the addition of a full-time Economic Development Specialist and the elimination of the City's contract with Progress Plus. This new position recognizes the community's increased interest in economic development activities. It would provide the City with the additional resources of a full-time position, rather than a part-time position. It would also provide for daily communication, coordination, and control.

The estimated cost of the economic development position is approximately \$93,900, including compensation and benefits. A breakdown of all costs and a draft job description are attached. The costs do not include software or website expenses. Comparable positions in similar communities advertise for a salary range of \$56,500-\$72,000. The budget assumes a compensation of \$67,500. These costs would be partially offset by the elimination of the \$25,000 contract with Progress Plus.

The remainder of the EDA budget is similar to previous years' budgets. Overtime is being requested again for the Recording Secretary to attend meetings since the increased level of departmental activities and workload do not always allow the secretary to attend meetings as part of her regular 40 hour work week.

Professional Services includes \$17,500 for the city attorney, bond counsel, and financial consultant. This request is very similar to the 2016 budget. Legal Services are necessary on various issues, such as acquisitions, financial assistance programs, development districts, business subsidy policy, and regular attendance at EDA meetings. The fiscal consultant and bond counsel services are necessary for acquisitions, financial assistance, business subsidy policy, bylaws, resolutions, and, as necessary, EDA meetings.

Professional Services continues to include \$7,000 for the Minneapolis Consortium of Community Developers' 'Open to Business' program. It also includes \$10,000 for economic development consultant services, such as the Concord Redevelopment, the Gun Club Site, and/or an analysis of retail activities, as the EDA deems necessary.

Other Services include the occasional publication of public hearing notices, membership in the Economic Development Association of Minnesota (EDAM), and attendance at the EDAM conference, public finance seminar, and Chamber of Commerce and Progress Plus annual

meetings. The budget also includes \$500 for the City Administrator and Community Development Director's membership in the River Heights Chamber of Commerce.

The total 2017 EDA draft budget is \$168,700, not including software and website costs, compared to the 2016 budget of \$93,200. As previously directed by the City Council, EDA activities would be funded out of the General Fund, rather than transferred from the Host Community Fund.

CONCLUSION: Staff recommends approval of the Economic Development Authority's draft 2017 budget, as attached.

Enc: Proposed 2017 Budget
Memo regarding Economic Development Specialist, dated August 3, 2016
Economic Development Specialist Job Description

cc: Jennifer Gale, Progress Plus

City of Inver Grove Heights

Proposed 2017 Budget

EDA Summary

Account Description	2014 Actual	2015 Actual	2016 Amended Budget	2017 Department Request	2017 City Administrator Recommended	2017 Preliminary Budget	2018 Preliminary Budget
Miscellaneous Revenues	3,565	510	0	300	0	0	300
Intergovernmental	640,000	0	0	0	0	0	0
Other Financing Sources	337,151	293,865	500	168,400	0	0	171,600
Total Revenue	980,717	294,375	500	168,700	0	0	171,900
Personnel	20,194	16,512	16,700	111,300	0	0	114,700
Prof/Tech Services	56,291	117,147	42,500	34,600	0	0	34,600
Purch Svcs - Prop/Equip	430	572	400	400	0	0	400
Other Purchased Services	29,899	27,332	33,600	9,700	0	0	9,500
Supplies	0	0	0	12,700	0	0	12,700
Capital Outlay	918,702	214,985	0	0	0	0	0
Total Expense	1,025,517	376,548	93,200	168,700	0	0	171,900

Revenues Over (Under) Expenses	(44,800)	(82,174)	(92,700)	0	0	0	0
Increase (Decrease) In Cash	(44,800)	(82,174)	(92,700)	0	0	0	0

City of Inver Grove Heights

Proposed 2017 Budget

EDA 290

Acct Number	Account Description	2014 Actual	2015 Actual	2016 Amended Budget	2017 Department Request	2017 City Administrator Recommended	2017 Preliminary Budget	2018 Preliminary Budget
3610000	INVESTMENT EARNINGS	3,558	510	0	300			
	Miscellaneous Revenues	3,558	510	0	300	0	0	300
3308500	STATE GRANTS	640,000	0	0	0			
	Intergovernmental	640,000	0	0	0	0	0	0
3660000	OTHER REIMBURSEMENTS	7	0	0	0			
	Miscellaneous Revenues	7	0	0	0	0	0	0
3911000	OPERATING TRANSFERS IN	337,151	293,865	500	168,400	0		
	Other Financing Sources	337,151	293,865	500	168,400	0	0	171,600
	Total Revenue	980,717	294,375	500	168,700	0	0	171,900

City of Inver Grove Heights

Proposed 2017 Budget

EDA 290

Acct Number	Account Description	2014 Actual	2015 Actual	2016 Amended Budget	2017 Department Request	2017 City Administrator Recommended	2017 Preliminary Budget	2018 Preliminary Budget
10100	REGULAR FULL-TIME	12,581	12,956	12,800	80,700			
10400	OVERTIME	0	0	500	500			
20100	FLEX. COMP. SPENDING	463	463	400	4,400			
20300	EMPLOYER SOCIAL SECURITY	729	738	700	5,200			
20350	EMPLOYER MEDICARE	174	179	200	1,200			
20400	EMPLOYER PERA	878	937	1,000	6,100			
20600	MEDICAL INSURANCE	893	897	1,000	12,000			
20620	LIFE INSURANCE	17	17	0	100			
20630	LTD INSURANCE	34	34	0	400			
20750	WORKERS COMPENSATION	100	100	100	700			
20800	COMPENSATED ABSENCES	4,326	191	0	0			
	Personnel	20,194	16,512	16,700	111,300	0	0	114,700
30150	FISCAL CONSULTANTS	0	0	3,000	3,000			
30420	CORPORATE	17,503	6,537	13,000	13,000			
30440	BOND COUNSEL	0	0	1,500	1,500			
30550	FLEX/COMP ACCOUNT FEE	16	22	0	100			
30700	OTHER PROFESSIONAL SERVICES	38,773	110,588	25,000	17,000			
	Prof/Tech Services	56,291	117,147	42,500	34,600	0	0	34,600
40066	STORM WATER	30	72	0	0			
40075	CITY FACILITIES ALLOCATION	400	500	400	400			
	Purch Svcs - Prop/Equip	430	572	400	400	0	0	400
50019	INSURANCE ALLOCATION	600	400	400	100			
50025	ADVERTISING/PUBLISHED NOTICES	3,202	542	7,000	7,000			
50065	TRAVEL	0	0	0	200			
50070	DUES, LICENSES & SUBSCRIPTIONS	25,332	25,590	25,600	1,200			
50080	CONFERENCES AND SEMINARS	765	800	600	1,200			
	Other Purchased Services	29,899	27,332	33,600	9,700	0	0	9,500
60010	SUPPLIES- OFFICE	0	0	0	10,000			
60018	SUPPLIES-TRAINING	0	0	0	100			
60040	SMALL TOOLS & MISC EQUIPMENT	0	0	0	2,600			
	Supplies	0	0	0	12,700	0	0	12,700
80100	LAND	918,702	214,985	0	0			
	Capital Outlay	918,702	214,985	0	0	0	0	0
	Total Expense	1,025,517	376,548	93,200	168,700	0	0	171,900

City of Inver Grove Heights

Proposed 2017 Budget

EDA 290

Acct Number	Account Description	2014 Actual	2015 Actual	2016 Amended Budget	2017 Department Request	2017 City Administrator Recommended	2017 Preliminary Budget	2018 Preliminary Budget
	Revenues Over (Under) Expenditures	(44,800)	(82,174)	(92,700)	0	0	0	0
	Increase (Decrease) In Cash	(44,800)	(82,174)	(92,700)	0	0	0	0

MEMO
CITY OF INVER GROVE HEIGHTS

TO: Inver Grove Heights Economic Development Authority (EDA)
FROM: Thomas J. Link, Director of Community Development
DATE: August 3, 2016
SUBJECT: 2017 Budget – Economic Development Specialist

The following is a summary of some of the costs related to an Economic Development Specialist position:

- Salary (range \$56,506-\$72,000) \$67,500
- Benefits \$26,400
- Travel \$200
- Dues, licenses, and subscriptions \$600
 - EDAM (\$250)
 - IEDC (\$350)
- Conferences and seminars \$600
 - EDAM Winter Conference (\$255)
 - River Heights Chamber of Commerce Annual Meetings (\$60)
 - Public Finance Seminar (\$280)
- Training Supplies \$100
- Small tools and miscellaneous \$2,600
 - Chair (\$700)
 - PC and license (\$1,700)
 - Miscellaneous (\$200)
- Marketing (supplies-office) \$10,000

- TOTAL \$108,000**

Marketing materials would include the development of brochures, mailings, display boards, booth rentals at conferences, etc. Progress Plus currently provides these materials with a 2016 budget of about \$14,000. Initial start up costs are estimated to be \$10,000.

Other undetermined costs are:

- Economic Development Software – A software package would be necessary to maintain a current, accurate, and interactive inventory of lands and buildings available for commercial and industrial activities. Once acquired, the information would have to be maintained. This inventory would be property specific and would include lot size and dimensions, building size and dimensions, description, contact information, asking price, and whether the property is for sale or lease. Such an inventory is critical to providing rapid responses to inquiries with full, accurate information. The software may also include demographic information, such as workforce, education, major employers, economics, taxes, transportation, utilities, quality of life issues, and ancillary information. Progress Plus currently has and maintains such a software program. Further research would have to be conducted on alternatives and costs.

- Economic Development Website – The economic development activities would have to be incorporated into the City website. In addition to providing considerable general information about the community, the website would be connected to the software and be interactive so that developers and realtors could search for buildings and properties. Progress Plus currently has such a website.

City of Inver Grove Heights

POSITION DESCRIPTION

Position Title: *Economic Development Specialist*

Department/Location: *Community Development*

Immediate Supervisor: *Community Development Director*

Latest PD Revision: *8.16*

Position Summary: *Under the direction of the Community Development Director, this position develops and maintains the City's economic development program for the purpose of recruiting new businesses and retaining and expanding existing businesses.*

Essential Accountabilities and Expected Outcomes

Develop and maintain an economic development marketing program to recruit new businesses, including marketing and promotional materials, mailings and e-mails, economic development website, social media, IGH-centered broker tours or events, and exhibits at commercial brokers' conferences and events

Develop and maintain a business retention and expansion program

Develop and maintain a comprehensive database/inventory of available lands and buildings for community development or redevelopment purposes

Respond to businesses, developers, and real estate brokers' inquiries regarding new and expanding business opportunities

Provide information to developers and the business community regarding the City, including workforce and education, major employers, economics, taxes, transportation, utilities, and quality of life

Provide information to developers and the business community regarding technical and financial assistance, including programs by the Small Business Administration (SBA), Minnesota Department of Employment and Economic Development (DEED), and Metropolitan Consortium of Community Developers (MCCD)

Provide information to developers and the business community regarding job training and re-training resources, such as Dakota County Technical College, Inver Hills Community College, and Dakota/Scott Workforce Investment Board

Develop and maintain a database of all businesses in Inver Grove Heights

Develop and maintain a communications program with the Business Community, including the City website and a business newsletter

In coordination with the Community Development Director, act as staff liaison to the Dakota County Community Development Agency, Progress Plus, River Heights Chamber of Commerce, Metropolitan Consortium of Community Developers, Inver Hills Community College, Dakota County Technical College, Dakota/Scott Workforce Investment Board and Greater MSP

In coordination with the Community Development Director, provide staff assistance to the Inver Grove Heights Economic Development Authority (EDA)

Assist the Community Development Director with acquisitions, planning, redevelopment, and other economic development activities

Accountabilities Shared by all City Employees:

Developing and maintaining a thorough working knowledge of all department and City-wide policies, protocols and procedures that apply to the performance of this position.

Demonstrating by personal example the service excellence and integrity expected from all employees.

Developing respectful and cooperative working relationships with co-workers, including willing assistance to fellow employees so that their job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping one's immediate supervisor informed on all important matters pertaining to assigned job accountabilities.

Representing the City in a professional manner to all outside contacts when doing the City's business and also with the general public.

Typical Working Environment:

Office environment with occasional field work and travel to other agencies and organizations

Typical Physical Requirements for this Position:

Must be able to sit, stand, speak, hear, and effectively communicate. Ability to lift and move up to 40 pounds.

Selection Criteria to Qualify for this Position:

Bachelor's degree in Public Administration, Urban Studies, Planning, Business, Marketing, or a related field

At least one year of experience in Economic Development (three years preferred)

Any combination of education and experience which substantially demonstrates the knowledge, skills, and abilities required to successfully perform this job will be considered.

Employee's Acknowledgement and Date: _____

Supervisor's Acknowledgement and Date: _____

Administrative Services Acknowledgement and Date: _____

**MEMO
CITY OF INVER GROVE HEIGHTS**

TO: Inver Grove Heights Economic Development Authority (EDA)
FROM: Thomas J. Link, Director of Community Development 
DATE: July 28, 2016 for EDA Meeting of August 8, 2016
SUBJECT: Concord Boulevard Neighborhood Redevelopment - Overview

PURPOSE/ACTION REQUESTED

This memo reviews the activities undertaken by the City and the Economic Development Authority (EDA) in the Concord Boulevard Neighborhood. This matter is for informational purposes only. No action is necessary.

BACKGROUND

The EDA had requested a status update on acquisitions in the Concord Boulevard Neighborhood. Staff expanded this request to review all City actions in the Concord Boulevard Neighborhood in the last few years.

The City's initial redevelopment effort was the Concord Boulevard Neighborhood Plan, adopted in 1998. Following this report, many governmental agencies made major investments in the neighborhood, including the reconstruction of Concord Boulevard, the construction of the Mississippi River Regional Trail, the preservation and restoration of the Swing Bridge Pier, the removal of blighted properties, the acquisition of properties and restoration of the flood plain, the acquisition of the railroad maintenance yard, and the remediation of environmental contamination.

In 2010, the City Council expressed concern with the lack of private development in the neighborhood and the desire to use the considerable public investments to leverage private investment. The City subsequently initiated an update of the Concord Neighborhood Plan. The planning process involved open houses in the neighborhood and meetings with numerous businesses. The updated Concord Boulevard Neighborhood Plan and Design Guidelines were adopted in December, 2012.

The updated plan identified:

- What kind of development is desired
- Where that development will occur
- How the development can be encouraged

The stated goals of the updated neighborhood plan are to:

- maintain and improve the existing residential neighborhood
- Strengthen and increase commercial activities
- Increase property values

- Provide additional employment opportunity

It was recognized that the plan is long term and will take 20-30 years to be fully realized. Over that period of time, the plan anticipates a six-fold increase in the number of dwelling units and a four-fold increase in commercial square footage. Though the plan expects a decrease in industrial square footage, it anticipates new industries that are more building intensive rather than land intensive. As such, these industries will have an increased valuation per square foot and increased employment per square foot.

Since the Concord Boulevard Neighborhood is large, the plan calls for the City's initial efforts to be focused on four 'catalyst' sites. These areas include:

- The 6300 Block, along the west side of Concord
- The BFI/King of Diamonds area
- The 66th Street to 68th Street block, along the west side of Concord Boulevard
- The Dickman Trail area

RECENT ACTIVITIES

Since the City Council adopted the updated Concord Boulevard Neighborhood Plan in December 2013, the City and EDA have undertaken numerous activities, including:

- Property acquisitions
- Environmental investigations
- Grant applications
- Market assessment of the Dickman Trail area
- Railroad quiet zone study
- Public improvements construction

Property Acquisitions

The City and EDA have successfully pursued the acquisition of properties from willing sellers in the last three years. The City has recently acquired six properties and is currently negotiating with three other property owners. The Dakota County Community Agency (CDA) has also acquired additional properties in the 6300 Block. The following paragraphs provide more detailed information on the status of acquisitions on each of the sites.

The Dakota County CDA acquired additional residential properties in the 6300 Block. As shown on the attached map, the CDA has acquired nine properties over the last 10-20 years and demolished some of the lowest quality rental properties in the City. At the City's request, the CDA offered to acquire the four remaining properties on the west side of the block, including three owner-occupied single-family dwellings. These offers were declined. The CDA inquired whether the City would be interested in providing financial assistance for further acquisitions and whether there would be support for affordable housing. Further discussions have been in abeyance since the CDA has gone through major leadership changes over the last year.

The City pursued further acquisitions in the Doffing Avenue Area. It successfully completed the acquisition of a residence owned by Castaways Marina and will be demolishing the building and restoring the floodplain in the coming months. The City also negotiated for the acquisition of Riverview Auto but the property owner declined the City's final offer. Since 1990, the City has acquired approximately 28 parcels in the Doffing Avenue area. Seven properties remain to be acquired, per the attached map.

The City has had occasional discussions with Republic Services about the acquisition and development of the BFI facility in the northeast corner of Concord Boulevard and 66th Street. More recently, those discussions have occurred as part of the negotiation for an amended Host Community Agreement. Republic Services does not object to the City's redevelopment plans but, over the next few years, cannot commit to selling or developing their properties. Discussions, however, continue to occur. A map of the BFI and King of Diamonds properties is attached.

The EDA has acquired five properties on the 66th Street/68th Street block and has commenced negotiation with a sixth property owner. The City conducted an appraisal on a seventh property but the owner decided, for the time being, not to pursue the sale. There are four properties remaining to be acquired on this site, not including the property that is currently under negotiation. One of these remaining properties is a commercial retail business that could possibly be incorporated into a mixed use development rather than acquired. Again, a map showing the status of acquisitions is enclosed.

The North Dickman Trail area consisted of six property owners, per the attached map. The EDA has acquired the River Country Cooperative and Fredericks properties. The Becky Austing property is scheduled to close on August 11 and the McPhillips properties is currently in negotiation. Frank Rauschnot declined the City's offer, after extended negotiations. The EDA conducted an appraisal of the Darrow property but the property owner was not interested in selling, at that time.

The City and EDA have spent \$1,641,541 on acquisitions on the 66th Street/68th block and the Dickman Trail area. Expenditures for the Doffing Avenue area are not available, at this time, because the acquisitions extend back more than 25 years and some of the acquisitions were handled by the Dakota County CDA. Acquisitions in the 6300 block are also unknown but have been funded entirely through the Dakota County CDA. The acquisition costs include the purchase price, appraisal, Phase I Environmental Assessment, Phase II Environmental Investigation, legal, title, closing costs, and demolition. Estimated environmental remediation costs have typically been subtracted from the purchase price, consistent with City and EDA policies.

The Dakota County Assessor's estimated market value is not an accurate measurement of valuation, especially on commercial and industrial properties. The valuation of the City-owned properties would be determined by an appraiser when there are enough properties assembled to make a development feasible and to be of interest to developers. The valuation is dependent on many factors, including the type of land use, the current market, and the location, size and characteristics of the properties. Recent appraisals on industrial properties indicate a value of \$3.50 to \$4.50 per usable square foot. This assumes that the property is ready to be built on with all infrastructure provided and environmental remediation completed. Most cities will sell properties at a reduced price as an incentive to encourage redevelopment.

Environmental Investigations

The City and EDA have conducted a series of environmental studies. Phase I Environmental Assessments were completed on all acquired properties. A more detailed, Phase II Environmental Investigation, Response Action Plan, and estimate of remediation costs were conducted for the Riverview Auto, River Country Cooperative, Frank Rauschnot, and McPhillips properties. A hazmat survey has been prepared for all buildings that have been demolished, as required by State law. Dakota County has also conducted environmental investigations of two properties in the neighborhood.

Grant Applications

The City has successfully applied for \$3,641,165 in grants since the updated Concord Neighborhood Plan was adopted in December 2012. These grants include:

- | | |
|--|-------------|
| • Minnesota State Bonding Bill | \$2,000,000 |
| • MN Dept of Employment & Econ Dev (DEED) Host Community Grant | \$1,246,875 |
| • CDA Redevelopment Investment Grant (RIG) | \$250,000 |
| • DNR Floodplain Hazard Grant | \$72,145 |
| • Community Development Block Grant | \$72,145 |

These grant funds are being used for the development of Heritage Village Park, acquisition costs, and environmental remediation. Some of these grant funds have not yet been used but are available for further park development, acquisitions, and remediation.

Market Assessment

In 2014, the EDA hired a consultant to conduct a market and feasibility analysis of the industrial development of the Dickman Trail area. Obtaining feedback from leading developers was a significant part of the analysis. The developers found the City of Inver Grove Heights to be an attractive market. However, they stated that the industrial development of the Dickman Trail area poses difficulties because of its location, shape, and financial feasibility.

Railroad Quiet Zone Study

The City Council has discussed a railroad quiet zone on a few occasions in recent years. In July of 2016 the City Council directed staff to distribute requests for proposals for a conceptual analysis of railroad quiet zones throughout the City and specifically the Concord Boulevard Neighborhood. The consideration of the railroad quiet zone is in response to complaints from existing residents in the neighborhood as well as the need to encourage further residential development.

Public Improvements Construction

As stated at the beginning of this memo, numerous public improvements were constructed in the Concord Boulevard Neighborhood in the last 20 years. The one new public improvement that was constructed in the last three years is the Mississippi River Regional Trailhead. It was constructed by Dakota County in 2015 and funded by Dakota County and the City of Inver Grove Heights.

FUTURE ACTIVITIES

It is anticipated that it will take another 1-3 years to acquire enough properties on the 'catalyst sites' to make development worthwhile and to be of interest to developers. At that time, the City would likely undertake the following activities:

- Conduct an appraisal to determine the current value
- Determine financial assistance/incentives that the City would offer
- Identify infrastructure needs and remediation activities
- Identify possible qualified developers

- Prepare a Request For Proposal that would stipulate the type of development that the City desires, conditions of development, process for selecting a developer, and financial incentives
- Distribute the Request For Proposals to identified developers
- Receive proposals and select the developer
- Enter into a development agreement with a developer
- Pursue grants, especially Metropolitan Council and DEED 'development' grants

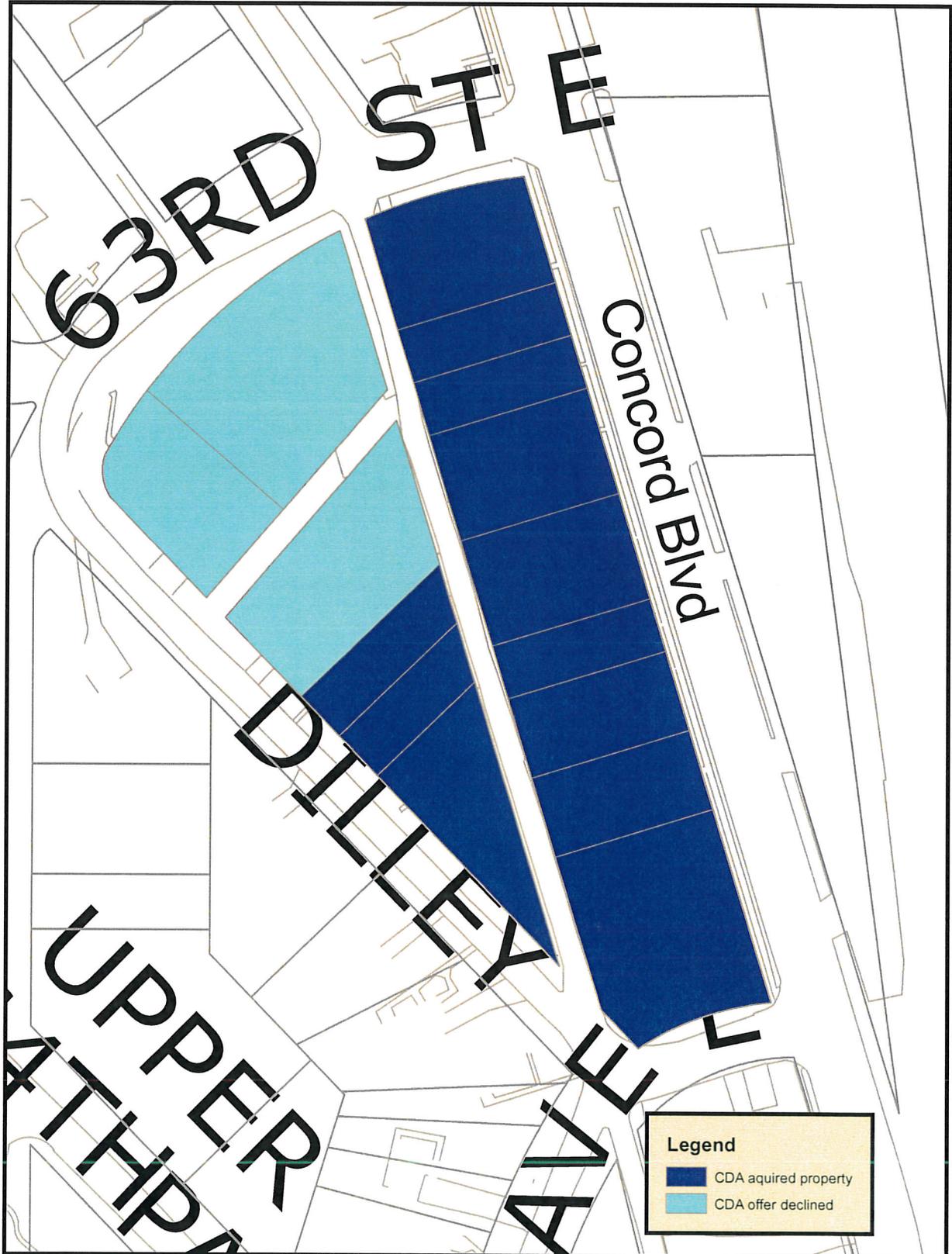
CONCLUSION

This memo reviews the activities undertaken by the City and the Economic Development Authority in the Concord Boulevard Neighborhood. This matter is for informational purposes only. No action is necessary.

Enc: 6300 Block - Status of Acquisitions Map
Doffing Avenue – Status of Acquisitions Map
BFI and Kladek Properties Map
66th Street – 68th Street – Status of Acquisitions Map
North Dickman Trail – Status of Acquisitions Map



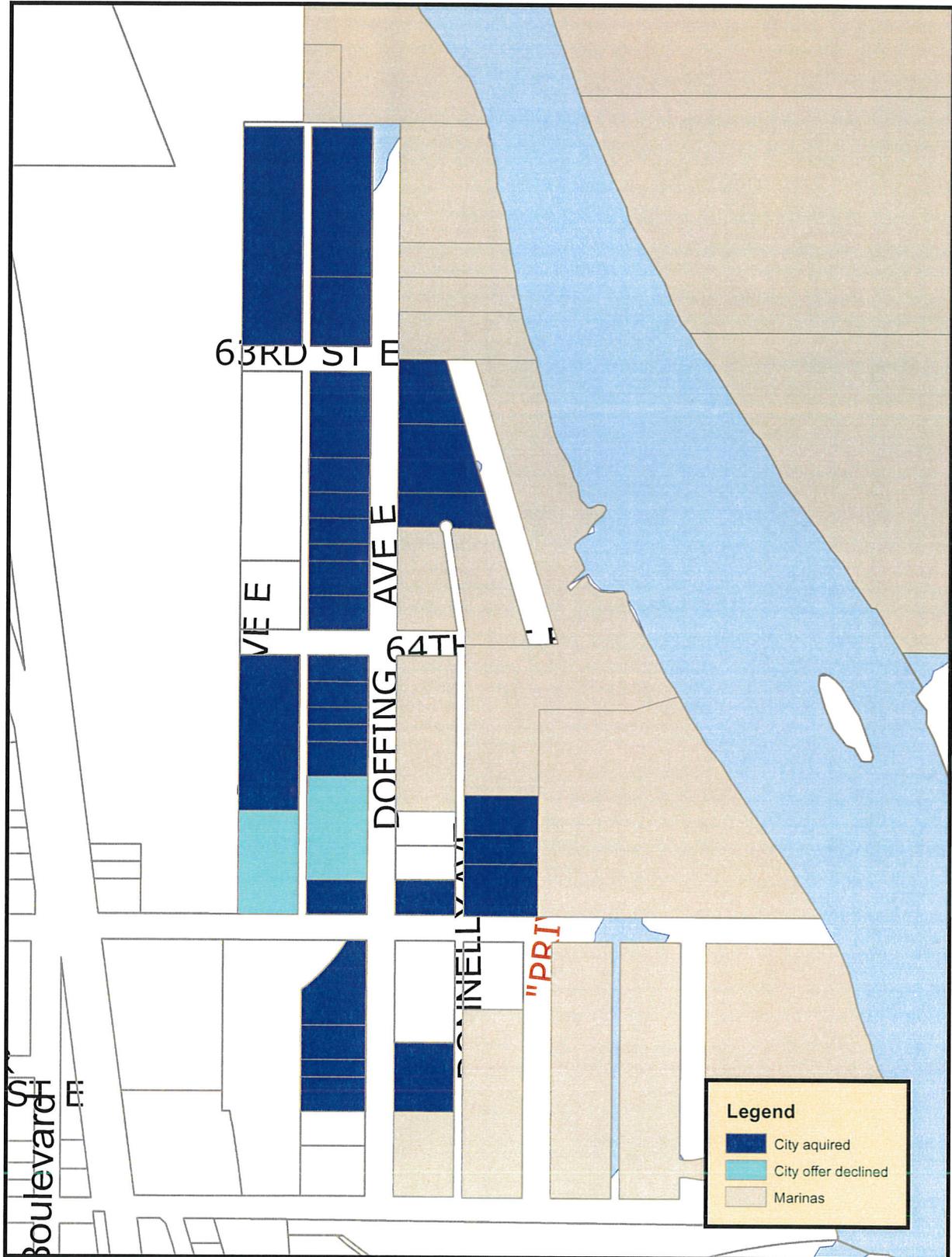
6300 Block Status of Aquisitions



Map not to scale



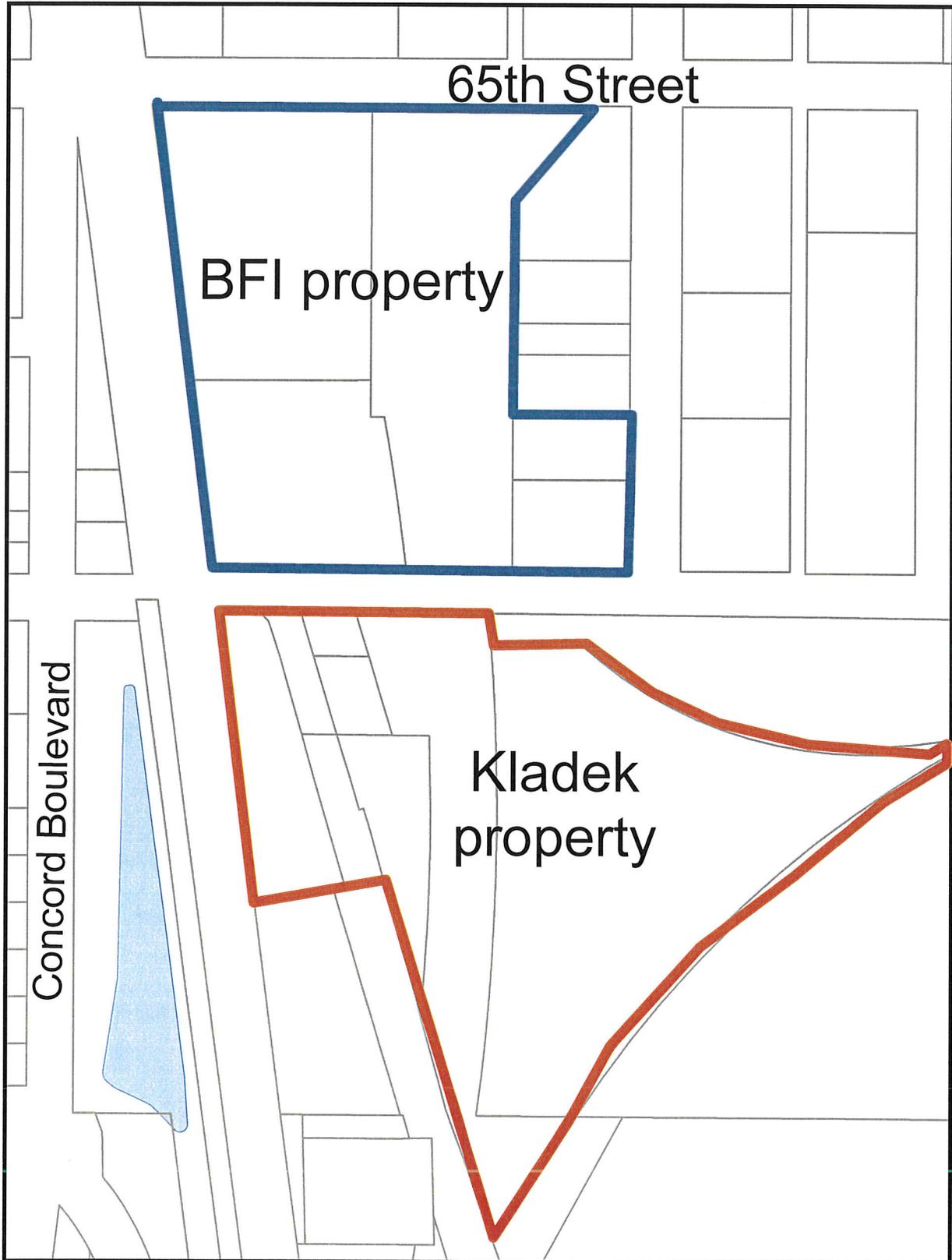
Doffing Avenue Status of Aquisitions



Map not to scale



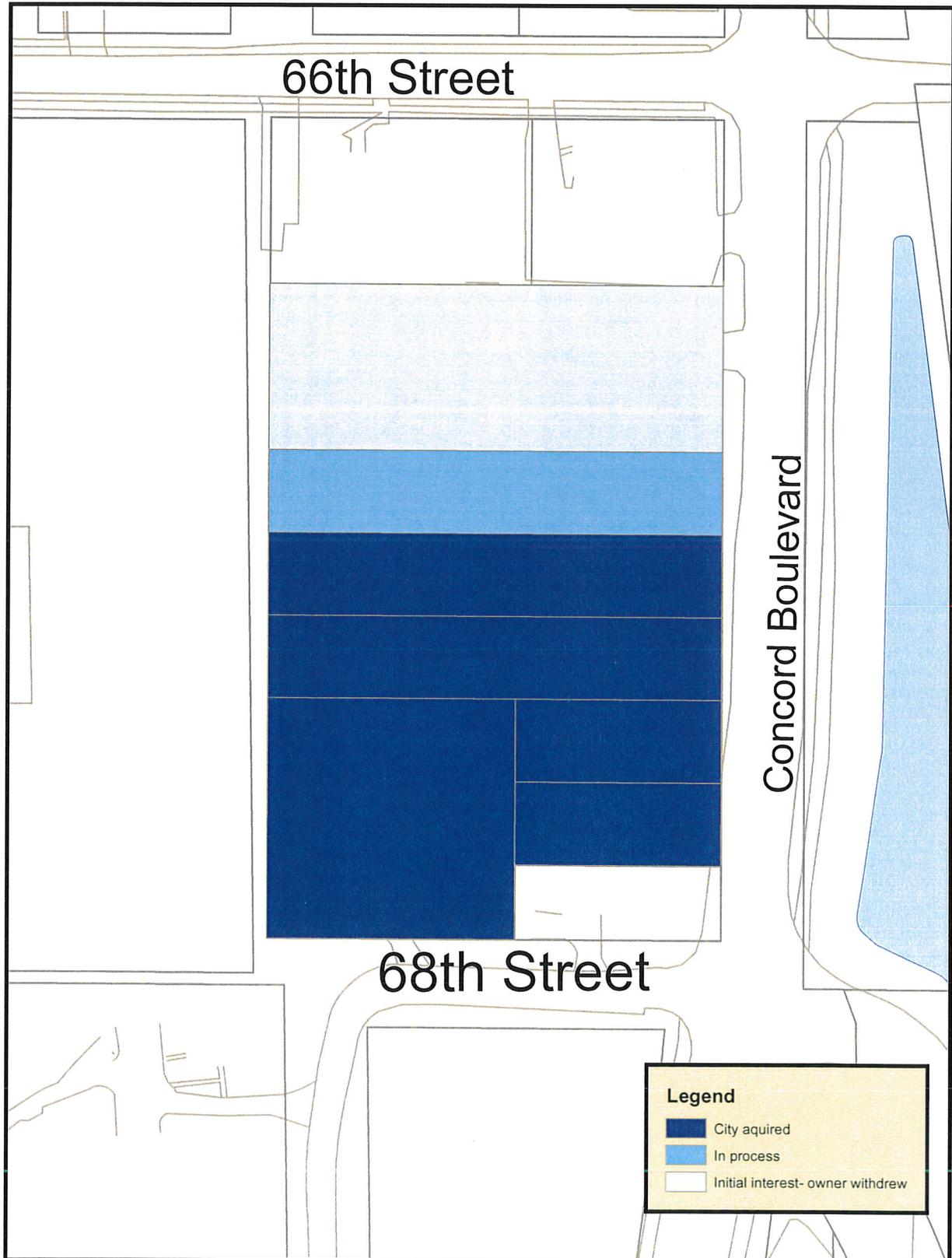
BFI & Kladek Property



Map not to scale



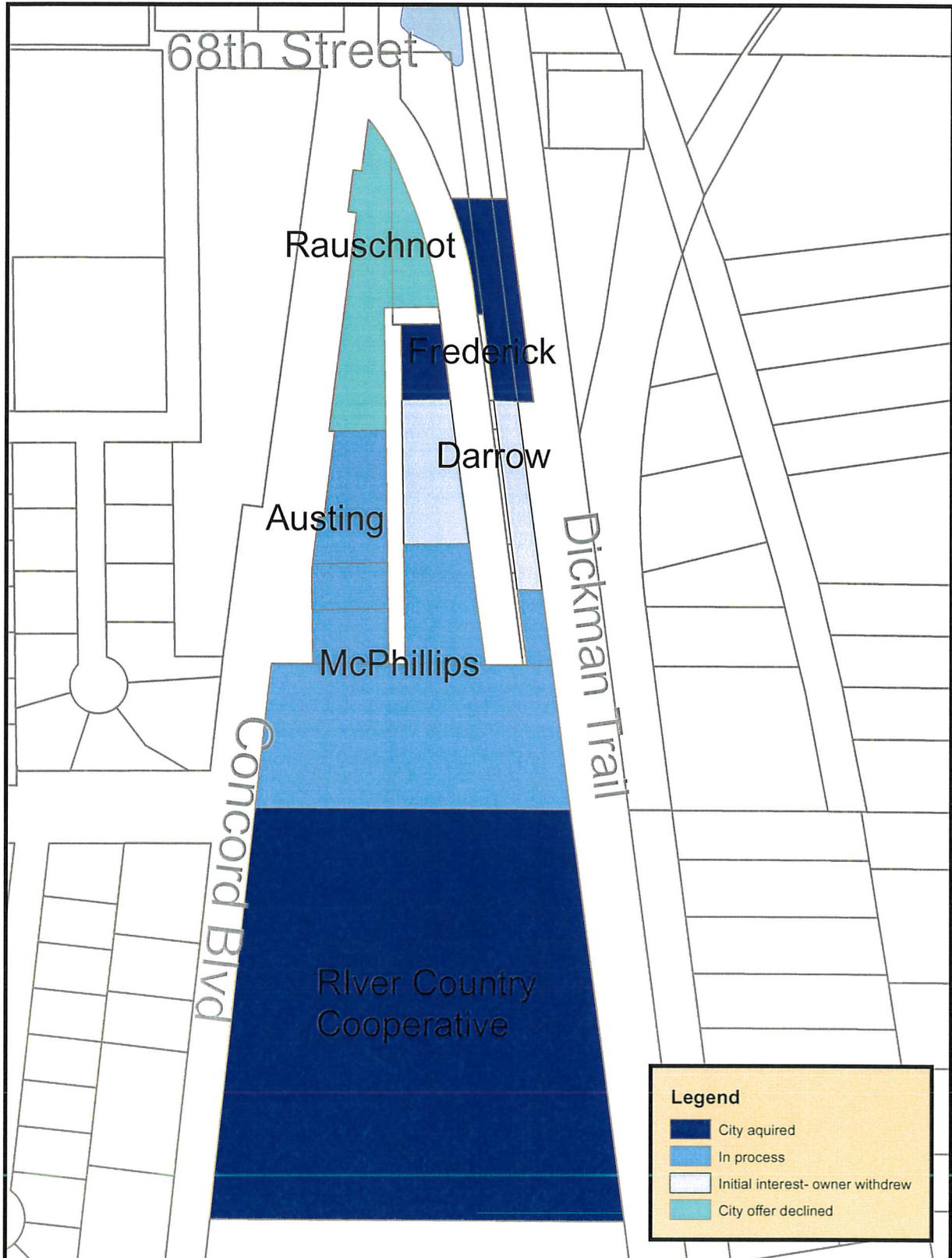
66th St. - 68th St. Status of Aquisitions



Map not to scale

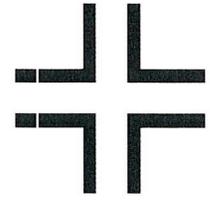


North Dickman Trail Status of Aquisitions



PROGRESS PLUS

ECONOMIC DEVELOPMENT PARTNERSHIP



Report: August 2016

Economic Development Activities

Events:

- Performed scheduled staff meetings with ED staff.
- Cancellation of food truck day due to planning arrangements
- Poker run, in planning stages
- MNCAR Expo; in planning stages
- Saints Game August 4th
- Q&A Session with Samantha DiMaggio
- Made contact with Tim Hortons real estate representative
- Made contact with Pancheros real estate team
- Reached out to Meijers Grocery with brochure on Roundy's site
- Met with Jeff Merriman, DCTC Brewery instructor
- Met with real estate individual representing a sheet metal business
- New member- Home Federal Savings

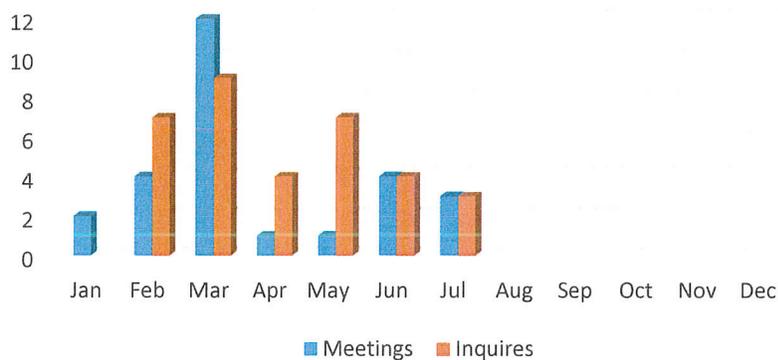
Marketing:

- Changed marketing flyers from *featured property* to *experience the area*. Change showed no increase in open rate but 50% increase in user engagement.
- Finalized ad for South Metro Living Guide
- Developing new *experience the area* flyer
- Testimonial page on website and flyer

Grow Minnesota:

- Three performed; M&H Computer, Anytime Fitness, Upscale Consignment- Woodbury
- Three Inquires; Cut Fruit Express, Eye Works Optical, Absolute Trailer Sales

GrowMN YTD 2016





MAKE THE NEXT STEP EASY

We'll work together and grow your business.

Why our Community?

The River Heights Region is a first-ring suburb, minutes from the MSP international airport and downtown Minneapolis/ St. Paul. We are home to Fortune 500 companies, a renowned community college, a booming business park, regional trails, and great transportation. Lets make our story together.



Not too far...



Not too close...



Talent
Our businesses partner with [Inver Hills Community College](#) to stay on the forefront of talent attraction



Business Park
Spots are filling up fast in the community's [premier business district!](#)



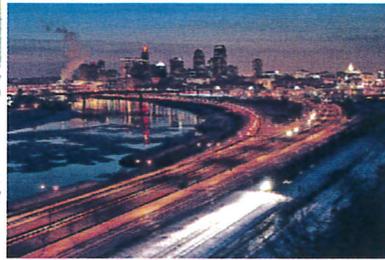
Trails
Great access to the [Mississippi Regional Trail](#) and the [River to River Greenway](#)

Your Next Step Awaits

PROGRESS PLUS 
ECONOMIC DEVELOPMENT PARTNERSHIP



LIVE



Not too Far....

Not too Close...



Inver Grove Heights and South St. Paul are truly spectacular places that offer endless amenities to the wonderful people who live and work within the communities.

South St. Paul now has to 5,000+ employees in their booming business park of Bridgepoint and Inver Grove Heights is home to CHS Inc., a Fortune 100 company. The cities are situated only minutes from downtown Minneapolis/ St. Paul and the international airport. With this great location, the connectivity potential is endless!

Thanks to our local colleges we attract some of the state's best talent. Many local and regional employers seek out the training of these students and participate in the job fairs hosted by both Inver Hills Community College and Dakota County Technical College.

WORK



PLAY



PROGRESS PLUS



ECONOMIC DEVELOPMENT PARTNERSHIP

Progress Plus Economic Development Foundation
 5782 Blackshire Path, IGH, MN 55076
 Progressplusmn.org