

# City of South St. Paul Economic Development Authority Agenda

Tuesday, September 3, 2019

**REVISED**

**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 Minutes of August 5, 2019

**5. PUBLIC HEARINGS:**

**6. GENERAL BUSINESS:**

A. Review and Approve 2020 EDA levy and budget, Resolution 2019-17

B. Review and Approve 2020 HRA levy and budget, Resolution 2019-18

C. Certificate of Completion – 161 Concord Exchange North, Resolution 2019-19

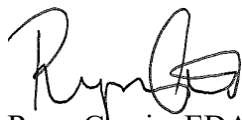
D. Revised Development Agreement with Interstate Development Corporation and Hardman Industrial LLC, Resolution 2019-20

**7. 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.*

**8. 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  
August 5, 2019  
City of South St. Paul Council Chambers

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**1. CALL TO ORDER**

Chair Francis called the meeting to order at 7:33 PM.

**2. ROLL CALL**

*Members Present: President Francis, Commissioners Dewey, Flatley, Hansen, Seaberg.  
Commissioners Forester and Kaliszewski were absent.*

*Staff Present: EDA Executive Director Ryan Garcia, City Administrator Joel Hanson, Deputy  
City Clerk Renee Schmitt and Legal Counsel Peter Mikhail.*

**3. AGENDA**

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

Motion carried            5 ayes / 0 nays

**4. CONSENT**

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

A. EDA Minutes of June 17, 2019

B. Resolution 2019-15 Satisfaction of Mortgage for Applicant #296

C. Approve Certificate of Completion – 250 Bridgepoint Drive (Stebbing & Stebbing)

Motion carried            5 ayes / 0 nays

**5. PUBLIC HEARINGS**

A. Approval to Convey Project Real Property at 285 Hardman Avenue South and 121 Hardman Court to Interstate Development Corporation – Resolution 2019-16.

President Francis opened the public hearing at 7:36 P.M.

Mr. Garcia provided an overview of Resolution 2019-16 and the Purchase and Development Agreement, which outlines the terms of the conveyance of EDA-owned property at the southeast corner of Hardman Avenue and Hardman Court in the BridgePoint Business Park area. Mr. Garcia provided information related to the proposed development of a 45,000 square foot office/light industrial facility for 2020 Brands, a company that has been headquartered in South St. Paul for over 40 years and is in need of a modern office, production, and fulfillment facility. Mr. Garcia discussed the long-term economic benefits of the proposed public private partnership to retain the business and move public property into private development.

President Francis closed the public hearing at 7:50 P.M.

Motion/Second: Commissioner Seaberg moved and Commissioner Flatley seconded adoption of Resolution 2019-16 Approval to Convey Project Real Property at 285 Hardman Ave South and 121 Hardman Court to Interstate Development Corporation.

Motion carried            5 ayes/ 0 nays

**6. GENERAL BUSINESS**

**7. FUTURE FOLLOW-UP ITEMS**

**8. ADJOURNMENT**

Motion/Second: Commissioner Hansen moved and Commissioner Dewey seconded the motion to adjourn the meeting at 7:51 PM.

Approved: \_\_\_\_\_, 2019

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Renee Schmitt, Secretary



**EDA Agenda Item Report**

Date: September 3, 2019

EDA Executive Director: \_\_\_\_\_

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6-A

**Agenda Item: Review and approve 2020 EDA levy and budget, Resolution 2019-17**

**Action to be considered:**

Motion to Adopt Resolution 2019-17, A Resolution Approving the Proposed 2020 Economic Development Authority (EDA) Tax Levy and Budget.

**Overview:**

According to Section 4.6 of the EDA's by-laws, the EDA shall send its budget to the City Council which budget includes a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

Attached is the 2020 Preliminary Budget for the EDA. The following notes summarize the key points about this year's proposed budget:

- The EDA budget totals \$308,291 and the primary costs are related to personnel (68%), professional services (9.7% - all for legal services), and an operating transfer to the general fund (9.7% - funding a portion of the City Planner position).
- An EDA Property Tax Levy of \$297,147 is proposed for 2020. This is an increase over 2019 of 6%.
- An "Administration Support Fee" of \$15,385 (about 5% of the budget) is included as it relates to supporting the services provided by the Administration (particularly Finance, City Admin., IT).
- The 2020 EDA Budget includes \$11,113 (3.6% of the budget) which goes towards supporting the Progress Plus program and the Open to Business program.
- Overall, the proposed budget represents a decrease of 0.69% over the 2019 Budget.

**Funding Sources and other fiscal considerations:**

This is the proposed preliminary 2020 EDA Property Tax Levy and Budget, which will guide the income and expenditures for EDA activities next year.

**Attachments:**

Resolution 2019-17

Preliminary 2020 EDA Property Tax Levy and Budget Documents

South St. Paul Economic Development Authority  
Dakota County, Minnesota

**RESOLUTION NO. 2019-17**

**WHEREAS**, State Statute 469.107 subd. 1 provides that a city may, at the request of the Economic Development Authority (EDA), levy a tax for the benefit of the authority in an amount not to exceed 0.01813 percent of estimated market value;

**WHEREAS**, the EDA proposes a 2020 tax levy for economic development purposes in the amount of \$297,147;

**WHEREAS**, the South St. Paul EDA proposes a 2020 annual budget in the amount of \$308,291 to carry out its Economic Development Strategy and other economic development purposes;

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

1. The EDA requests that the South St. Paul City Council levy a special tax of \$297,147 to be collected in 2020 pursuant to Minnesota Statutes 469.107.
2. The EDA request that the South St. Paul City Council adopt the 2020 annual budget in the amount of \$308,291.

Adopted this 3<sup>rd</sup> day of September, 2019.

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President, James P. Francis

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Executive Director, Ryan Garcia

<b>FUNCTION:</b> Community Development	<b>DEPT. &amp; DIV:</b> Economic Development General	<b>BUSINESS UNIT:</b> 20280
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**Activities and Responsibilities:**

**The Economic Development program is accountable for:**

- Development and implementation of plans and strategies for advancing economic and community development.
- Assisting existing and prospective businesses and developers.
- Assisting existing businesses with expansion and reconstruction projects. Providing guidance to bring new development projects to fruition.
- Providing expertise regarding available public and private business financing resources, including state assistance, possible local initiatives and other funding sources.
- Administration of Tax Increment Financing (TIF) plans and Business and Development Loan Programs.
- Providing staff services to the EDA and EDAB.

**Budget Highlights and Changes:**

**Significant Revisions - 2020 Original vs. 2020 Revisions**

- None

**Notable Expenditure Changes in 2020**

- None

**Revenues**

- Maximum EDA levy is \$297,147

**CITY OF SOUTH ST PAUL, MN**

**ANNUAL BUDGET**

<b>FUNCTION:</b> Community Development	<b>DEPT. &amp; DIV:</b> Economic Development General	<b>BUSINESS UNIT:</b> 20280
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**Notable Capital Project or Asset Acquisitions**

- None

<b><u>Staffing</u></b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Division Director	1.00	1.00	0.90	0.85
Clerical/support	0.50	0.50	0.70	0.70
<b>Total Current Staffing</b>	<u>1.50</u>	<u>1.50</u>	<u>1.60</u>	<u>1.55</u>

**2020 staffing =**

Cmty Dev Director (85%), Cmty Dev Support spec (50%) & Office Specialist (20%)

**ECON DEV GENERAL  
SUMMARY OF REVENUE**

Description	2017 Actual	2018 Actual	2019 Original Budget	April 2019 Actual	2019 Revised Budget	2020 Requested Budget	2020 Final Budget
<b>20280 - ECON DEV GENERAL</b>							
<b>REVENUE</b>							
<b>TAXES</b>							
4110 - CURRENT AD VALOREM TAX	(206,831)	(185,422)	(280,451)	0	(280,451)	(297,147)	
4120 - DELINQUENT AD VALOREM TAX	(2,553)	(3,519)	0	0	0	0	
4125 - PENALTIES & INT ON AD VAL TAX	(14)	(6)	0	0	0	0	
4130 - MOBILE HOME TAX	(41)	(30)	0	0	0	0	
4140 - FISCAL DISPARITIES		(67,910)	0	0	0	0	
<b>TAXES</b>	<b>(209,439)</b>	<b>(256,887)</b>	<b>(280,451)</b>	<b>0</b>	<b>(280,451)</b>	<b>(297,147)</b>	
<b>CHARGES FOR SERVICES</b>							
<b>COMMUNITY DEVELOPMENT</b>							
4496 - TIF APPLICATION FEE	(8,500)	0	0	0	0	0	
<b>COMMUNITY DEVELOPMENT</b>	<b>(8,500)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CHARGES FOR SERVICES</b>	<b>(8,500)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>MISCELLANEOUS</b>							
4675 - INSURANCE DIVIDEND	(566)	(67)	0	0	0	0	
<b>MISCELLANEOUS</b>	<b>(566)</b>	<b>(67)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER FINANCING SOURCES</b>							
4920 - INTERFUND OPERATING TRANSFER	(141,754)	(36,597)	(26,995)	0	(26,995)	(11,144)	
<b>OTHER FINANCING SOURCES</b>	<b>(141,754)</b>	<b>(36,597)</b>	<b>(26,995)</b>	<b>0</b>	<b>(26,995)</b>	<b>(11,144)</b>	
<b>REVENUE</b>	<b>(360,259)</b>	<b>(293,551)</b>	<b>(307,446)</b>	<b>0</b>	<b>(307,446)</b>	<b>(308,291)</b>	



## ECON DEV GENERAL

## SUMMARY OF EXPENDITURES

Description	2017 Actual	2018 Actual	2019 Original Budget	April 2019 Actual	2019 Revised Budget	2020 Requested Budget	2020 Final Budget
<b>20280 - ECON DEV GENERAL EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	129,520	137,159	147,262	58,638	145,738	153,660	
6108 - ACCUMULATED VACATION/COMP LEAV	2,635	4,789	4,612	0	7,396	2,280	
6112 - SERVICE RECOGNITION	0	2,500	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	18,921	20,458	22,310	8,377	22,529	23,280	
6130 - EMPLOYER PAID INSURANCE	20,303	20,355	22,765	7,648	23,968	24,562	
6150 - WORKERS COMPENSATION	679	954	920	452	920	1,021	
6170 - EMPLOYER CONTR TO HCSP	2,866	3,437	4,212	589	4,506	4,559	
<b>PERSONNEL SERVICES</b>	<b>174,924</b>	<b>189,653</b>	<b>202,081</b>	<b>75,704</b>	<b>205,057</b>	<b>209,362</b>	
<b>SUPPLIES</b>							
6201 - OFFICE SUPPLIES	666	318	1,000	100	1,000	1,000	
6210 - OPERATING SUPPLIES	0	69	0	19	0	0	
6240 - MINOR EQUIPMENT AND FURNITURE	0	2,571	2,000	0	2,000	0	
<b>SUPPLIES</b>	<b>666</b>	<b>2,958</b>	<b>3,000</b>	<b>119</b>	<b>3,000</b>	<b>1,000</b>	
<b>OTHER SERVICES AND CHARGES</b>							
6302 - PROFESSIONAL SERVICES	40,428	24,443	31,270	12,073	31,270	30,000	
6331 - CONFERENCES, TRAINING, TRAVEL	2,992	2,217	2,920	1,609	2,920	4,000	
6341 - ADVERTISING	1,770	0	2,000	0	2,000	800	
6361 - INSURANCE	4,945	1,663	2,284	1,406	2,284	2,486	
6371 - REPAIRS & MAINT CONTRACTUAL	0	200	0	0	0	0	
6374 - ADMINISTRATION SUPPORT FEE	0	16,000	23,805	7,936	23,805	15,385	
6375 - OTHER CONTRACTED SERVICES	0	11,413	5,500	5,500	5,500	11,113	
6378 - COPIER MAINTENANCE AGREEMENT	1,325	1,376	1,200	421	1,200	1,500	
6388 - TECHNOLOGY EQUIP CHARGE	187	579	521	176	521	570	
6390 - POSTAGE AND TELEPHONE	985	1,208	1,500	293	1,500	1,000	
<b>OTHER SERVICES AND CHARGES</b>	<b>52,631</b>	<b>59,099</b>	<b>71,000</b>	<b>29,413</b>	<b>71,000</b>	<b>66,854</b>	
<b>MISCELLANEOUS</b>							
6430 - MISCELLANEOUS	176	117	0	55	0	0	
6471 - DUES & SUBSCRIPTIONS	672	1,275	1,365	999	1,365	1,075	
<b>MISCELLANEOUS</b>	<b>848</b>	<b>1,393</b>	<b>1,365</b>	<b>1,054</b>	<b>1,365</b>	<b>1,075</b>	



<b>ECON DEV GENERAL</b>					
<b>DETAIL OF EXPENDITURES</b>					
<b>CODE NO.</b>	<b>ITEMS</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF REQUEST</b>	<b>2019 Revised Budget</b>	<b>2020 Requested Budget</b>	<b>2020 Final Budget</b>
<b>EXPENDITURES</b>					
<b>MATERIALS &amp; SUPPLIES</b>					
6201	OFFICE SUPPLIES	General office (envelopes, business cards, toner, copy paper), water cooler (1/3 of cost = \$125)	1,000	1,000	
6240	MINOR EQUIPMENT AND FURNITURE		2,000		
<b>SERVICES AND OTHER CHARGES</b>					
6302	PROFESSIONAL SERVICES	Legal Services	31,270	30,000	
6331	CONFERENCES, TRAINING, TRAVEL	2x National Conference (\$2,500), 1.5x State Conference (\$800), Chamber, ULIMN & MREJ Events (\$350) Staff Training - \$350.	2,920	4,000	
6341	ADVERTISING	Publication of Legal Notices - Lillie News	2,000	800	
6361	INSURANCE	Property & Liability	2,284	2,486	
6374	ADMINISTRATION SUPPORT FEE		23,805	15,385	
6375	OTHER CONTRACTED SERVICES	Progress Plus, Open to Business	5,500	11,113	
6378	COPIER MAINTENANCE AGREEMENT		1,200	1,500	
6388	TECHNOLOGY EQUIP CHARGE	amortization of technology equipment	521	570	
6390	POSTAGE AND TELEPHONE	Mailings, Cell Phone	1,500	1,000	
<b>MISCELLANEOUS</b>					
6471	DUES & SUBSCRIPTIONS	APA/AICP (\$650), ULIMN (\$250), River Heights Chamber (\$175)	1,365	1,075	
<b>TRANSFERS</b>					
6720	OPERATING TRANSFERS	City Admin & Planning Costs	30,000	30,000	



**EDA Agenda Item Report**

Date: September 3, 2019

EDA Executive Director: \_\_\_\_\_

6-B

**Agenda Item: Review and approve 2020 HRA levy and budget, Resolution 2019-18**

**Action to be considered:**

Motion to Adopt Resolution 2019-18, A Resolution Approving the Proposed 2020 Housing and Redevelopment Authority (HRA) Tax Levy and Budget.

**Overview:**

The HRA programs and projects were transferred to the EDA on January 1, 2016. The responsibility for approving the HRA Property Tax Levy and Budget was also transferred to the EDA. State Statute 469.033, Subd. 6, sets the HRA levy at .185% of the taxable market value of the City. For 2020, an HRA Property Tax Levy of \$303,211 is proposed.

Attached is the 2020 Preliminary Budget for the HRA. The following notes summarize the key points about this year's proposed budget:

- The HRA General Housing budget totals \$303,211, and the primary costs are related to salaries (32%) and operating transfers (30%), specifically to support the EDA's 2019 budget and to work towards correcting a cash deficit in the EPA Brownfields Revolving Loan Fund.
- An HRA Property Tax Levy of \$303,211 is proposed for 2020. This is an increase over 2019 of 6%.
- Although several legacy HRA programs have been shifted to Dakota County and a third-party property management company, our Housing Program continues to have significant administrative responsibility for various housing programs and functions; both a \$40,272 "Administration Support Fee" (13.2% of the budget) and a portion of Economic & Community Development staff salary and benefits (32% of the budget) are thus allocated to the HRA budget in 2020.
- The 2020 HRA Budget proposes \$50,000 (16.5% of the budget) for "Master Housing Strategy Implementation". Staff will be working with a Task Force over the course of the next several months to establish a Master Housing Strategy, which we anticipate will recommend specific tools and resources for implementation of the Strategy. The \$50,000 proposed set-aside will be used to establish these resources, potentially serving as "seed money" for a specific program or set of programs.
- The HRA/EDA continue to own properties – mostly small, vacant residential lots – throughout the community that require maintenance (lawn service, snow/ice removal, trash removal). The 2020 HRA Budget includes \$12,000 (4% of the budget) for these purposes.
- Overall, the proposed budget represents an increase of 0.21% over the 2019 Budget.

**Funding Sources and other fiscal considerations:**

This is the proposed preliminary 2020 HRA Property Tax Levy and Budget, which will guide the income and expenditures for HRA activities next year.

**Attachments:**

Resolution 2019-18

Preliminary 2020 HRA Property Tax Levy and Budget Documents

South St. Paul Economic Development Authority  
Dakota County, Minnesota

**RESOLUTION NO. 2019-18**

**WHEREAS**, State Statute 469.033 subd. 6 provides that subject to the consent by the resolution of the governing body of the city in and for which it was created, an authority may levy a tax upon all taxable property within the city for housing and redevelopment purposes. The amount of the levy shall be an amount approved by the governing body of the city, but shall not exceed 0.0185 percent of estimated market value;

**WHEREAS**, the EDA proposes a 2020 tax levy for housing and redevelopment purposes in the amount of \$303,211;

**WHEREAS**, the South St. Paul EDA proposes a 2020 annual budget in the amount of \$303,211 for housing and redevelopment purposes;

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

1. The EDA requests that the South St. Paul City Council levy a special tax of \$303,211 to be collected in 2020 pursuant to Minnesota Statutes 469.033.
2. The EDA request that the South St. Paul City Council adopt the 2020 annual budget in the amount of \$303,211.

Adopted this 3<sup>rd</sup> day of September, 2019.

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President, James P. Francis

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Executive Director, Ryan Garcia

<b>FUNCTION:</b> Community Development	<b>DEPT. &amp; DIV:</b> Housing Programs	<b>BUSINESS UNIT:</b> 20260
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**Activities and Responsibilities:**

**The Housing program is accountable for:**

- Providing professional and technical support to contracted service providers at the John Carroll and Nan McKay Public Highrise properties.
- Providing professional and technical support to homeowners that have utilized legacy CDBG-funded programs that remain within the purview of the City, and technical support to Dakota County CDA for programs that have been recently turned over to the CDA. Loan monitoring and administration.
- Administration of portfolio of vacant residential properties located throughout the City and held for future resale, including managing property maintenance issues.
- Administration and oversight of HUD and other grant programs that benefit and serve residential housing within the City.
- Identifying, researching, applying for, and administering grant programs that support a range of Community Development programs and initiatives.
- Administration and implementation of the Master Housing Assessment and Strategy.

**Budget Highlights and Changes:**

**Notable Expenditure Changes in 2020**

- Operating transfer to EDA is \$11,144 to balance that budget and \$71,190 to address a fund deficit in the Brownfields Revolving Loan Fund.
- It is anticipated that the Master Housing Strategy will identify program and policy initiatives related to housing preservation and development in the City. The 2020 Budget identifies \$50,000 in funding for implementation of the Strategy, which we anticipate will require outside technical, financial, and legal resources.

**CITY OF SOUTH ST PAUL, MN**

**ANNUAL BUDGET**

<b>FUNCTION:</b> Community Development	<b>DEPT. &amp; DIV:</b> Housing Programs	<b>BUSINESS UNIT:</b> 20260
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**Revenues**

- Maximum HRA levy is \$303,211.

**Staffing**

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Division Director	1.000	1.000	0.100	0.150
Program Manager	1.000	1.000	-	-
Line staff	3.500	3.500	-	-
Clerical/support	1.000	1.000	0.800	0.800
<b>Total Staffing</b>	<u>6.500</u>	<u>6.500</u>	<u>0.900</u>	<u>0.950</u>

**2020 staffing =**

Community Dev Director (15%), Office Specialist(80%)

**HOUSING GENERAL  
SUMMARY OF REVENUE**

Description	2017 Actual	2018 Actual	2019 Original Budget	April 2019 Actual	2019 Revised Budget	2020 Requested Budget	2020 Final Budget
<b>20260 - HOUSING GENERAL REVENUE</b>							
<b>TAXES</b>							
4110 - CURRENT AD VALOREM TAX	(183,145)	(198,390)	(286,174)	0	(286,174)	(303,211)	
4120 - DELINQUENT AD VALOREM TAX	(3,870)	(3,582)	0	0	0	0	
4125 - PENALTIES & INT ON AD VAL TAX	(33)	(5)	0	0	0	0	
4130 - MOBILE HOME TAX	(36)	(32)	0	0	0	0	
4140 - FISCAL DISPARITIES	(64,675)	(60,065)	0	0	0	0	
<b>TAXES</b>	<b>(251,759)</b>	<b>(262,075)</b>	<b>(286,174)</b>	<b>0</b>	<b>(286,174)</b>	<b>(303,211)</b>	
<b>MISCELLANEOUS</b>							
4675 - INSURANCE DIVIDEND	(191)	(166)	0	0	0	0	
4677 - MISC REVENUE	0	(9,011)	0	(377)	0	0	
<b>MISCELLANEOUS</b>	<b>(191)</b>	<b>(9,177)</b>	<b>0</b>	<b>(377)</b>	<b>0</b>	<b>0</b>	
<b>OTHER FINANCING SOURCES</b>							
4920 - INTERFUND OPERATING TRANSFER	0	(133)	0	0	0	0	
<b>OTHER FINANCING SOURCES</b>	<b>0</b>	<b>(133)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>REVENUE</b>	<b>(251,950)</b>	<b>(271,384)</b>	<b>(286,174)</b>	<b>(377)</b>	<b>(286,174)</b>	<b>(303,211)</b>	
<b>20261 - HOUSING-ADMIN SAL&amp;BENEFITS</b>							
<b>COMMUNITY DEVELOPMENT</b>							
4493 - OTHER CHARGE FOR SERVICE - COM	(243,758)	(218,193)	(38,185)	(5,749)	(38,185)	0	
<b>COMMUNITY DEVELOPMENT</b>	<b>(243,758)</b>	<b>(218,193)</b>	<b>(38,185)</b>	<b>(5,749)</b>	<b>(38,185)</b>	<b>0</b>	
<b>CHARGES FOR SERVICES</b>	<b>(243,758)</b>	<b>(218,193)</b>	<b>(38,185)</b>	<b>(5,749)</b>	<b>(38,185)</b>	<b>0</b>	
<b>20267 - HOUSING-NM SAL&amp;BENEFITS</b>							
<b>COMMUNITY DEVELOPMENT</b>							
4493 - OTHER CHARGE FOR SERVICE - COM	(101,483)	(84,963)	0	0	0	0	
<b>COMMUNITY DEVELOPMENT</b>	<b>(101,483)</b>	<b>(84,963)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CHARGES FOR SERVICES</b>	<b>(101,483)</b>	<b>(84,963)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>20268 - HOUSING-JC SAL&amp;BENEFITS</b>							
<b>COMMUNITY DEVELOPMENT</b>							
4493 - OTHER CHARGE FOR SERVICE - COM	(112,057)	(86,501)	0	0	0	0	
<b>COMMUNITY DEVELOPMENT</b>	<b>(112,057)</b>	<b>(86,501)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CHARGES FOR SERVICES</b>	<b>(112,057)</b>	<b>(86,501)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	





<b>HOUSING GENERAL</b>							
<b>SUMMARY OF EXPENDITURES</b>							
Description	2017 Actual	2018 Actual	2019 Original Budget	April 2019 Actual	2019 Revised Budget	2020 Requested Budget	2020 Final Budget
<b>20261 - HOUSING-ADMIN SAL&amp;BENEFITS EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	188,804	159,452	27,643	0	27,643	0	
6108 - ACCUMULATED VACATION/COMP LEAV	1,346	6,634	148	0	148	0	
6111 - SEVERANCE	0	0	0	4,109	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	27,918	23,219	4,188	314	4,188	0	
6130 - EMPLOYER PAID INSURANCE	21,884	24,060	5,442	1,306	5,442	0	
6150 - WORKERS COMPENSATION	1,241	1,316	0	0	0	0	
6170 - EMPLOYER CONTR TO HCSP	2,239	2,311	764	20	764	0	
<b>PERSONNEL SERVICES</b>	<b>243,431</b>	<b>216,993</b>	<b>38,185</b>	<b>5,749</b>	<b>38,185</b>	<b>0</b>	
<b>OTHER SERVICES AND CHARGES</b>							
6390 - POSTAGE AND TELEPHONE	540	1,200		0		0	
<b>OTHER SERVICES AND CHARGES</b>	<b>540</b>	<b>1,200</b>		<b>0</b>		<b>0</b>	
<b>TOTAL EXPENDITURES</b>	<b>243,971</b>	<b>218,193</b>	<b>38,185</b>	<b>5,749</b>	<b>38,185</b>	<b>0</b>	
<b>CHANGE 2019 REVISED TO 2020 PROPOSED PERCENT CHANGE 2019 REVISED TO 2020 PROPOSED</b>							<b>(38,185) (100.00)%</b>
<b>20267 - HOUSING-NM SAL&amp;BENEFITS EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	59,730	44,725	0	0	0	0	
6102 - FULL-TIME EMPLOYEES-OVERTIME	10,369	11,530	0	0	0	0	
6108 - ACCUMULATED VACATION/COMP LEAV	0	1,779	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	11,518	9,345	0	0	0	0	
6130 - EMPLOYER PAID INSURANCE	15,208	11,743	0	0	0	0	
6150 - WORKERS COMPENSATION	3,361	4,341	0	0	0	0	
6170 - EMPLOYER CONTR TO HCSP	1,015	600	0	0	0	0	
<b>PERSONNEL SERVICES</b>	<b>101,202</b>	<b>84,063</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SUPPLIES</b>							
6245 - CLOTHING ALLOWANCE	540	0	0	0	0	0	
<b>SUPPLIES</b>	<b>540</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER SERVICES AND CHARGES</b>							
6390 - POSTAGE AND TELEPHONE	385	900	0	0	0	0	
<b>OTHER SERVICES AND CHARGES</b>	<b>385</b>	<b>900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES</b>	<b>102,128</b>	<b>84,963</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>HOUSING GENERAL</b>							
<b>SUMMARY OF EXPENDITURES</b>							
Description	2017 Actual	2018 Actual	2019 Original Budget	April 2019 Actual	2019 Revised Budget	2020 Requested Budget	2020 Final Budget
<b>20268 - HOUSING-JC SAL&amp;BENEFITS EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	63,832	48,678	0	0	0	0	
6102 - FULL-TIME EMPLOYEES-OVERTIME	11,508	11,486	0	0	0	0	
6108 - ACCUMULATED VACATION/COMP LEAV	4,253	212	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	12,010	9,098	0	0	0	0	
6130 - EMPLOYER PAID INSURANCE	15,294	10,985	0	0	0	0	
6150 - WORKERS COMPENSATION	3,407	4,480	0	0	0	0	
6170 - EMPLOYER CONTR TO HCSP	2,047	663	0	0	0	0	
<b>PERSONNEL SERVICES</b>	<b>112,352</b>	<b>85,601</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SUPPLIES</b>							
6245 - CLOTHING ALLOWANCE	60	0	0	0	0	0	
<b>SUPPLIES</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER SERVICES AND CHARGES</b>							
6390 - POSTAGE AND TELEPHONE	290	900	0	0	0	0	
<b>OTHER SERVICES AND CHARGES</b>	<b>290</b>	<b>900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES</b>	<b>112,702</b>	<b>86,501</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>HOUSING GENERAL</b>					
<b>DETAIL OF EXPENDITURES</b>					
<b>CODE NO.</b>	<b>ITEMS</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF REQUEST</b>	<b>2019 Revised Budget</b>	<b>2020 Requested Budget</b>	<b>2020 Final Budget</b>
<b>EXPENDITURES</b>					
<b>MATERIALS &amp; SUPPLIES</b>					
6201	OFFICE SUPPLIES	water cooler, gen office supplies	1,879	2,000	
<b>SERVICES AND OTHER CHARGES</b>					
6302	PROFESSIONAL SERVICES	Master Housing Strategy Implementation	50,000	50,000	
6361	INSURANCE	Property & Liability	4,307	4,691	
6374	ADMINISTRATION SUPPORT FEE		30,113	40,272	
6375	OTHER CONTRACTED SERVICES	Property Maint-rediscover & redevelopment properties	12,000	12,000	
6378	COPIER MAINTENANCE AGREEMENT	\$5,000 total split 40-40-20 w/ Planning & ED	2,000	2,000	
6381	OTHER RENTALS	rug rental \$650, postage meter rent \$1750 (Split with Planning)	1,600	1,600	
6388	TECHNOLOGY EQUIP CHARGE	amortization of technology equipment	1,788	1,920	
6390	POSTAGE AND TELEPHONE	mobile phone service/postage	1,200	750	
<b>TRANSFERS</b>					
6720	OPERATING TRANSFERS	EDA (11,144), Brownfield RLF deficit (\$71,190) Hsg Programs (8,608)	133,423	90,942	



**EDA Agenda Item Report**

Date: September 3, 2019

EDA Executive Director: \_\_\_\_\_

*[Handwritten signature]*

6-C

**Agenda Item: Approval of Certificate of Completion – 161 Concord Exchange North (DRS Investment VI LLC)**

**Action to be considered:** Motion to approve Resolution 2019-19, to authorize EDA Officers to execute a Certificate of Completion for 161 Concord Exchange North.

**Overview:**

In January 2018, the EDA approved a Contract for Private Redevelopment with DRS Investment VI LLC for the property at 161 Concord Exchange North. The developer has received a certificate of occupancy and completed all conditions precedent to the issuance of a Certificate of Completion; therefore, the EDA is obligated to issue a Certificate of Completion per the terms of the Agreement.

**Funding Sources and other fiscal considerations:**

N/A

South St. Paul Economic Development Authority  
Dakota County, Minnesota

**RESOLUTION NO. 2019-19**

**WHEREAS**, the South St. Paul Economic Development Authority (the “Authority”) and DRS Investment VI LLC (the “Developer”) entered into a Contract for Private Redevelopment on January 17, 2018 as amended by a First Amendment to Contract for Private Redevelopment (collectively, the “Agreement”) related to the property located at 161 Concord Exchange North (the “Property”); and

**WHEREAS**, the Agreement requires that the Authority furnish the Developer with a Certificate of Completion promptly upon determining that the Minimum Improvements as defined in the Agreement have been constructed in substantial conformity with the approved Construction Plans for the Property;

**NOW, THEREFORE, BE IT RESOLVED** by the South St. Paul Economic Development Authority that the Minimum Improvements to the Property have been inspected and are found to have been constructed in substantial conformity with approved plans, and its President and Executive Director are hereby authorized to execute the Certificate of Completion, attached hereto as Exhibit A.

Adopted this 3<sup>rd</sup> day of September, 2019.

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President, James P. Francis

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Executive Director, Ryan Garcia

**EXHIBIT A**

CERTIFICATE OF COMPLETION – 161 CONCORD EXCHANGE NORTH

**CERTIFICATE OF COMPLETION  
161 CONCORD EXCHANGE NORTH**

WHEREAS, the South St. Paul Economic Development Authority, a public body corporate and politic under the laws of Minnesota (the “EDA”), and DRS Investment VI LLC, a Minnesota limited liability company (the “Redeveloper”), have entered into a certain Contract for Private Redevelopment dated the 17<sup>th</sup> day of January, 2018 (the “Agreement”) and recorded in the office of the County Recorder in Dakota County, Minnesota, as Document No. 3233978, which Agreement contained certain covenants and restrictions regarding completion of the Minimum Improvements, as defined in the Agreement; and

WHEREAS, the Redeveloper has performed said covenants and conditions in a manner deemed sufficient by the EDA to permit the execution and recording of this certification.

NOW, THEREFORE, this is to certify that all construction of the Minimum Improvements specified to be done and made by the Redeveloper has been completed and the office of the County Recorder in Dakota County, Minnesota, is hereby authorized to accept for recording and to record the filing of this instrument, to be a conclusive determination of the satisfactory termination of the covenants and conditions relating to completion of the Minimum Improvements.

Dated: September 3, 2019.

**SOUTH ST. PAUL ECONOMIC  
DEVELOPMENT AUTHORITY**

By: \_\_\_\_\_  
James P. Francis, Its President

By: \_\_\_\_\_  
Ryan Garcia, Its Executive Director



