

City of South St. Paul Economic Development Authority Agenda

Tuesday, February 16, 2016
following City Council Meeting
Council Chambers

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. Economic Development Minutes of February 1, 2016

5. PUBLIC HEARINGS:

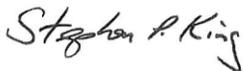
6. GENERAL BUSINESS:

A. Approve Amendment No. 3 to Purchase Agreement with Interstate Partners

B. Approve Chamber proposal for 2016 Progress Plus scope of services and work plan

7. ADJOURNMENT:

Respectfully Submitted,



Stephen P. King, EDA Executive Director

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

**Regular Meeting
February 1, 2016
City of South St. Paul, Council Chambers**

1. CALL TO ORDER

Chair Beth Baumann called the meeting to order at 9:10 p.m.

2. ROLL CALL

Members Present: Chair Baumann and Commissioners Flatley, Niederkorn, Podgorski, Rothecker, Seaberg

Members Absent: Commissioner Hansen

Staff Present: EDA Executive Director, Stephen King, Christy Wilcox, Secretary City Attorney, Kori Land

3. AGENDA

Motion/Second: Commissioner Niederkorn moved and Commissioner Seaberg seconded the approval of the agenda.

Motion carried 6 ayes/0 nays

4. CONSENT AGENDA

Motion/Second: Commissioner Flatley and Commissioner Podgorski seconded the approval of the consent agenda.

A. EDA Minutes of January 19, 2016

B. Resolution No. 2016-2, authorizing the City of South St. Paul Finance Department to process payments in accordance with City Policies and Procedures

C. Approve Professional Services Agreement with Bergan KDV for accounting services related to the Housing and Redevelopment Authority's (HRA) fiscal year 2015 audit

Motion carried 6 ayes/0 nays

5. PUBLIC HEARINGS

There were no public hearings.

6. GENERAL BUSINESS

There was no General Business

7. ADJOURNMENT

Motion/Second: Commissioner Seaberg moved and Commissioner Podgorski seconded the motion to adjourn the meeting at 9:13 p.m.

Approved: March 7, 2016

Christy Wilcox, Secretary



EDA Agenda Item Report

Date: February 16, 2016
Department: Community Development
EDA Executive Director: SPK

6-A

Agenda Item: Approve Amendment No. 3 to Purchase Agreement with Interstate Partners

Action to be considered: Motion to approve Amendment No. 3 to Purchase Agreement with Interstate Partners.

Overview:

On December 22, 2015, the HRA approved Amendment No. 2 to the Purchase Agreement for the Dakota Premium site with Interstate Partners extending the due diligence period to February 28, 2016, and the closing date to March 31, 2016.

Greg Miller of Interstate needs more time to evaluate the soil correction issue and how to finance the estimated \$1,000,000 cost. The EDA has submitted a \$250,000 grant application to the Dakota County CDA. Awards will be announced in late April. Other funding sources will be researched as well.

Mr. Miller is requesting an extension of the due diligence period until June 6, 2016 and a closing date extension until August 1, 2016.

Funding Sources and other fiscal considerations: N/A



EDA Agenda Item Report

Date February 16, 2016

EDA Executive Director: SPK

6 - B

Approve 2016 Progress Plus scope of services and work plan

Action to be considered: Motion to approve scope of services and proposed work plan

Overview:

Overview:

For almost twenty-five years, the Cities of South St. Paul and Inver Grove Heights have collaborated with the area business community in a unique economic development partnership known as Progress Plus. The River Heights Chamber of Commerce, principally acting through its Executive Director, (currently Jennifer Gale), has supplied the administrative resources for execution of the Progress Plus program. The work has centered on various marketing and administrative roles in support of the economic development effort. In past years, the Chamber Director has worked closely with the Executive Director of the SSP HRA, the HRA Board of Directors and the City's Mayor in execution of the Progress Plus program.

Attached is a proposal for 2016 services. It started as a draft from Jennifer Gale. City Staff reviewed the draft proposal and recommended modifications to more clearly recognize the recent creation of a Community Development Department that focuses more resources on economic development. In particular, the newly created Economic Development Manager role will have a central role in all dimensions of the City's economic development program, including the utilization of Progress Plus services. The Progress Plus revisions therefore tried to be more clear about the relationship between the Manager and the Progress Plus program. The Economic Development Authority reviewed the draft document within the February 8th Worksession and supported moving it forward for approval.

Attached is the final draft of the proposed 2016 Progress Plus scope of services and work plan.

With adoption of this Plan, Chamber Executive Director Jennifer Gale will complete the proposed 2016 budget, which will include the fee to be paid by the EDA for the proposed Progress Plus services. That item will then be considered on a future EDA meeting.

Funding Sources and other fiscal considerations: The Progress Plus fees will be paid through the Economic Development Fund and its program budgets.

Funding Sources and other fiscal considerations: N/A

PROGRESS PLUS 2016 PROPOSAL FOR SERVICES

OVERVIEW

Progress Plus is pleased to submit this proposal for the provision of support services to facilitate accomplishment of the joint and several economic development goals of the cities of Inver Grove Heights and South St. Paul for improved business climate and expanded business and tax base.

The Objective

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

Building on the area's strong work ethic nearly 25 years ago, the cities and the business community created a unique and aggressive program of economic development called Progress Plus. The program has become a time tested method with a proven track record of successful economic development. This public/private partnership is designed to accommodate planned development in Inver Grove Heights and South St. Paul.

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

Through execution of the program, developers, brokers, site locators and expanding businesses are able to quickly and smoothly move their projects through the local approval process and thereby facilitate expansion and growth. Plus, as a cost free service:

- Meets regularly with city and government officials to facilitate development projects.
- Works closely with local and regional financial resources.
- Assists prospects in meeting and working with local leaders and decision makers.

The Opportunity

Progress Plus desires to continue providing marketing services to its municipal investors, the Inver Grove Heights Economic Development Authority and the South St. Paul Economic Development Authority.

Progress Plus also desires to continue partnering with its private sector member investors to promote a healthy and expanding business base in the Progress Plus region.

Current investors include:

American Bank
Central Bank
Fury Motors
Key Community Bank

Bauer Floor Coverings, Inc.
CHS
Holiday Inn Express
Krech, O'Brien, Mueller & Assoc.

Bremer Bank
City Auto Glass
Inver Grove Heights Animal Hosp.
Landmark Environmental

Langer Real Estate Services
Pawn America MN
Sanimax USA LLC
Waterous Company

LeVander, Gillen & Miller PA
Quality Auto Care Center
South St. Paul Future
Xcel Energy

McGough Development
River Heights Chamber
Union Pacific Railroad

OUR PROPOSAL

Economic Development Authority

- Provide support to Economic Development Division of the Community Development Department in researching and preparing reports
- Serve as a resource and provide research as needed to the EDA and its Economic Development Staff
- Attend EDA meetings as requested when the schedule is established.
- Market the financing options available and offer prequalification assistance to interested developers/businesses including South St. Paul Future.
- Work with the City's Economic Development staff to define the ongoing marketing expectations for the Progress Plus partnership.
- Collaborate with the City's Economic Development staff in the establishment of a common data base containing various data points for local and prospective business

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

Marketing

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

Measure: Provide bi monthly written report

Continue to Develop a Comprehensive List of Business in South St. Paul

- Build a comprehensive business list of South St. Paul to communicate news, development and opportunities to local businesses.

Measure: Provide updated list to staff and EDA.

Inquiries

- Work with City's Economic Development staff in responding to inquiries from business and industries searching for land or buildings for new construction or expansion and coordinate these efforts through the Economic Development Manager.
- Coordinate inquiry responses through the Economic Development Manager to ensure a timely and complete response to all requests.

Measure: Provide bimonthly written report via Progress Plus Activity Report

Business Retention Program

- Work with City's Economic Development staff in the scheduling of business retention visits and coordinate these efforts through the Economic Development Manager.
- Visit other existing businesses to gather information on the business climate in South St. Paul.
- Work with City's Economic Development staff in reporting visits to GrowMN, a statewide retention program in order to qualify for the rfp/lead program and coordinate these efforts through the Economic Development Manager...
- Work with City's Economic Development staff to assist existing businesses with expansion, relocation, land purchase, building leasing and construction and coordinate these efforts through the Economic Development Manager.
- Work with City's Economic Development staff to assist businesses in understanding the City process, purpose and function in development/redevelopment and coordinate these efforts through the Economic Development Manager...
- Work with City's Economic Development staff to provide reports on issues or requests raised by businesses related to City services, including feedback when no issues are raised, and coordinate these efforts through the Economic Development Manager.

Measure: Timely reports on these visits will be shared by City and Progress Plus personnel on at least a monthly basis.

PROGRESS PLUS 2016 PROPOSAL FOR SERVICES

OVERVIEW

Progress Plus is pleased to submit this proposal for the provision of support services to facilitate accomplishment of the joint and several support the economic development goals efforts of the city of Inver Grove Heights and South St. Paul infor achieving its goals for improveding the business climate and expandeding the business and tax base.

The Objective

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

Building on the area's strong work ethic nearly 25 years ago, the cities and the business community created a unique and aggressive program of economic development called Progress Plus. The program has become a time tested method with a proven track record of successful economic

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

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

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

~~Progress~~ Plus, as a cost free service:

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

~~The~~The Opportunity

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

Progress Plus also desires to continue Continue-to partnering with theseits private sector member investors to promote a healthy and expanding business base in the Progress Plus region.

Current investors include:

American Bank	Bauer Floor Coverings, Inc.	Bremer Bank
Central Bank	CHS	City Auto Glass
Fury Motors	Holiday Inn Express	Inver Grove Heights Animal Hosp.
Key Community Bank	Krech, O'Brien, Mueller & Assoc.	Landmark Environmental
Langer Real Estate Services	LeVander, Gillen & Miller PA	McGough Development
Pawn America MN	Quality Auto Care Center	River Heights Chamber
Sanimax USA LLC	South St. Paul Future	Union Pacific Railroad
Waterous Company	Xcel Energy	

OUR PROPOSAL

Economic Development Authority

- Provide support to Economic Development Division of the Community Development dD department in researching and preparing reports
- Serve as a resource and provide research as needed to the EDA and its Economic Development Staff
- Attend EDA meetings as requested when the schedule is established.
- Market the financing options available and offer prequalification assistance to interested developers/businesses including South St. Paul Future.
- Work with the City's Economic Development staff to define the ongoing marketing expectations for the Progress Plus partnership.
- Collaborate with the City's Economic Development staff in the establishment of a common data base containing various data points for local and prospective business

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

Marketing

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

- Continue to promote PP and the positive development news on Facebook, Twitter and other social media outlets.
- Explore one additional marketing event such as Food Truck Day in May to promote development opportunity and community support in South St. Paul.

Measure: Provide bi monthly written report

Continue to Develop a Comprehensive List of Business in South St. Paul

- Build a comprehensive business list of South St. Paul to communicate news, development and opportunities to local businesses.

Measure: Provide updated list to staff and EDA.

Inquiries

- ~~Work with City's Economic Development staff in responding~~ Respond to inquiries from business and industries searching for land or buildings for new construction or expansion and coordinate these efforts through the Economic Development Manager.
- Coordinate inquiry responses ~~with~~through the Economic Development Manager to ensure a timely and complete response to all requests.

Measure: Provide bimonthly written report via Progress Plus Activity Report

Business Retention Program

- ~~Work with City's Economic Development staff in the scheduling~~ ~~Continue to schedule~~of business retention visits and coordinate ~~these~~ efforts ~~with~~through the Economic Development Manager.
- Visit other existing businesses to gather information on the business climate in South St. Paul.
- ~~Work with City's Economic Development staff in R~~reporting report visits to GrowMN, a statewide retention program in order to qualify for the rfp/lead program and coordinate these efforts through the Economic Development Manager...
- ~~Work with City's Economic Development staff to A~~assist existing businesses with expansion, relocation, land purchase, building leasing and construction and coordinate these efforts through the Economic Development Manager.
- ~~Work with City's Economic Development staff to A~~assist businesses in understanding the City process, purpose and function in development/redevelopment and coordinate these efforts through the Economic Development Manager...
- ~~Work with City's Economic Development staff to P~~provide reports on issues or requests raised by businesses related to City services, including feedback when no issues are raised, and coordinate these efforts through the Economic Development Manager.

Measure: ~~Staff will report~~ Timely reports on -any such these visits will be shared by City and Progress Plus personnel on at ~~least the monthly~~ a monthly basis, ~~meeting between Progress Plus and city staff.~~