

**ROBBINSDALE
ECONOMIC DEVELOPMENT AUTHORITY
AGENDA
Following the Council Meeting
TUESDAY, JANUARY 8, 2019
COUNCIL CHAMBERS**

1. MEETING CALLED TO ORDER

2. MICROPHONE CHECK:

3. ROLL CALL: Murphy, Backen, Rogan, Blonigan, President Selman

4. CONSENT AGENDA:

Pursuant to REDA policy, one motion, non-debatable, will approve the recommendation noted. Any member of the REDA Board may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:

- A. **Motion** to approve and order placed on file minutes of the following:
 - **Regular Meeting Minutes** of December 11, 2018..... **2-3**
- B. **Motion** to recommend that US Bank, Citizens Independent Bank and the 4M Fund be **designated as depositories** of the Robbinsdale Economic Development Authority funds for 2019..... **4**
- C. **Motion** to authorize the Executive Director to execute all documents required for the lease assignment for the new owner of **ETW Wellness, d/b/a Embrace the Wobble Yoga**..... **5**
- D. **Motion** to approve **Disbursement Requests** for period ending January 8, 2019..... **6**

5. ANNUAL ELECTIONS:

- A. Election of Officers..... **7-8**
- B. Designation of Official Newspapers..... **7-8**
- C. 2019 Meeting Dates..... **7-8**

6. PUBLIC HEARINGS:

None scheduled

7. OLD BUSINESS:

8. NEW BUSINESS:

9. OTHER BUSINESS:

10. INFORMATION ONLY:

- A. No action required..... **9-10**

REDA MEETING AGENDA

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11. REDA GENERAL COMMUNICATIONS

12. ADJOURNMENT

Marcia E. Glick

Marcia Glick, Executive Director

ROBBINSDALE
ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
TUESDAY, DECEMBER 11, 2018
COUNCIL CHAMBERS

AGENDA ITEM #4A
January 8, 2019

CALL TO ORDER:

1. The Robbinsdale Economic Development Authority (REDA) meeting was called to order by President Selman at 7:00 p.m.

MICROPHONE CHECK:

2. Complete.

ROLL CALL:

3. Members Present: Blonigan, Murphy, Backen, President Selman
Members Absent: Rogan
Staff Present: Marcia Glick, Executive Director
Jeff Zuba, Accountant

#4A-B CONSENT AGENDA:

4. Member Blonigan requested that Agenda Item #4A be removed.
5. **MOTION** by Member Blonigan, seconded by Member Murphy to approve and place on file the Consent Agenda Items #4B and C.
 - B. **Motion** to authorize the Executive Director to execute the Contract for Services with Metropolitan Consortium of Community Developers for the Open to Business – Contract Renewal
 - C. **Motion** to approve **Disbursement Requests** for period ending December 11, 2018;
All voted in favor and the motion carried. (Rogan absent)
6. Member Blonigan noted change to Line #7 that should read *Member Rogan* adjourned the Work Session at 7:00 pm on November 7, 2018.
7. **MOTION** by Member Blonigan, seconded by Member Backen to approved corrections indicated to the Work Session Meeting Minutes of November 7, 2018 and the Regular Meeting Minutes of November 13, 2018.
All were in favor and the motion carried. (Rogan absent)

#5: PUBLIC HEARING:

7. None scheduled.

#6: OLD BUSINESS:

8. None

#7: NEW BUSINESS: 2019 REDA Proposed Budget:

9. Glick reviewed the staff report noting distribution of an updated Page 40A. Member Blonigan suggested adding key phrases for each project.
10. **MOTION** by Member Blonigan, seconded by Member Murphy to waive the reading and order the adoption of the resolution adopting the 2019 Budget of the Robbinsdale Economic Development Authority and Approving Amendment of the 2018 Budget. (Exhibit 1) **All were in favor and the motion carried. (Rogan absent).**

#8: OTHER BUSINESS:

11. None

#9: Information Only: Project updates

12. Glick provided updates on projects:
- 1) Birdtown Flats update from Bill Beard – They lost a couple of weeks waiting for Xcel, otherwise on schedule. Precast should start arriving next week for installation at the end of the month. Birdtown Flats was confirmed as the project name and will move forward with branding.
 - 2) Robbins Beach update from Chuck Beckmann – Sale of first home closing next week. The second home appears to have missed the mark on a footing and may be applying for a variance.
 - 3) Pig Ate My Pizza – Closing on construction financing Friday. Requesting for REDA to subordinate its mortgage guaranteeing TIF payback. Glick explained the difference between current and proposed subordination. The consensus of the board was to support the request provided that there wasn't any equity being taken out.

#10: REDA General Communications

13. Member Murphy asked for clarification on charitable gaming. Glick noted this would be discussed at the January City Council work session.
14. President Selman thanked everyone for a great year as President.

#11: ADJOURNMENT:

15. **MOTION** by Member Murphy, seconded by Member Blonigan to adjourn the meeting at 7:30 p.m. **All voted in favor and the motion carried. (Rogan absent)**

Marcia Glick, Recording Secretary

George B. Selman, REDA President



AGENDA ITEM #4B
January 8, 2019

Consent: Designation of Depositories for REDA

Update for the REDA Annual Elections

DESIGNATION OF DEPOSITORIES

Minnesota Statutes, Section 427.01 and 427.09 require that the official depositories of the Robbinsdale Economic Development Authority (REDA) be designated at the first Board meeting in January of each year. The depositories are financial institutions in which the REDA places public monies in checking accounts, and savings accounts.

The Finance Director recommends that the REDA designate the below listed financial institutions as official depositories for 2019:

US Bank
Citizens Independent Bank
4M Fund – League of Minnesota Cities

RECOMMENDATION

By motion, recommend that US Bank, Citizens Independent Bank and the 4M Fund be designated as depositories of the Robbinsdale Economic Development Authority funds for 2019.

Marcia Glick, Executive Director

CONCURRENCE:

Larry Jacobson, Finance Director



Consent: Lease Assignment–ETW Wellness, LLC, d/b/a Embrace The Wobble Yoga

BACKGROUND:

The lease for this Broadway Court Business expires March 31, 2020. Leah Murtagh is selling the business to Mary McCallum, who has served as the studio manager for the last year, at the end of January and has requested a lease assignment with no changes to the lease terms. According to the terms of the lease, the written assignment requires the assignee to agree to perform and be bound by all obligations of the lease. Great Lakes Management will prepare the lease assignment and guarantee documents.

ANALYSIS

Consent to the lease assignment may not be unreasonably withheld. Ms. McCallum's business involvement for the past year has included all areas of budgeting, marketing and operations management. She has managed the instructor team and has worked closely with Ms. Murtagh in all business decision making over the past year. The business transition details (legal, insurance, business registration, etc.) will be completed prior to sale which is to be completed on January 29th. The new business owner will be paying full rent starting in February.

RECOMMENDATION:

By motion, authorize the Executive Director to execute all documents required for the lease assignment for the new owner of ETW Wellness, LLC, d/b/a Embrace The Wobble Yoga.

Marcia Glick, Executive Director



AGENDA ITEM #4D
January 8, 2019

CONSENT AGENDA: Disbursement Requests for period ending
January 8, 2019

This information will be distributed at the meeting.



AGENDA ITEM #5A, 5B, 5C
January 8, 2019

ANNUAL ELECTIONS

A. ELECTION OF OFFICERS:

A list of officer duties from the REDA By-Laws is shown in **Attachment 1**. Section 2.1 indicates that the President, Vice President and Treasurer are to be elected annually.

2018 Officers were:

President:	Commissioner Selman
Vice President:	Commissioner Rogan
President Pro Tem:	Commissioner Rogan
Assistant Treasurer:	Commissioner Blonigan
Secretary:	Commissioner Murphy
Executive Director:	Marcia Glick

* Reminder: Mayor Murphy needs to be Treasurer for check-signing purposes.

RECOMMENDATION:

Elect the appropriate officers for the Robbinsdale Economic Development Authority for 2019.

B. DESIGNATION OF OFFICIAL NEWSPAPER:

The Crystal•Robbinsdale SunPost has served as the REDA's official newspaper in the past including 2018. It was recommended that the City Council designate the Crystal•Robbinsdale SunPost as the official newspaper for the City of Robbinsdale for 2019.

RECOMMENDATION:

By motion, designate the Crystal•Robbinsdale SunPost as the official newspaper for the Robbinsdale Economic Development Authority for 2019.

C. 2019 REDA MEETING DATES:

Tuesday, January 8
Tuesday, February 12
Tuesday, March 12
Tuesday, April 9
Tuesday, May 14

Tuesday, June 11
Tuesday, July 9
Wednesday, August 13
Tuesday, September 10
Tuesday, October 8
Tuesday, November 12
Tuesday, December 10

RECOMMENDATION:

Discuss the 2019 REDA meeting dates listed.



Marcia Glick, Executive Director

CONCURRENCE:



Rick Pearson,
Community Development Coordinator



AGENDA ITEM #10A
January 8, 2019

INFORMATION ONLY: Project Updates

ADDRESS	COMMENTS
Twin Oak cul-de-sac (Beckmann)	4317 Twin Oak Lane: Sold. Escrow held by title company for landscaping. 4316 Twin Oak Lane: Foundation walls installed. Variance hearing 1/8/19.
3807 Major (Hyland)	TIF 2000-8. Homeowners moved in 12.16.17. Certificate of Completion being held pending final inspections.
4629 France (Carlyle)	Owners have moved in- some punch list items remain. Certificate of Completion being held pending completion of landscaping.
4524 Regent (Peterson)	Just final inspections remain. Expect home other than landscaping to be complete by May 2019 deadline.
4530 Regent (Peterson)	Certificate of Completion issued. Interior photos can be found on web.
3912 Quail (Beckmann)	TIF 2000-9. 1 year extension w/payment of lost TIF. Completion 12/31/2019
3905 Quail (Beckmann)	TIF 2000-9. Waiting for call on final inspections. Completion Deadline 12/31/2018.
3359 Halifax - purchase	Seller working on title condition prior to closing. Closing date not determined.
3606 Lake Drive	Considering Park option - 2020.
4136 Regent – Garages (Pendergast)	TIF Project 8: Mortgage payments for acquisition started 6/2016.
39xx W. Broadway	Property is tax exempt pending redevelopment.
37xx W Broadway- Birdtown Flats (Bill Beard)	Construction underway- TIF note when completed.
3650 France (Inland)	Authorized sale to Inland Development Partners contingent on adjacent development.
3600 France (Inland)	TIF and Redevelopment plan to REDA – Anticipate February REDA meeting. City Council TIF hearing 1/15/19 to be continued to 2/19/19. Redevelopment Agreement at future meeting.
MNDOT Misc. (lots to acquire)	1. Vera Cruz between 41 & 42. 2 buildable lots available. 2. 42xx Toledo-lot on new street/new alley – appraisal requested 3. <u>Easement Only</u> – aging title commitment – on hold: 38 th & Vera Cruz
3760 Lee	Possible sale to City for water treatment plant. Discuss again in March, 2019
3108-12 Grimes; 4212 Grimes	Holding.
4364 Grimes	Neighbors maintaining
OPEN TO BUSINESS	Office Hours even numbered months. 1 st Wednesday 9:30-11:30 a.m. Multi-year contract with ability to cancel.
4205 W Broadway BP Station	Gravel parking open. Paving in 2019 probably May/June -after load limits come off. Hold pending future redevelopment.
4614 41 ½ Ave N (Soul Brothers)	Building leased through 9/30/19. Tenant expected to request early termination – which would be subject to REDA finding different tenant.
Terrace Redevelopment TIF Agt.	First TIF partial payment available 8/1/19. TIF Note action not yet taken.
4165 Hubbard N Side Oriental Mkt	Lease payments on schedule
4501 Orchard	REDA has right to review plans for through 2028. Property posted for sale.
4131-35 W Broadway (Travail)	Building Under Construction. Foundation complete.
Lions Gym Façade loan	Projects completed–forgiven after 10 years (January 2022)
EMI Rehab Façade loan	Projects completed –forgiven after 10 years (January 2022)
Wicked Wort – Façade loan	Project completed – forgiven after 10 years (December 2025)
Golden Age Design Façade loan	Project completed – forgiven after 10 years (December 2026)
Clare Housing TIF District	Pay-as-you-go TIF agreement.
Downtown/Plaza Project	2 nd Mural for Ace Hardware. Pick up discussion in 2019.
Business District Initiative	See Detail on next page.

Marcia E. Glick

Marcia Glick, Executive Director

Business District Initiative - \$35,000		Must spend funds by 12.31.18
	Total Budget	Grant
Ace Hardware		
- Awning	\$3,433.20	\$1,144.40 complete
- Tuckpointing and parapet cap	\$27,000 bid	\$ 9,000 complete
Straight Stuff		
- awning & paint	\$3,029.62	\$1,010 complete
Performance Meals		
- awning	\$2,900	\$ 966.77 complete
- window and other façade update	\$22,101	\$7,367 -plan changed
4180 W Broadway		
- awnings & paint	\$6,200	\$1,111.29 complete
Lions Gym		
- Hubbard window/door also doing window on N side	\$5,842 grant elig. \$ 7,368 total	\$1,947.70 complete
Wickedly Charming		
- Windows, stucco repairs, signs	\$4,746.68	\$1,582.22 complete
Golden Age Design		
- Hubbard side sign, lights, paint	\$5812 total project	\$ 1,937.33 complete
- Loan on WB side	- \$3,874.67 loan	
- Decided not to do lighting addition		
P & D Mechanical (early 2018)	<i>Nothing submitted</i>	
- Confirmed interest in N side stucco		
Nonna Rosa's		
- Awnings	\$2,670 est. plus permits included rear entrance not eligible for grant.	\$ 769.33 awnings complete
- Considering window updates	<i>Nothing submitted</i>	
Broadway Court		
- Commercial Space awning and lighting updates	\$5034	\$1,678 complete
Wicked Wort		
- Time/Temp Sign Update	\$29,661.07	\$9,887.02 complete
Marnas		
- Awning <u>business sign</u>	\$3650	\$1,216.66 complete
- Lights replacement	\$4150	\$1383.33 complete
Pawn America awning	\$5500 – invoice paid to contractor 12/21/18.	-maybe eligible for remaining \$ 1,365.95
	Total Investment \$105,654.57 Plus \$5500	Total Complete \$33,634.05 Remaining \$ 1,365.95
	Incentive Budget \$35,000	Total \$ 35,000

All projects must be paid for by 12/31/18.

Draw down of entire budget is a plus for future request.