

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

**Regular Meeting
February 27, 2017
City of South St. Paul Training Room**

1. CALL TO ORDER

Chair Francis called the meeting to order at 6:32 P.M.

2. ROLL CALL

Members Present: Chair Francis, Commissioners Flatley, Forester, Podgorski, Rothecker, Seaberg and Hansen (arrived at 6:37 P.M.)

Staff Present: EDA Executive Director Ryan Garcia, City Administrator Stephen King, Edie Kleinboehl and Legal Counsel Ken Rohlf

Others Present: Jennifer Gale, Progress Plus

3. AGENDA

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

Motion carried 6 ayes/0 nays

4. CONSENT

A. EDA Minutes – February 13, 2017

Commissioner Seaberg noted an omission from the adjournment portion of the minutes.

Motion/Second: Commissioner Flatley moved and Commissioner Seaberg seconded the motion to approve the consent agenda item 4A. Minutes of February 13, 2017 as amended.

Motion carried 6 ayes/0 nays

5. PUBLIC HEARINGS

There were no public hearings.

6. GENERAL BUSINESS

A. Progress Plus Update

Jennifer Gale provided a verbal Progress Plus report that included:

- Assisted the owner of The Sassy Pecan with a Futures loan application to incorporate a minor retail spot at the location. The loan was approved in late 2016.
- Continue to work with the Tri-District School group (South St. Paul/West St. Paul/Inver Grove Heights) to create a front line training hub for students in truck mechanics/driving and clerical positions to bridge the needs of businesses.
- Inver Hills Community College received a grant that provides paid internships up to \$14.00/hour to accounting, business, information technology, education, human services or paralegal college students that wish to gain exposure to their related field of study.
- Antonsen Construction vacated the space on Marie Avenue due to building issues moving to Inver Grove Heights.
- Boyce Mechanical purchased the Air Tech business.
- Availability of Progress Plus's Xceligent software program to post the availability of city-owned properties and the ability to create customized brochures for the marketing of properties.

B. 235 Hardman Avenue South – Discussion and Direction Related to Potential Sale of HRA-Owned Property

Mr. Garcia provided an overview of Cobra Transportation's proposed construction of a 20,000 SF office/warehouse at 235 Concord Street S. and reviewed the proposed purchase terms:

Purchase Price: \$213,500 - \$2.25/SF

Environmental: EDA is responsible for the first \$20,000 associated with the installation of a vapor mitigation system with a Buyer-Seller \$1 for \$1 match for a maximum EDA contribution of \$35,000.

Ponding: If deemed necessary, the expense is the responsibility of the Buyer.

Soil Correction: In the event the existing footprint is not adequate for the proposed building, the Buyer is responsible for any additional soil correction.

Discussion ensued regarding the costs associated with the MPCA-required vapor mitigation system and proposed cost sharing. Commissioner Hansen encouraged applying for MNDEED or Met Council grants to assist with mitigation costs. The Commissioners requested the Purchase Agreement include a term requiring the purchaser to obtain competitive bids for installation of the vapor mitigation system.

Motion/Second: Commissioner Forester moved and Commissioner Podgorski seconded the motion to draft a Purchase Agreement and Development Agreement between the EDA and Cobra Transportation for the HRA-owned property at 235 Hardman Avenue S.

Motion carried 7 ayes/0 nays

C. Discussion – Scheduling time(s) for an Economic Development Authority Retreat

Discussion ensued regarding the need to schedule an EDA retreat to discuss organizational and administrative goals.

It was the consensus to schedule an EDA retreat on Saturday, March 25th from 9:00 A.M. – 3:00 P.M. Location to be determined.

7. ADJOURNMENT

Motion/Second: Commissioner Rothecker moved and Commissioner Hansen seconded the motion to adjourn the meeting at 7:09 P.M.

Approval: March 13, 2017

Edie Kleinboehl, Secretary