

CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY

ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

MONDAY JULY 6, 2015

23340 CREE STREET NW

5:00 PM

1. Call to Order
2. Roll Call
3. Approve Minutes of January 21, 2015
4. Market Study with the YMCA: Resolution 2015-02: Redirection of Funds
5. Meadows of St. Francis Townhome Lots: Resolution 2015-03: Requesting Funds from the Anoka County HRA for a Market study related to the Meadows of St. Francis
6. Other Discussion
7. Adjourn

CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY

ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

WEDNESDAY, JANUARY 21, 2015

1. **Call to Order:** The EDA Commission president Chris McClish called the EDA meeting to order at 5:00 pm.
2. **Roll Call:** Members present Chris McClish, Troy Shook and Brenda Pavelich-Beck. Also present Acting City Administrator Paul Teicher, City Attorney Scott Lepak and City Clerk Barb Held.
3. **Approve Minutes of October 8, 2014:** Motion by Shook second Pavelich-Beck to approve the October 8, 2015 Economic Development Authority Minutes. Motion carried 3-0.
4. **Resolution 2015-01: Approving and Accepting the Deed Conveying Title to Property and Transfer of Master Declarant Rights for Master Meadows of St. Francis to the Economic Development Authority for the City of St. Francis:** This should be the last document needed to be able to record the Meadows of St. Francis Townhome lots. Motion by Pavelich-Beck second Shook to adopt Resolution 2015-01 a resolution Approving and Accepting the Deed Conveying Title to Property and Transfer of Master Declarant Rights for Master Meadows of St. Francis to the Economic Development Authority for the City of St. Francis. Motion carried 3-0.
5. **Other Discussion:** Held stated an application was received from a resident for the EDA position. Once applicant is appointed by the city council a work session should be called.
6. **Adjournment:** McClish adjourned the EDA meeting at 5:08 pm.

## AGENDA REPORT

**TO:** Economic Development Authority  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** Market Study with the YMCA  
**DATE:** July 6<sup>th</sup>, 2015

### INTRODUCTION

The Economic Development Authority has an opportunity to conduct a market study regarding community services. The market study is anticipated to cost approximately \$30,000. The YMCA would contribute up to \$10,000 for the market study. The remaining balance would be funded through all identified partners.

### BACKGROUND

The St. Francis Recreation Committee has been working to assess recreational opportunities in the City of St. Francis. The Recreation Committee has been facilitating communication with the YMCA and the EDA. The St. Francis Recreation Committee has identified potential opportunities for the EDA and the YMCA to partner and further examine the feasibility of expanding community services.

### RECOMMENDATION

Staff recommends passing the *attached Resolution* requesting the City Council allow the rededication of the funds for the space needs study to the market study with the YMCA and other identified partners as they develop.

In addition, Staff recommends that the EDA direct the St. Francis Recreation Committee to continue to solicit more partners that will become involved in the partnership with the EDA and YMCA.

### BUDGET IMPACT

The City granted the EDA Authority to use \$35,000 from the Liquor Store Fund to conduct a space needs study and analysis. The total amount expended to date has been \$6,685, leaving a balance of \$28,315. This amount could be rededicated to the market study with the YMCA.

### Attachments:

- 1) Resolution 15-2 requesting rededication of funds from the City Council
- 2) Minutes excerpt from the October 6<sup>th</sup>, 2014 City Council Meeting
- 3) Minutes from the September 29<sup>th</sup>, 2014 EDA Meeting

Economic Development Authority for the City of St. Francis  
St. Francis, MN  
Anoka County

RESOLUTION 2015-02

Resolution Requesting the City Council allow the rededication of the \$35,000 from the Liquor Fund for the space needs study to be allocated to a market study with the YMCA.

BE IT RESOLVED THAT, the Board/Commissioners of the Economic Development Authority for the City of St. Francis, Minnesota hereby request the City Council to rededicate the \$35,000 for the space needs study for a market study with the YMCA.

ADOPTED BY THE BOARD/COMMISSIONERS OF THE ECONOMIC DEVELOPMENT OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF JULY, 2015.

APPROVED:

\_\_\_\_\_ [sign name]

By: \_\_\_\_\_ [print name]

Its: President \_\_\_\_\_

our options including some maintenance issues. Once that is complete, we will bring back our findings.

b. Attorney: **1. Master Meadows of St. Francis First Amendment to Declaration:** The City purchased some lots in the Meadows of St. Francis. This amendment was intended to bring all of the lots that are not in the original Master Meadows of St. Francis. **MOTION BY McCLISH SECOND LAZERE TO APPROVE THE MASTER MEADOWS OF ST. FRANCIS FIRST AMENDMENT TO DECLARATION.** Motion carried 5-0.

Lepak stated the intent at the time when these lots were purchased, was to transfer them to the EDA. The consensus of the City Council was to transfer the lots to the EDA when the title work was clear. Lepak said he would have a document ready for a future meeting.

**2. Economic Development Authority – Memorandum:** Lepak reported the EDA held a meeting on September 29, 2014 that included a presentation and a request from the St. Francis Recreation Committee for the City's EDA to contribute up to \$35,000 for a space needs study analysis. The St. Francis Recreation Committee is in the process of putting together its planned status as a nonprofit corporation. Because it is not formally in existence, it cannot enter into contracts and have the ability to raise or expend funds. The St. Francis Recreation Committee would like to get the community center project underway as soon as possible and that is, why they asked the EDA to act as the entity that would receive and apply the funds toward the study. They plan to ask various entities to donate money to the EDA that will be used for the study. They also asked the EDA to provide the balance due that was not received from donations for this study. For this to happen the City's EDA would need to be the entity that entered into the contract with HGA Inc. for the space needs study. A quote from HGA Inc. was provided and they are anticipating a cost of \$29,350. Lepak noted that further legal review is occurring on how this would need to be structured. Currently the EDA does not have any funds for the study. Council direction is requested on whether there is an interest in providing the funding on this project. Kane stated this is something we have discussed in the past. As Mr. Roberts stated earlier there is an interest in a facility like this. McClish stated last week we had a meeting and the St. Francis Rec committee did an excellent and informative presentation. They are asking for startup help and I strongly support this. Brown said I also support this but a little concerned that we are the only one giving up money for this. **MOTION BY LAZERE SECOND KANE APPROVING THE TRANSFER UP TO \$35,000 FROM THE LIQUOR STORE FUND TO THE ECONOMIC DEVELOPMENT AUTHORITY TO HIRE HGA INC. FOR A SPACE NEEDS STUDY ANALYSIS.** McClish said the EDA was in full support of this. The EDA tentatively planned a meeting on Wednesday, October 8, 2014 to consider the request if the Council approved funding. Kane stated these funds are coming for liquor store funds and not the general fund. Motion carried 5-0.

**3. Closed meeting pursuant to Minn. Stat. Sec. 13D.05 to discuss allegations or charges against individual subject to council authority:** Motion by Tveit second Lazere to go into a closed meeting at 6:33 pm.

The City Council was back in session at 6:38 pm. Lepak stated he had nothing further to report out of the closed meeting.

CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY

ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

SEPTEMBER 29, 2014

**1. Call to Order:** EDA Commission president Chris McClish called the EDA meeting to order at 4:30 pm.

**2. Roll Call:** Commission members present were Chris McClish, Brenda Pavelich-Beck and Richard Orpen. Jerry Tveit and Troy Shook excused. Also present were St. Francis Rec Committee members Paul Teicher, Lynda Skogquist, Tracy Hewitt, Mark Bothun, Steve Kane, City Attorney Scott Lepak and City Clerk Barb Held.

**3. Approve Minutes of December 16, 2013:** MOTION BY McCLISH SECOND PAVELICH-BECK TO APPROVE THE AUGUST 4, 2014 ECONOMIC DEVELOPMENT AUTHORITY MINUTES. Motion carried 3-0.

**4. Discussion with the St. Francis Recreation Committee:** Mark Bothun spokesperson for the St. Francis Rec Committee stated their goal is to create some type of recreational facility for community members for the next 50 years. We gathered information from youth and adult community members, churches, and all the different organizations within the area. After information was gathered we interviewed a couple architectural firms and choose HGA Inc. to conduct a space needs analysis. This firm has done a lot of different types of facilities. Bothun stated earlier this year he attended a city council meeting informing them of this new grassroots group that is starting up. Currently the St. Francis Rec Committee applied to be a 501(c)(3) organization but it is not official as of yet. However, we would like to proceed with the initial phase of a space needs analysis study. The approximately cost should be under \$35,000. HGA Inc has it at roughly \$29,350 and an estimated reimbursable expense of \$1,500. We will be asking for donations from the various organizations. The City Council previously stated they may help out potentially with liquor store funds to help this process along. Bothun asked if the EDA would partner with them by collecting the funds until they become a 501(c)(3). Pavelich-Beck asked if the EDA would need to follow the uniform contracting law. City Attorney Lepak stated no, because the architect is a professional service. Bothun stated we currently have 35 people that will meet with the architect for the space needs analysis. Orpen asked if they have land for this facility. Skogquist stated they were informed not to fit the building to the land but see what they want first then look for the land. McClish asked if they were looking for city water and sewer. Bothun yes and would like to have easy access for the whole community. Pavelich-Beck asked so all your ideas will be submitted to the architect. Bothun said there was a wants/needs list from all the different groups already put together and submitted to the architect. McClish stated, so you are looking for the EDA to sign all the agreements for the St. Francis Rec Committee for the time being. Pavelich-Beck asked if the Rec Committee is not approved to be a 501(c)(3) does the money stay with the EDA? So the question is Lepak stated; if the EDA spends \$35,000 and enters into a contract for service, is someone going to pay back the EDA? Kane stated the funding would come from the various organizations. If the council

approves a transfer only the shortfall would come from the liquor store fund. Lepak stated there would need to be an agreement drafted in regards to the donations and paying for the study plus a resolution stating the city council agrees to pay the difference. The Rec Committee stated they would also like to partner with the St. Francis Community Drug Awareness group who is currently a 501(c)(3). The first step is to see if the city council agrees with helping fund the study. This can be placed on the next City Council agenda, October 6, 2014. McClish thanked the St. Francis Rec Committee members for getting together to start this great idea.

**5. Other Discussion:** Orpen asked how the St. Francis Meadows Townhome project was going. Lepak stated he believes there is only one document left and that is on the October 6, 2014 City Council agenda for approval.

The question was should the EDA make a motion to enter into an agreement with the St. Francis Rec Committee. The consensus was to wait for council's action on the funding. The EDA set their next meeting for Wednesday, October 8 at city hall starting at 6:00 pm.

**6. Adjourn:** McClish adjourned the EDA meeting at 4:57 pm.

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Barbara I. Held, City Clerk



## **NORTHWEST ASSOCIATED CONSULTANTS, INC.**

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### **STAFF MEMO**

**TO:** St. Francis Economic Development Authority  
Joe Kohlmann, City Administrator

**FROM:** Nate Sparks

**DATE:** July 2, 2015

**RE:** Meadows of St. Francis Market Study

### **BACKGROUND**

In 2013, the City of St. Francis purchased 46 townhome unit lots in the Meadows of St. Francis development in coordination with the Anoka County HRA. Since that time, the City has been working on establishing the homeowner's association for the parcels and fixing certain related legal issues. This work has largely been completed and the City may now seek to have the properties developed. The lots were transferred into the name of the EDA in order to allow for the EDA to be the responsible agency for the development.

### **MARKET STUDY**

The County HRA partnered with the City in order to purchase the lots. Therefore, the development of the property will need to generally meet HRA goals. At this time, the EDA has a few options:

1. Find a developer to take over the parcels and build the units.
2. Work with the County HRA to allow their agency to partner with a developer through their process.
3. Wait and see if market conditions improve.

If the City were to wish to partner with the HRA, the first step in the HRA process would be to conduct a market study. This study will not obligate the City to work with the HRA in the end. It will assist in determining the market conditions for these units and may also help advise the EDA if another approach is warranted.

City Staff has been in contact with a few builders that may be interested in the parcels. The market study may also assist in setting a price and expectations.

### **REQUESTED ACTION**

If the EDA is interested in allowing the County HRA to conduct this study, the attached resolution must be passed.

**ST. FRANCIS ECONOMIC DEVELOPMENT AUTHORITY  
ST. FRANCIS, MN  
ANOKA COUNTY**

**RESOLUTION 2015-03**

**A RESOLUTION REQUESTING FUNDS FROM THE ANOKA COUNTY HRA FOR A  
MARKET STUDY RELATED TO THE MEADOWS OF ST. FRANCIS**

WHEREAS, the St. Francis Economic Development Authority (“the EDA”) owns 46 townhome unit lots in the Meadows of St. Francis Plat; and

WHEREAS, the EDA is reviewing opportunities for development of the properties; and

WHEREAS, the Anoka County Housing and Redevelopment Authority (“the HRA”) has funds available for market studies related to certain housing activities; and

WHEREAS, the EDA is seeking funds not to exceed \$5000 from the HRA in order to have a market study conducted for the Meadows of St. Francis townhome unit lots; and

NOW, THEREFORE, BE IT RESOLVED that the Economic Development Authority of the City of St. Francis hereby requests funds not to exceed \$5000 from the Anoka County HRA in order to conduct a housing market study for the Meadows of St. Francis townhome unit lots.

ADOPTED BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF ST. FRANCIS  
THIS 6<sup>th</sup> DAY OF JULY, 2015.

APPROVED

\_\_\_\_\_  
Chris McClish  
President  
St. Francis Economic Development Authority

Attest:

\_\_\_\_\_  
Barbara I. Held  
St. Francis City Clerk