

**ROBBINSDALE**  
**ECONOMIC DEVELOPMENT AUTHORITY**  
**AGENDA**  
**TUESDAY, FEBRUARY 9, 2016**  
**7:00 P.M.**  
**COUNCIL CHAMBERS**

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1. MEETING CALLED TO ORDER
2. MICROPHONE CHECK:
3. ROLL CALL: Rogan, Backen, Murphy, Selman, President Blonigan
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 January 12, 2016**..... **2-5**
  - B. Motion to approve **Disbursement Requests** for period ending February 9, 2016..... **6**
  - C. Motion to receive **Open to Business Update**..... **7-9**
5. CONTINUED PUBLIC HEARINGS:
  - A. 3807 Major – Disposition of Land..... **10**
  - B. 4518 Regent, 4524 and 4530 Regent – Disposition of Land..... **11**
  - C. 4629 France – Disposition of Land..... **12**
  - D. 4023 Zane – Disposition of Land..... **13**
6. OLD BUSINESS:
  - A. Robbins Beach Development Area..... **14**
7. NEW BUSINESS:
  - A.
8. OTHER BUSINESS:
  - A.
9. INFORMATION ONLY:
  - A. Project Update..... **15**
10. REDA GENERAL COMMUNICATIONS
11. ADJOURNMENT

*Marcia E. Glick*

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Marcia Glick, Executive Director

**ROBBINSDALE  
ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
TUESDAY, JANUARY 12, 2016  
COUNCIL CHAMBERS**

AGENDA ITEM # 4A  
February 9, 2016

**CALL TO ORDER:**

1. The Robbinsdale Economic Development Authority (REDA) meeting was called to order by President Rogan at 7:04 p.m.

**MICROPHONE CHECK:**

2. Complete.

**ROLL CALL:**

3. Members Present: Backen, Murphy, Selman, President Rogan  
Members Absent: Blonigan  
Staff Present: Marcia Glick, Executive Director  
Rick Pearson, Community Development Coordinator  
Larry Jacobson, Finance Director

**#4A-D: CONSENT AGENDA:**

4. **MOTION** by Member Selman, seconded by Member Murphy to approve the Consent Agenda Items #4A-D:
  - 4A Motion to approve **Regular Meeting Minutes and Executive Session of Meeting Minutes of December 8, 2015 and Special Meeting Minutes of December 15, 2015;**
  - 4B Motion to approve **Disbursement Requests** for period ending January 12, 2016;
  - 4C Motion to recommend that **US Bank, Citizens Independent Bank and the 4M Fund is designated as depositories of the Robbinsdale Economic Development Authority funds for 2016;**
  - 4D Motion to accept **TOD Sale Proceeds Update.**

**The vote was 4-0 and the motion carried. Blonigan absent.**

*Ms. Glick noted the addition of New Business #9B: Interfund Loan for Future Anticipated TIF Districts.*

**#5A: Election of Officers:**

5. President Rogan reviewed the list of officers.
6. **MOTION** by Member Backen, seconded by Member Murphy to approve the new 2016 Officers are:

|                      |                       |
|----------------------|-----------------------|
| President:           | Commissioner Blonigan |
| Vice-President:      | Commissioner Backen   |
| President Pro-Tem:   | Commissioner Selman   |
| Assistant Treasurer: | Commissioner Rogan    |
| Secretary:           | Commissioner Rogan    |
| Executive Director:  | City Manager Glick    |

**The vote was 4-0 and the motion carried. Blonigan absent.**

***Vice-President Backen assumed the Chair for the remainder of the Meeting.***

**#5B: Designation of Official Newspaper:**

7. Vice-President Backen reviewed the recommendation.
8. **MOTION** by Member Murphy, seconded by Member Rogan to designate the Crystal-Robbinsdale SunPost as the official newspapers for the Robbinsdale Economic Development Authority for 2016. **The vote was 4-0 and the motion carried. Blonigan absent.**
9. Member Selman noted that there has been improvement in SunPost deliveries.

**#5C: 2016 REDA Meeting Dates:**

10. Ms. Glick reviewed the conflicting dates. It was agreed that it may be necessary to change the October meeting date, but that it would be discussed later in the year.
11. **MOTION** by Member Rogan, seconded by Member Selman to changed August 9<sup>th</sup> meeting date to Wednesday, August 10, 2016 and change the November 8<sup>th</sup> meeting date to Wednesday, November 9, 2016. **The vote was 4-0 and the motion carried. Blonigan absent.**

**#6A: 4023 Zane – Disposition of Land:**

12. Mr. Pearson presented the staff report for this lot for single family home development. Quotes for demolition of existing home have been received. Glick noted that the recommendation is for the February REDA meeting to start at 6:30 p.m. to accommodate a public hearing related to the light rail project that would follow the REDA meeting.
13. Vice-President Backen opened the public hearing. No one spoke to this item.
14. **MOTION** by Member Murphy, seconded by Member Rogan to continue the public hearing until 6:30 pm on February 9, 2016. **The vote was 4-0 and the motion carried. Blonigan absent.**

**#7A: CONTINUED PUBLIC HEARING: 3807 Major – Disposition of Land:**

15. Mr. Pearson reviewed the staff report for this lot for a single family home development. The existing home on the lot has been demolished and cleared with seeding to be completed in the fall.
16. Ms. Glick noted she had spoken to an individual who was looking at plans for a home on this site.
17. Vice President Backen opened the public hearing. No one spoke to this item.

18. **MOTION** by Member Rogan, seconded by Member Selman to continue the public hearing to 6:30 pm on February 9, 2016. **The vote was 4-0 the motion carried. Blonigan absent.**

**#7B: CONTINUED PUBLIC HEARING: 4518, 4524 and 4530 Regent Ave N –**

**Disposition of Lots:**

19. Mr. Pearson reviewed the staff report for these 3 lots.
20. Ms. Glick spoke with a developer who had some ideas for the EDA to consider. She had thought that the developer might attend tonight's hearing.
21. Vice-President Backen opened the public hearing. No one spoke to this item.
22. **MOTION** by Member Rogan, seconded by Member Selman to continue the public hearing until 6:30 pm on February 9, 2016. **The vote was 4-0 and the motion carried. Blonigan absent.**

**#7C: CONTINUED PUBLIC HEARING: 4629 France – Disposition of Land**

23. Mr. Pearson presented the staff report for this lot priced for sale at \$74,900. There are no offers currently pending for this lot.
24. Vice-President Backen opened the public hearing. No one spoke to this item.
25. **MOTION** by Member Selman, seconded by Member Rogan to continue the public hearing until 6:30 pm on February 9, 2016. **The vote was 4-0 and the motion carried. Blonigan absent.**

**#9A: NEW BUSINESS: 2016 Proposed Budget:**

26. Finance Director Larry Jacobson reviewed the staff report. General Development funding includes HRA levy, loan repayments, lot sales and transfers in from Broadway Court. Expenditures include staff, holding costs, and funds for land acquisition. Hand out included update on TIF Development and Project 8 bonds.
27. **MOTION** by Member Rogan, seconded by Member Selman to waive the reading and order the adoption of the resolution adopting the 2016 Budget of the Robbinsdale Economic Development Authority and Approving Amendment of the 2015 Budget. **The vote was 4-0 and the motion carried. Blonigan absent.**

**#9B: NEW BUSINESS: Interfund Loan for Future Anticipated TIF Districts:**

28. Ms. Glick reviewed the staff report. This action sets the option for REDA to acquire properties advanced from Development Account funds and get reimbursed through future TIF proceeds.
29. **MOTION** by Member Rogan, seconded by Member Selman to authorize an interfund loan for eligible REDA General Development Fund expenditures that will occur during 2016 and 2017, and are intended to be reimbursed by future tax

increment revenues through the creation of future tax increment financing districts in an amount not to exceed \$1,000,000 and specifying the rate to be variable, fluctuating with the maximum rate allowed under State Statute. **The vote was 4-0 and the motion carried. Blonigan absent.**

**#11: INFORMATION ONLY: Project Updates:**

30. Ms. Glick noted that the Chestnut Café agreement has not been finalized, anticipate closing later this month.

**#12: REDA GENERAL COMMUNICATIONS:**

31. Ms. Glick reported a need to change the dates for Goal Session. The two Saturday dates selected will not work. Glick will contact the facilitator to see what other dates may be available and possibly the group would meet without a facilitator.
32. Glick also reviewed that there are a number of meetings related to the Blue Line Extension proposal and Municipal Consent. Consensus:
- the Work Session on Tuesday, January 26, 2016 would be at 7 pm in Council Chambers-with the understanding that the Park and Recreation Commission would be meeting in the adjacent room.
  - The February 9<sup>th</sup> REDA meeting will start at 6:30 p.m. with a public hearing to obtain public input on the use of portions of Sochacki Park for LRT construction staging to start at 7:30 p.m.
  - The public hearing related to the Metro Blue Line Extension Municipal Consent consideration will be at 7 pm on February 16<sup>th</sup>.
33. Member Rogan asked about the property at 3912 Quail. Ms. Glick stated that the offer submitted was rejected and the bank would not consider an REDA offer under \$100,000.
33. Member Selman announced that the Wicked Wort will hold their Grand Opening on January 22<sup>nd</sup> at 4:00 pm and all weekend. Glick noted that Hubbard Avenue is the main entry to the brewery and customers were encouraged to park on that side of the building.

**#13: ADJOURNMENT:**

34. **MOTION** by Member Selman, seconded by Member Murphy to adjourn the meeting at 7:57 pm. **The vote was 4-0 and the motion carried. Blonigan absent.**

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Marcia Glick, Recording Secretary

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Pat Backen, REDA Vice-President



AGENDA ITEM **# 4B**  
February 9, 2016

**CONSENT AGENDA: Disbursement Requests for period ending  
February 9, 2016**

This information will be distributed at the meeting.



**AGENDA ITEM # 4C**  
**February 9, 2016**

**Consent: Open to Business Update**

**BACKGROUND:**

The Open to Business program includes business plan development, feasibility studies, cash flow and financing projections, marketing, loan request preparations and advocacy with lending institutions. The program is operated by Metropolitan Consortium of Community Developers (MCCD.) A representative has been in Robbinsdale every other odd numbered month and also available to consult by appointment.

Originally the contract needed to be renewed on an annual basis. It was transformed to a multi-year contract with option to terminate. The annual fee is \$3,750

**Update**

It has been a benefit to have a confidential opportunity for those with business ideas to talk through their plans with the Open to Business staff, particularly with their knowledge of business financing options. The 2015 report is attached.

  
\_\_\_\_\_  
Marcia Glick, Executive Director



*Updates*

**City/County:**  
**Time Frame:**

**Robbinsdale**  
**1/1/15-12/31/15**

**Clients Served:**

|                           |    |
|---------------------------|----|
| Client Inquiries          | 3  |
| New Entrepreneur/Start-up | 9  |
| Existing Business         | 8  |
| Total                     | 20 |

**How did client hear about OTB:**

|                             |    |
|-----------------------------|----|
| • Municipality (newsletter) | 10 |
| • Entrepreneur              | 2  |
| • Friends/Family            | 1  |
| • Internet                  | 2  |
| • Other                     | 5  |

**Direct & Facilitated Financing approved:**

|            |          |
|------------|----------|
| # of loans | 3        |
| Amount     | \$43,000 |

**Industry Segment:**

|                |   |
|----------------|---|
| Health/Fitness | 3 |
| Food           | 3 |
| Retail         | 1 |
| Manufacturing  | 1 |
| Service        | 5 |
| Construction   | 5 |
| Technology     | 1 |

**Capital Leveraged:**

**Jobs retained or created from MCCD**  
**closed loan clients: 2**

**Program related hours TA/Admin: 50**

**Types of Businesses:**

**Types of Services Provided:**

|                             |                                  |
|-----------------------------|----------------------------------|
| Business Plan Development   | Lease review / negotiation       |
| Real estate analysis        | Strategic planning               |
| Marketing                   | Cash Flow Analysis & Projections |
| Personal financial planning | Record keeping/bookkeeping       |
| Business Registration,      | Financial Management Assistance  |
| Loan packaging              | Regulatory assistance            |

|                        |                             |
|------------------------|-----------------------------|
| Barber shop            | Energy efficiency franchise |
| SEO Web design         | Yoga classes                |
| Real estate owner      | Contractor                  |
| Athlete Driven Cuisine | Tap room                    |

### **Client Highlights:**

#### Minne-Mex Construction, LLC

Since it was established in 2010, partners Ivan Betancourt and Marque Jensen and their company Minne-Mex Construction based in **Robbinsdale** have worked closely with Urban Homeworks, successfully renovating more than 15 residential properties. Ivan Betancourt is a graduate of Urban Homeworks' construction training program and Marque Jensen has over 10 years of construction experience. Minne-Mex Construction received a contract from Preserve Frogtown LLC (a subsidiary of Historic St. Paul) to renovate an historic property at 573 Charles Avenue in Saint Paul. To facilitate that work, MCCD provided a transactional loan of \$25,000 to Minne-Mex Construction. The loan allows the company to pay for upfront costs related to its contract with Preserve Frogtown, which will issue a two-party check to MCCD and Minne-Mex to facilitate repayment. Minne-Mex received two other loans from MCCD during 2015.

### **Client testimonial from Robbinsdale entrepreneur**

***"I want you to know that my mother is very impressed with all the help (spreadsheets) you have assisted us with. Open to Business is such a relief to have and we honestly could not have gotten this far without all the help given to us."***



AGENDA ITEM # 5A  
February 9, 2016

**CONTINUED PUBLIC HEARING: Disposition of land at 3807 Major Ave. N.**

**BACKGROUND:**

The REDA acquired this property with the intent of demolishing the structures and reselling the 80 ft. lot for \$50,000 for single family use.

**ANALYSIS/CONCLUSION:**

The property is now zoned R-1, Single family residential occurred on January 5, 2016.

Staff has received several inquiries, but no offers have been received to date.

**RECOMMENDATION:**

1. Open the public hearing.
2. Continue the public hearing until March 8, 2016 at 6:00 pm.

Marcia Glick, Executive Director

CONCURRENCE:

Rick Pearson, Community Development Coordinator



AGENDA ITEM # 5B  
February 9, 2016

**Public Hearing Continued: 4518, 4524 and 4530 Regent Ave. N. disposition of lots**

**BACKGROUND:**

The Regent lots are available to anyone who will build houses in conformance with the Quail Ridge development standards.

**ANALYSIS/CONCLUSION:**

Staff occasionally receives inquiries, but no offers have been presented. The list prices for the lots are \$40,000 each, which is a reflection of the need to remove trees, a garage slab and the possibility that there could be buried foundations.

**RECOMMENDATION:**

1. Open the public hearing.
2. Continue the public hearing until 6:00 pm March 8, 2016

  
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Marcia Glick, Executive Director

CONCURRENCE:

  
\_\_\_\_\_  
Rick Pearson, Community Development Coordinator



AGENDA ITEM # **5C**  
February 9, 2016

**Continued Public Hearing: 4629 France Ave. N.**

**BACKGROUND:**

4629 France Ave. N. is for sale with a list price of \$74,900.

**ANALYSIS/CONCLUSION:**

There are no offers currently pending for this lot. Staff has received casual inquiries about the lot. One person commented about the appearance of the Lilac Ave. Bridge.

**RECOMMENDATION:**

1. Hold the public hearing.
2. Continue the public hearing until 6:00 pm on March 8, 2016.

Marcia Glick, Executive Director

CONCURRENCE:

Rick Pearson, Community Development Coordinator



**CONTINUED PUBLIC HEARING: Disposition of lot 4023 Zane Avenue North**

**BACKGROUND:**

4023 Zane Ave. N. has been cleared and is for sale. The list price is \$50,000.

**ANALYSIS/CONCLUSION:**

Demolition has been largely completed. Some wire fencing still needs to be removed from the rear yard after the ground thaws in the spring.

Staff has received casual inquiries about the lot.

**RECOMMENDATION:**

1. Open the public hearing for 4023 Zane Avenue N.
2. Continue the public hearing until 6:00 pm, March 8, 2016.

  
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Marcia Glick, Executive Director

CONCURRENCE:

  
\_\_\_\_\_  
Rick Pearson, Community Development Coordinator



**AGENDA ITEM # 6A**  
**February 9, 2016**

**Old Business: Robbins Beach Development Area**

**BACKGROUND:**

On October 13, 2015, the REDA authorized the Executive Director to execute the Option Agreement with MyHome Source for development of the Robbins Beach Redevelopment Area. It was anticipated that the plat would be submitted to the city planning commission for review in February and that closing would take place no later than the end of April. The option agreement required Execution of the Purchase Agreement on or before January 31, 2016.

The Executive Director met with Amy Hanson from MyHome Source on January 31, 2016, however before signing the purchase agreement MyHome Source needs to complete details on homes to be used as Preliminary plans in the agreement (plat sketch, front elevations, finished sq.ft. per floor and details of minimum amenities for the home- siding, flooring, cabinetry, etc.)

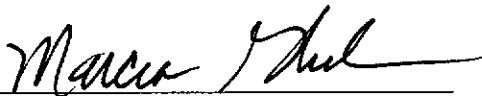
**ANALYSIS/CONCLUSION:**

MyHome Source had been working with an surveyor/engineer who switched firms earlier this winter. They have been working to identify a new consultant to advance the the plat and plans. The delay, while not pushing back the anticipated construction start date, means that the preliminary plat plans and details are not ready to attach to the purchase agreement. At this time it is anticipated that the plat would be going to the April 21 Planning Commission with Council consideration of the plat in May. This requires the plat application to be submitted no later than March 24. The plat submission would become part of the purchase agreement preliminary plans.

**RECOMMENDATION:**

By motion approve an amendment to the Option Agreement as follows:

- Extend the option period to March 31, 2016
- Amend the dates in the Purchase and Development Agreement:
  - Section 3.1 Conveyance of Property/Closing Date to be changed from March 31, 2016 to May 31, 2016
  - Section 3.3 Closing date/date for meeting conditions required prior to closing (plans and financing) from April 30, 2016 to May 31, 2016
  - Section 3.3 Closing date/deadline for closing from May 31, 2016 to June 30, 2016
  - Section 3.4 Condition of title/deadline for closing from May 31, 2016 to June 30, 2016
  - Section 3.5 Financing/proof of financing from April 30, 2016 to May 31, 2016
  - Section 4.3 Commencement of Construction from June 1, 2016 to June 30, 2016.

  
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Marcia Glick, Executive Director



**AGENDA ITEM # 9A**  
**February 9, 2016**

**INFORMATION ONLY: Project Updates**

| <b>ADDRESS</b>                     | <b>COMMENTS</b>                                                                                                                                                                                                                                                                                                   |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4150 Lake Road (2007-8 HTC)        | TIF 2000-6: Contract for deed extended. 4% thru 4/29/2019; 6% thru 4/26/2022.                                                                                                                                                                                                                                     |
| 4145 Halifax (Ayodele Awoleye)     | TIF 2000-6: Waiting for call for final inspection. Listed \$349,900. <i>No Change.</i>                                                                                                                                                                                                                            |
| 3807 Major                         | TIF 2000-8: Available for purchase. <i>See Agenda Item.</i>                                                                                                                                                                                                                                                       |
| 4504 Quail (Premier Homes)         | Final inspection – more corrections required. Deadline: 5/29/15 <i>No Change.</i>                                                                                                                                                                                                                                 |
| 3527 Grimes (Habitat for Humanity) | Working towards final inspections. completion deadline 12/31/15. <i>No Change.</i>                                                                                                                                                                                                                                |
| 3358 Grimes (Berzins)              | Holding Certificate of Completion until sod complete in the spring.                                                                                                                                                                                                                                               |
| Twin Oak cul-de-sac lots           | Delay on subdivision process with change in engineering contractor. <i>See Agenda Item.</i><br>Staff have also been working to acquire a tiny area of 4308 Twin Oak Lane which sticks into the apparent right-of-way and to clear excess right-of-way for use in the development in the NW side of the cul-de-sac |
| 4629 France                        | Public Hearing <i>See Agenda Item.</i>                                                                                                                                                                                                                                                                            |
| 4318 Vera Cruz (Peterson)          | TIF 2000-8: Building permit issued. Construction completion deadline 9/15/16.                                                                                                                                                                                                                                     |
| 4530 Regent                        | <i>See Agenda Item</i>                                                                                                                                                                                                                                                                                            |
| 4524 Regent                        | <i>See Agenda Item</i>                                                                                                                                                                                                                                                                                            |
| 4518 Regent                        | <i>See Agenda Item</i>                                                                                                                                                                                                                                                                                            |
| 4023 Zane                          | Site cleared Expected to add to TIF 2000-8 in March. <i>See Agenda Item</i>                                                                                                                                                                                                                                       |
| 3912 Quail                         | Offer rejected – Bank minimum \$100,000 declined.                                                                                                                                                                                                                                                                 |
| Clare Housing TIF District         | Project completed. Pay-as-you-go TIF agreement.                                                                                                                                                                                                                                                                   |
| TCF Site (Carlyle LLC)             | Because patio details are still not available, there will be future council action for the conditional use permit and license – anticipated in April/May                                                                                                                                                          |
| 4150 Regent – Garages (Pendergast) | TIF Project 8: Construction loan balloon coming in 2017. Then starts paying for contract for deed payments start 6/2016                                                                                                                                                                                           |
| 39xx W. Broadway (tax forfeit)     | Payment has been submitted. Waiting for deed and will need to do some subsequent title clearing.                                                                                                                                                                                                                  |
| Broadway Court Commercial A        | Embrace the Wobble Wellness lease commenced February 1.                                                                                                                                                                                                                                                           |
| MNDOT Misc. (lots to acquire)      | 1. Vera Cruz between 41 & 42. 2 buildable lots available. MNDOT reviewing appraisals.<br>2. 42xx Toledo-lot on new street/new alley – appraisal requested<br>3. <u>Easement Only</u> – aging title commitment – on hold: 38 <sup>th</sup> & Vera Cruz                                                             |
| 4501 Orchard (Neighbor Garden)     | Neighbors raised issues at CUP hearing –need more complete plans. Agreement executed. Closing deadline March 31, 2016.                                                                                                                                                                                            |
| 3760 Lee                           | Possible sale to City for water treatment plant.                                                                                                                                                                                                                                                                  |
| 4212 Grimes                        | Adjacent property owner interested in use of lot in exchange for maintenance.                                                                                                                                                                                                                                     |
| 3108-12 Grimes                     | Holding.                                                                                                                                                                                                                                                                                                          |
| Twin Oak Lane-rear yards           | Outlot B – Contract for deed executed<br>Outlot C – Contract for deed executed.                                                                                                                                                                                                                                   |
| OPEN TO BUSINESS                   | Office Hours even numbered months. 1 <sup>st</sup> Wednesday 9:30-11:30 a.m. Multi-year contract with ability to cancel. <i>See Agenda Item</i>                                                                                                                                                                   |
| Lions Gym & EMI Rehab              | Projects completed –forgiven after 10 years (January 2022)                                                                                                                                                                                                                                                        |
| Wicked Wort – Façade grant         | Agreement executed – forgiven after 10 years (December 2025)                                                                                                                                                                                                                                                      |
| Golden Age Design                  | Expecting to move forward.                                                                                                                                                                                                                                                                                        |
| Wuollet Loan                       | <b>Both loans have been paid off in full on February 1.</b>                                                                                                                                                                                                                                                       |
| Plaza Project                      | No open initiatives.                                                                                                                                                                                                                                                                                              |

  
Marcia Glick, Executive Director