

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

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

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**1. CALL TO ORDER**

Chair Francis called the meeting to order at 6:33 P.M.

**2. ROLL CALL**

*Members Present: Chair Francis, Commissioners Forester, Rothecker, Seaberg, Flatley, Hansen. Absent: Commissioner Podgorski*

*Staff Present: EDA Executive Director Ryan Garcia, City Administrator Stephen King, Edie Kleinboehl and legal counsel Bridget Nason.*

*Others Present: Colleen Scott, Jennifer Derickson and Dustin Scott of Cobra Transportation, Jennifer Gale of Progress Plus.*

**3. AGENDA**

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

Motion carried 6 ayes/0 nays

**4. CONSENT**

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

Motion carried 6 ayes/0 nays

A. EDA Minutes of March 13, 2017

**5. PUBLIC HEARINGS**

A. Approval to Sell 235 Hardman Avenue South to Cobra Holdings, LLC – EDA Resolution No. 2017-5

Motion/Second: Commissioner Seaberg moved and Commissioner Forester seconded the motion to open the public hearing.

Mr. Garcia stated the public hearing is to formally approve the sale of 235 Hardman Avenue South to Cobra Holdings, LLC for the construction of a 20,000 s.f. office/warehouse facility subject to the terms and conditions of the purchase and sale agreement and development agreement.

Colleen Scott, President of Cobra Transportation Service, Inc. introduced Jennifer Derickson and Dustin Scott. Ms. Derickson provided the Commissioners with the company background.

Motion/Second: Commissioner Seaberg moved and Commissioner Hansen seconded the motion to close the public hearing.

Motion/Second: Commissioner Seaberg and seconded by Commissioner Rothecker to adopt EDA Resolution No. 2017-5 approving the land sale subject to the terms and conditions of the purchase and sale and development agreements with Cobra Holdings, LLC.

Motion carried            6 ayes/0 nays

## **6. GENERAL BUSINESS**

### **A. Election of Officers**

Mr. Garcia reported the EDA Bylaws require annual appointment of officers. As stated in the Bylaws, the positions of President and Treasurer are to be held by the Mayor. Additionally the positions of Assistant Treasurer and Secretary need not be held by a Commissioner.

Chair Francis invited nominations of Vice President.

Motion/Second: Commissioner Rothecker moved and Commissioner Flatley nominated Commissioner Hansen as Vice President.

Motion carried            6 ayes/0 nays

Chair Francis invited nominations for Assistant Treasurer and Secretary.

Motion/Second:        Commissioner Flatley moved and Commissioner Rothecker seconded the motion to retain Michelle Pietrick as Assistant Treasurer and Edie Kleinboehl as Secretary.

Motion carried            6 ayes/0 nays

EDA Officers for 2017 are:

President – Commissioner Jimmy Francis

Vice-President – Commissioner Hansen

Treasurer – Commissioner Jimmy Francis

Assistant Treasurer – Michelle Pietrick, Finance Director

Secretary – Edie Kleinboehl

#### B. Progress Plus Update

Jennifer Gale updated the EDA on the following items:

- Progress Plus is currently focusing on marketing for both South St. Paul and Inver Grove Heights. The organization is interested in obtaining the EDA’s feedback in the preparation of a full color brochure.
- Progress Plus will publicly acknowledge a developer with a “Developer of the Year” award that includes producing a promotional video showcasing their project
- Providing information via a marketing postcard promoting the availability of business loans through SSP Future

#### C. Approval of South St. Paul Economic Development Strategy

Mr. Garcia reported the Economic Development Advisor Board recently approved the Economic Development Strategy. The document formalizes the City’s long-term and short-term economic development goals and objectives and how to meet them.

Commissioner Seaberg queried as to whether the changes discussed at the EDA Retreat had been incorporated into the document to which Mr. Garcia replied in the affirmative.

Motion/Second: Commissioner Forester moved and Commissioner Rothecker seconded the motion to approve the Economic Development Strategy for 2017-2020 as amended.

Motion carried            6 ayes/0 nays

#### D. Approval of First Amendment to Purchase Agreement with Interstate Partners II, LLC (425 Concord Street South)

Mr. Garcia reported additional time is needed to clear up title issues and finalize the environmental mitigation process. The amendment extends the due diligence period to April 28, 2017 and the closing date to no later than May 31, 2017.

Motion/Second: Commissioner Hansen moved and Commissioner Seaberg approved the First Amendment to the Purchase Agreement with Interstate Partners II, LLC.

Motion carried          6 ayes/0 nays

**7.      ADJOURNMENT**

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

Approved: April 10, 2017

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Eddie Kleinboehl, Secretary