



AGENDA
REGULAR ECONOMIC DEVELOPMENT AUTHORITY MEETING

July 27, 2017

6:30 PM

Room 170

Todd Larson, Chair; Geraldine Jolley, Vice-Chair
Robyn Craig, Steve Wilson, Hannah Simmons
Jake Cordes, Steve Corraro

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVE AGENDA**
- 5. CITIZENS COMMENTS**
- 6. CONSENT AGENDA**
 - (a) Approve Meeting Minutes (June 27, 2017 Special Meeting)
 - (b) Monthly Financial Statements
- 7. PUBLIC HEARINGS**
- 8. DISCUSSION ITEMS**
 - (a) Site Selection Process and Site Readiness Programs
- 9. DIRECTOR'S REPORT**
 - (a) July Director's Report
- 10. ADJOURN**



City of Farmington

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TO: Economic Development Authority
FROM: Cynthia Muller, Executive Assistant
SUBJECT: Approve Meeting Minutes (June 27, 2017 Special Meeting)
DATE: July 27, 2017

INTRODUCTION/DISCUSSION

Please find attached the draft meeting minutes from the June 27, 2017, EDA meeting.

ACTION REQUESTED

Approve the June 27, 2017, EDA minutes.

ATTACHMENTS:

Type	Description
▣ Exhibit	Meeting Minutes

MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
Special Meeting
June 27, 2017

1. *CALL TO ORDER*

The meeting was called to order by Chair Larson at 6:30 p.m.

Members Present: Larson, Craig, Cordes, Corrado, Jolley, Wilson

Members Absent: Simmons

Also Present: Adam Kienberger, Community Development Director; Gary Van
Erp, owner of Advance Auto Parts

2. *PLEDGE OF ALLEGIANCE*

3. *ROLL CALL*

4. *APPROVE AGENDA*

MOTION by Jolley, second by Wilson to approve the Agenda. **APIF, MOTION CARRIED.**

5. *CITIZEN COMMENTS*

6. *CONSENT AGENDA*

MOTION by Cordes, second by Wilson to approve the Consent Agenda as follows:

a) Approved Meeting Minutes (April 27, 2017 Regular Meeting)

b) Received Monthly Financial Statements

APIF, MOTION CARRIED.

7. *DISCUSSION ITEMS*

a) Downtown Façade Improvement Grant Program Application – Advance Auto Parts

Mr. Gary Van Erp, owner of Advance Auto Parts, submitted an application for a façade improvement grant. The project will consist of removing 80% of the brick on east half of the building front. Any damage will be repaired and replaced with stucco. The requested grant amount is \$2500. The total project cost is \$11,500.

Member Wilson asked how Mr. Van Erp became aware of the grant program.

Mr. Van Erp heard about it from other business owners and then spoke with city staff. He was very pleased with how simple the process was.

MOTION by Corrado, second by Jolley to approve the downtown façade improvement grant for Advance Auto Parts. **APIF, MOTION CARRIED.**

b) Approve Last Hope Closing Date Extension

On March 23, 2017, the EDA approved a Contract for Private Development with Last Hope for construction of a building on the Riste Lot, 209 Oak Street. Last Hope is still working on plans and costs with the contractor and needs more time. Staff presented an amendment to the contract extending the closing date from June 30, 2017, to August 31, 2017, or sooner if possible. Site plans will be presented to the EDA on or before August 24, 2017. The date to begin construction has also been moved to on or before April 30, 2018.

Member Wilson asked about a deposit. Last Hope did provide a \$5,000 deposit with their application.

Member Jolley asked about the legal description. Staff will check with the City Attorney.

MOTION by Wilson, second by Craig to approve the Amendment to Contract for Private Development with Last Hope, Inc. **APIF, MOTION CARRIED.**

c) 2018 Business Climate DEED Ad

Staff proposed to place an ad in Business Climate magazine, an economic development publication. An ad was also placed last year. The magazine is used by trade partners in Minnesota as well as regional economic development partners to promote Minnesota as a place to do business. Cost of the ad would be \$2,875 for print and online placement.

Chair Larson noted in the past the EDA asked staff to get Farmington out there as many ways as possible and this is a good way to do it. EDA members would like to place an ad, but perhaps something more creative.

Member Wilson asked how this fits into the overall marketing plan. Staff explained the 2013 Marketing Plan had a number of different initiatives. One of the strongest was building relationships with local property owners and brokers or site selection groups.

Staff will bring ideas to the communications specialist. **MOTION** by Wilson, second by Cordes to approve the 2018 ad placement in Business Climate. **APIF, MOTION CARRIED.**

8. DIRECTOR'S REPORT

a) June Director's Report

Rambling River Center Plaza – the Parks and Recreation Commission recommended approval of the preferred concept. The plaza discussion is scheduled for the July 10, 2017, City Council work session. Information is on the city website. Member Craig asked about the cost and that will be discussed on July 10, 2017.

2040 Comp Plan – the City Council was provided with an overview of the process at their June 12, 2017, work session. The Planning Commission began their work and reviewed the plan on June 13, 2017. The consultant team finalized the website to gather public input and that went live on the city's website today as well as social media. Staff will also have information available at the library.

Strategic Plan for Economic Development – this is brought to each meeting as a reminder of priorities. This plan runs from 2016 to 2018. At the end of 2018 we will look at EDA priorities to redefine this plan.

The next EDA meeting is July 27, 2017.

Member Jolley asked about the status of E Z Auto and the façade grant funds that were awarded to him. No work had started on the building façade. This business had a fire last week. The owner will be renting temporary space for now.

Member Wilson commented that the EDA has struggled to find good feelings about the city. The comment earlier by Mr. Van Erp is golden. He hoped we were figuring out how to package these thoughts about the city and turn that into what we want to see for marketing and strategy ideas. Chair Larson noted Hy-Vee had the same comments that they had never worked with a city that was so easy to work with. Member Wilson suggested creating an ad for our website with these comments. Chair Larson suggested the new YouTube channel. Staff noted the new cable coordinator has been very active with communities to do short film pieces. They are currently working on one for our new code enforcement process. The easiest way is as people engage with other people, relay those comments as much as you can.

9. ADJOURN

MOTION by Cordes, second by Corrado to adjourn at 7:16 p.m. **APIF, MOTION CARRIED.**

Respectfully submitted,

Cynthia Muller
Administrative Assistant



City of Farmington

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TO: Economic Development Authority
FROM: Adam Kienberger, Community Development Director
SUBJECT: Monthly Financial Statements
DATE: July 27, 2017

INTRODUCTION/DISCUSSION

Please find attached the monthly financial statements for the EDA.

ACTION REQUESTED

ATTACHMENTS:

Type	Description
▣ Exhibit	July Financial Snapshot

EDA
Actual vs Budgeted
2017

Object Account	January Actual 2017	February Actual 2017	March Actual 2017	April Actual 2017	May Actual 2017	June Actual 2017	July Actual 2017	August Actual 2017	September Actual 2017	October Actual 2017	November Actual 2017	December Actual 2017	Dec YTD Actual 2017	Dec YTD Budget 2017	Dec YTD Actual Budget Variance 2017
Intergovernmental	0	0	0	0	9,000	0	0	0	0	0	0	0	9,000		9,000
Investment Income	(441)	244	323	317	386	347	0	0	0	0	0	0	1,175	2,374	(1,199)
Misc Revenue	0	0	5,000	0	0	0	0	0	0	0	0	0	5,000	0	5,000
Total Revenues	(441)	244	5,323	317	9,386	347	0	0	0	0	0	0	15,175	2,374	12,801
6401 - PROFESSIONAL SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	11,680	(11,680)
6403 - LEGAL	912	207	1,011	48	64	0	0	0	0	0	0	0	2,241	4,000	(1,759)
6404 - IT SERVICES	673	673	673	673	673	673	0	0	0	0	0	0	4,038	8,075	(4,037)
6422 - ELECTRIC	21	20	20	20	21	21	0	0	0	0	0	0	122	300	(178)
6426 - INSURANCE	10	10	10	10	10	10	0	0	0	0	0	0	61	200	(139)
6450 - OUTSIDE PRINTING	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	(1,000)
6455 - LEGAL NOTICES PUBLICATIO	0	0	22	0	0	0	0	0	0	0	0	0	22		22
6460 - SUBSCRIPTIONS & DUES	295	420	250	188	0	0	0	0	0	0	0	0	1,153	2,500	(1,348)
6470 - TRAINING & SUBSISTANCE	265	0	771	305	0	0	0	0	0	0	0	0	1,341	3,000	(1,659)
6485 - MILEAGE REIMBURSEMENT	0	0	208	0	0	0	0	0	0	0	0	0	208	1,000	(792)
6550 - DEVELOPER PAYMENTS	0	9,000	0	0	0	0	0	0	0	0	0	0	9,000		9,000
6570 - PROGRAMMING EXPENSE	0	0	5,716	0	0	545	2,875	0	0	0	0	0	9,135	13,500	(4,365)
Services and Charges	2,176	10,329	8,681	1,243	767	1,249	2,875	0	0	0	0	0	27,321	45,255	(17,935)
Total Exp	2,176	10,329	8,681	1,243	767	1,249	2,875	0	0	0	0	0	27,321	45,255	(17,935)
Transfers In	3,333	3,333	3,333	3,333	3,333	3,333	0	0	0	0	0	0	20,000	40,000	(20,000)
Transfers Out	(827)	0	0	0	0	0	0	0	0	0	0	0	(827)	0	(827)
Other Financing Sources	2,506	3,333	3,333	3,333	3,333	3,333	0	0	0	0	0	0	19,173	40,000	(20,827)
Net Change in Fund Balance	(111)	(6,752)	(25)	2,408	11,952	2,432	(2,875)	0	0	0	0	0	7,028	(2,881)	9,909



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TO: Economic Development Authority
FROM: Adam Kienberger, Community Development Director
SUBJECT: Site Selection Process and Site Readiness Programs
DATE: July 27, 2017

INTRODUCTION/DISCUSSION

Within the EDA's 2016-2018 Strategic Plan for Economic Development, we specifically call out the need for economic development tools:

"Develop tools for promoting growth and development in Farmington."

This ties into the updated 2017 City Council priority stating:

*"Development – Encourage the expansion of residential, commercial and industrial properties.
Encourage the EDA to continue to review and develop programs that enhance our business community."*

Over the past several years the EDA has spent a fair amount of time discussing tools and creating policies for using them for economic development activities. The most recent tool created was the Downtown Façade Improvement Program. One item we haven't spent as much time discussing is site readiness and what it takes to prepare a site for development.

When companies are looking for sites to develop, the length of time to get through the development process means everything. As land owners make their land available for development, there are some things they can do to make their land more attractive to developers. These are often referred to as "shovel ready" sites.

These sites are a benefit to companies and site selectors because they take much of the time, expense, unpredictability, and risk out of development.

Regarding undeveloped land, developers will determine readiness through the following criteria:

- Ownership/title cleared and ready for sale
- Proper zoning in place
- Surveys/studies completed
- Permitting agencies posed for approvals
- Infrastructure within reasonable access
- Compatible adjacent land use
- Conceptual site plan and general covenants

Attached is information from the Minnesota Department of Employment and Economic Development (DEED) outlining required documents for their shovel ready certification.

Mark Lofthus, Economic Development Director for Dakota Electric, will be joining us to discuss the site selection process, the role of utility companies in economic development, and ways we can partner to

facilitate “site readiness” action steps in Farmington.

ACTION REQUESTED

Participate in a discussion on site readiness and the EDA’s role in assisting commercial/industrial land owners becoming “shovel ready”.

ATTACHMENTS:

Type	Description
▣ Exhibit	DEED Shovel Ready Documents



MN Shovel Ready Sites – Required Application Exhibits

A. Alta Survey

- a. ALTA Survey information required – ASC 2005
- b. ALTA Survey – ASC 2005

B. Application

- a. Application spreadsheet

C. Building Permit – Site Review Process

- a. Action required and schedule of local site plan approval
- b. Action required for building permit application and approval

D. Community Profile – Quality of Life

- a. Current Community Profile on MNPro.com
- b. Quality of Life information

E. Environmental and Historical Review

- a. Phase I Environmental Site Assessment – ASTM Standard E 1527-05
- b. Phase II Environmental Site Assessment – ASTM Standard E 1527-05
- c. Historical review of site

F. Geotechnical Soils Tests

- a. Geotechnical Soil Tests – ASTM Standard D 420

G. Maps

- a. Site Map
- b. Street map indicating roads and site access.
- c. Topographical map

H. Ownership – Control – Title Commitment

- a. Proof of ownership or control – deed, option or purchase agreement
- b. Title Commitment – 2006 ALTA Commitment Form

I. Site Information

- a. Site Information Matrix
- b. Survey showing existing and/or future rail extension (If applicable)
- c. Site Marketing materials

J. Site Photos

- a. Aerial Photos – Site must have a border shown on photo
- b. At grade site photos

K. Utility Information

- a. Chemical profile of municipal water supply – Consumer Confidence Report
- b. MPCA MS4 (Small Municipal Separate Storm Sewer Systems) and SWPPP (Storm Water Pollution Prevention Plan – Requirements)
- c. SWPPP (Storm Water Pollution Prevention Plan – Requirements)
- d. Maps/drawings showing utilities

L. Zoning Ordinances

- a. Zoning ordinances
- b. Zoning maps



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TO: Economic Development Authority
FROM: Adam Kienberger, Community Development Director
SUBJECT: July Director's Report
DATE: July 27, 2017

INTRODUCTION/DISCUSSION

Rambling River Center Plaza Concept Update

At their work session on July 10, City Council discussed moving forward with putting together a plan for funding improvements related to the Rambling River Center Plaza preferred concept. Additional information on the Downtown Redevelopment Plan and the RRC Plaza can be found on the city's website under Community Development.

2040 Comp Plan Update

The new 2040 Comp Plan website is live and contains information related to the city's 2040 Comp Plan process and public input strategy. Informational banners and contact cards will be located at City Hall and the Farmington Library throughout the process.

2016-2018 Strategic Plan for Economic Development

This will be a standing item of note each month in the Director's Report. This document serves as guidance for the work undertaken by the EDA over a three-year cycle. The EDA's 2016-2018 Strategic Plan for Economic Development is included for your reference.

NEXT MEETING

Our next regular meeting is scheduled for **August 24 at 6:30 p.m.**

ACTION REQUESTED

None, this report is intended to be a monthly update on various development and industry related topics.