

City of South St. Paul

Economic Development Authority Agenda

Monday, January 3, 2022 – ANNUAL MEETING

IMMEDIATELY FOLLOWING THE CONCLUSION OF THE 7:00 P.M. MEETING OF THE
City Council

1. CALL TO ORDER:

2. ROLL CALL:

3. AGENDA:

A. Approval of Agenda

Action – Motion to Approve

Action – Motion to Approve as Amended

4. CONSENT AGENDA:

All items listed on the Consent Agenda are items, which are considered to be routine by the Economic Development Authority and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event the item will be removed from the consent agenda and considered at the end of the Consent Agenda.

A. EDA Meeting Minutes of November 1, 2021

B. Approval of Joint Powers Agreement with Dakota County Community Development Agency for the “Open to Business” Program (2022 – 2023)

C. Approval Mortgage Satisfaction #979 Resolution 2022-1

5. GENERAL BUSINESS:

A. Election of Officers

6. ITEMS FOR FUTURE FOLLOW-UP:

General communications of the President and Commissioners are provided and may be considered for inclusion on a future agenda. There will be no discussion or decisions made related to these items at this meeting.

7. ADJOURNMENT:

Respectfully Submitted,



Ryan Garcia, EDA Executive Director

This meeting is being taped by Town Square Television (NDC4).
Replays can be viewed on Government Channel 19.
Replay Times – Friday following Meeting at 1:00 p.m. & 7:00 p.m.
651-451-7834

MINUTES OF
THE ECONOMIC DEVELOPMENT AUTHORITY
CITY OF SOUTH ST. PAUL
DAKOTA COUNTY, MINNESOTA

Regular Meeting
November 1, 2021
City Council Chambers – South St. Paul City Hall

1. CALL TO ORDER

The Regular Meeting of the South St. Paul Economic Development Authority was held on November 1, 2021 in the South St. Paul City Council Chambers. President Francis called the meeting to order at 7:32 p.m.

2. ROLL CALL

Members Present: President Francis, Commissioners Bakken, Dewey, Hansen, Podgorski, Seaberg, and Kaliszewski.

Staff Present: EDA Executive Director Ryan Garcia, City Administrator Joel Hanson, and Legal Counsel Pete Mikhail.

3. AGENDA

Motion/Second: Commissioner Dewey moved and Commissioner Kaliszewski seconded approval of the agenda.

Motion carried 7 ayes / 0 nays

4. CONSENT

- A. EDA Meeting Minutes of October 4, 2021
- B. EDA Special Meeting Minutes of October 18, 2021

Motion/Second: Commissioner Bakken moved and Commissioner Dewey seconded approval of the consent agenda.

Motion carried 7 ayes / 0 nays

5. PUBLIC HEARINGS

- A. Approval of Development Agreement and Public Hearing for the Conveyance of Property to Blue Rier Holdings, LLC, Resolution 2021 – 27

Mr. Garcia provided an overview of the proposed acquisition by Blue River Holdings, LLC., to acquire and develop a 12,000 square foot multi-tenant commercial facility including veterinary clinic upon vacant EDA-owned property on the east side of Concord Exchange South.

President Francis opened the public hearing at 7:39 p.m. and invited the public to speak. There being no members of the public present at the meeting, President Francis closed the public hearing at 7:39 p.m.

Motion/Second: Commissioner Bakken moved and Commissioner Podgorski seconded a motion to adopt Resolution 2021 – 27.

Motion carried 7 ayes / 0 nays

6. GENERAL BUSINESS

- A. Accepting Report from LHB Architects, Inc. and Finding Certain Properties within the “Hardman Triangle” to be Occupied by Substandard Buildings, Resolution 2021- 28

Mr. Garcia discussed the findings by LHB, which determined that buildings located at 135 Grand Avenue East, 139 Grand Avenue East, and 302 Hardman Avenue met the definition of “Substandard Buildings” as defined by Minnesota Tax Increment Finance law. Adopting the resolution prior to demolition of 135 Grand Avenue East preserves the EDA’s ability to rely on these findings for a period of up to three years in the establishment of a TIF district that includes 135 Grand Avenue East.

Motion/ Second: Commissioner Seaberg moved and Commissioner Podgorski seconded a motion to adopt Resolution 2021 - 28.

Motion carried 7 ayes / 0 nays

7. FUTURE FOLLOW-UP


Commissioner Bakken sought an update on the “Jefferson School Site”. Mr. Hanson advised that a purchase agreement would be presented for Council consideration before the end of the year. Commissioner Kaliszewski advised that the property at 200 Hardman Avenue North was currently marketed for sale.

8. ADJOURNMENT

Motion/ Second: Commissioner Kaliszewski moved and Commissioner Dewey seconded the motion to adjourn the meeting at 7:56 p.m.

Motion carried 7 ayes / 0 nays

Approved:

A handwritten signature in black ink, appearing to read "Ryan Garcia", written over a horizontal line.

Ryan Garcia, Secretary



EDA Agenda Item Report

Date: January 3, 2022

EDA Executive Director:

4-B

Agenda Item: Approval of Joint Powers Agreement with the Dakota County Community Development Agency for the “Open to Business” Program (2022 – 2023)

Action to be considered:

Through consent, motion to approve the Joint Powers Agreement with the Dakota County Community Development Agency for the 2022 - 2023 Open to Business Program and authorize the EDA President and Executive Director to execute the agreement.

Overview:

The Dakota County Community Development Agency (CDA) has collaborated with local units of government in the county to engage the Metropolitan Consortium of Community Developers (MCCD) to operate the Open to Business Program within the county. Through the program, MCCD provides technical assistance and access to capital for small businesses and entrepreneurs. The program’s designated business advisor is available on-call for confidential consultations in South St. Paul through staff and community referrals as well as their external marketing efforts. While previously the advisor held regularly scheduled office hours once a month in City Hall, the rigidity of that schedule was found to be less effective than coordinating more flexibility with interested businesses.

The Open to Business program has been successful in several cities and counties throughout the Twin Cities metropolitan region and helps to supplement staff resources by providing entrepreneurial support and spurring typically smaller-scale, home-grown economic development. We have engaged the local Open to Business Advisor, Natalie Mouliso, on a number of business outreach, retention, and expansion issues in the past year. Natalie has been an invaluable partner to the EDA and the Small Business Community.

Whereas in the past the CDA and MCCD contracted on an annual basis for the Open to Business program, this year we are being asked to participate in a three-year contract (2018 through 2020), at a set rate of \$5,050 per year. This actually represents annual savings of approximately \$500 versus our previous (three-year) contract. Staff recommends accepting and approving the Joint Powers Agreement with the CDA for the Open to Business program approval.

Funding Sources and other fiscal considerations:

The EDA’s 2022 Annual Budget has identified \$5,500 for the Open to Business Program.

Attachments:

Joint Powers Agreement

MCCD Contract



EDA Agenda Item Report

Date: January 3, 2022

EDA Executive Director: 

4-C

Agenda Item: Approval of Satisfaction of Mortgage – Applicant #979

Action to be considered:

Motion to approve Resolution No. 2022-1

Overview:

Applicant #979 received an HRA rehabilitation loan of \$5200.00 in 2011, with a mortgage recorded at that time. The mortgagee recently paid back the loan in full, thus satisfying the mortgage. Therefore, the EDA is advised to approve Resolution No. 2022-1, which will authorize the designated officers of the City's Housing and Redevelopment Authority to execute all necessary documentation required to record the Satisfaction of Mortgage.

Funding Sources and other fiscal considerations: N/A

South St. Paul Economic Development Authority
Dakota County, Minnesota

RESOLUTION NO. 2022-1

WHEREAS, the City Council transferred all administration of the South St. Paul Housing and Redevelopment Authority (HRA) programs to the South St. Paul Economic Development Authority (“EDA”) by City Council Resolution 2015-197; and

WHEREAS, one of those programs was a rehabilitation loan program, for which there are several outstanding loans; and

WHEREAS, the South St. Paul Housing and Redevelopment Authority of the City of South St. Paul, Minnesota issued a mortgage to Applicant #979 in the amount of \$5200.00.

WHEREAS, such mortgage recorded on September 29, 2011, in Dakota County has been satisfied in full by the applicant.

NOW, THEREFORE, BE IT RESOLVED by the Economic Development Authority of the City of South St. Paul that:

1. The EDA shall secure the signatures of the appropriate representatives of the HRA to execute the required documents to satisfy the loan and mortgage.

Adopted this 3rd day of January 2022.

President, James P. Francis

Executive Director, Ryan Garcia

(Top 3 inches reserved for recording data)

**MORTGAGE SATISFACTION
by Individual(s)**

**Minnesota Uniform Conveyancing Blanks
Form 20.5.1 (2011)**

DATE: January 3, 2022
(month/day/year)

THAT CERTAIN MORTGAGE owned by the undersigned, dated September 28, 2011, executed by _____
(month/day/year)

Eric W. Brooks, a single person
(insert name of mortgagor)

as mortgagor, to Housing and Redevelopment Authority for the City of South St. Paul
(insert name of original mortgagee)

as mortgagee, and recorded on September 29, 2011, as Document Number 2821862 (or in Book _____
(month/day/year)

of _____ Page _____), in the Office of the County Recorder Registrar of Titles of Dakota
(check the applicable boxes)

County, Minnesota, is with the indebtedness thereby secured, fully paid and satisfied.

(signature) Sharon Dewey, Chairperson

(signature) Pam Bakken, Secretary

State of Minnesota, County of Dakota

This instrument was acknowledged before me on January 3, 2022, by Sharon Dewey, Chairperson and
(month/day/year)
Pam Bakken, Secretary of the Housing and Redevelopment Authority of the City of South St. Paul

(Stamp)

(signature of notarial officer) Debra M. Breitenfeldt

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)

Housing and Redevelopment Authority
of the City of South St. Paul
125 Third Avenue North
South St. Paul, MN 55075
(651) 554-3270



EDA Agenda Item Report

Date: January 3, 2022

EDA Executive Director:

5-A

Agenda Item: Election of Officers.

Action to be considered:

Motion to elect officers.

Overview:

All members of the EDA are considered Commissioners and are members of the EDA Board. Per its Bylaws, the EDA Board has the following officers, which must be elected on an annual basis:

President

Vice-President (currently Commissioner Seaberg)

Treasurer

Assistant Treasurer (Clara Hilger as Finance Director)

Secretary (Ryan Garcia)

The President and Treasurer positions are to be held by the Mayor (Bylaws Sections 2.2 and 2.4). The Secretary and Assistant Treasurer positions need not be held by a commissioner (Bylaws Section 2.1). The Bylaws (Section 2.5) also suggest that the Assistant Treasurer of the Board “may be” the City’s Finance Director.

Staff recommends that the board call for appointment/nomination of Vice President, Secretary and Assistant Treasurer offices, in keeping with the EDA’s bylaws.

- *Vice President* – This office is currently held by Commissioner Tom Seaberg.
- *Secretary* – At the 2021 Annual Meeting, the EDA agreed that it made sense for the Executive Director to also serve as Secretary of the Authority. Unless the board would prefer to have a commissioner hold this role, it would seem reasonable to continue in this manner. Generally, the Secretary is responsible for keeping and retaining minutes and other records of the EDA.
- *Assistant Treasurer* – This office has always been held by the City’s Finance Director, so it would make sense to continue in that fashion.

Funding Sources and other fiscal considerations:

N/A