

ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA

Monday, March 18, 2024
5:30 PM

Page

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVE AGENDA

5. CITIZEN COMMENTS

6. CONSENT AGENDA

6.1. Minutes of the January 16, 2024 Regular Economic Development Authority Meeting

4 - 9

Approve the minutes of the January 16, 2024 Economic Development Authority meeting.

[Agenda Item: Minutes of the January 16, 2024 Regular Economic Development Authority Meeting - Pdf](#)

6.2. Annual EDA Business - Acknowledgement of Official Newspaper and Establishing the Meeting Schedule

10 - 15

Pass a motion to acknowledge the City Council's designation of the official newspaper and establish the 2024 EDA meeting schedule.

[Agenda Item: Annual EDA Business - Acknowledgement of Official Newspaper and Establishing the Meeting Schedule - Pdf](#)

6.3. Monthly Financial Report

16 - 18

Accept monthly Financial Report.

[Agenda Item: Monthly Financial Report - Pdf](#)

7. PUBLIC HEARINGS

8. DISCUSSION ITEMS

- 8.1. Election of 2024 EDA Chairperson and Vice-Chairperson 19

The EDA is asked to choose a Chairperson and Vice-Chairperson of the EDA for 2024.

[Agenda Item: Election of 2024 EDA Chairperson and Vice-Chairperson - Pdf](#)

- 8.2. Approval of Joint Powers Agreement with the Dakota County CDA for the Open to Business Program 20 - 36

Approve by motion the 2024 Joint Powers Agreement with the Dakota County CDA for the Open to Business Program and authorize execution of the Agreement.

[Agenda Item: Approval of Joint Powers Agreement with the Dakota County CDA for the Open to Business Program - Pdf](#)

- 8.3. Resolution 2024-01 Authorizing Transfer of Funds for City AUAR Review Process. 37 - 45

Approve Resolution 2024-01 Authorizing Transfer of Funds for City's AUAR Review Process.

[Agenda Item: Resolution 2024-01 Authorizing Transfer of Funds for City AUAR Review Process. - Pdf](#)

- 8.4. Authorize Staff to Submit Letter of Support to Minnesota Department of Agriculture in Support of Farmington Food and Spice House's Grant Application 46 - 48

Authorize, via motion, staff to submit a letter of recommendation to the Minnesota Department of Agriculture in support of Farmington Food and Spice House's grant application.

[Agenda Item: Authorize Staff to Submit Letter of Support to Minnesota Department of Agriculture in Support of Farmington Food and Spice House's Grant - Pdf](#)

- 8.5. Discuss Sponsorship Levels for Minnesota Real Estate Journal Awards Night 49 - 50

Discuss the sponsorship levels available and determine which level the EDA wishes to support.

Authorize, via motion, the Executive Director to secure the City of Farmington's sponsorship level and payment to MREJ.

[Agenda Item: Discuss Sponsorship Levels for Minnesota Real Estate Journal Awards Night - Pdf](#)

9. DIRECTOR'S REPORT

- 9.1. Director's Report 51 - 55

No action questions. This item is informational and is provided to communicate how the EDA time and money resources are allocated, and to track and measure the impact of initiatives.

[Agenda Item: Director's Report - Pdf](#)

10. ADJOURN

ECONOMIC DEVELOPMENT AUTHORITY AGENDA MEMO

To: Economic Development Authority
From: Shirley Buecksler, City Clerk
Department: Administration
Subject: Minutes of the January 16, 2024 Regular Economic Development Authority Meeting
Meeting: Economic Development Authority - Mar 18 2024

INTRODUCTION:

For the Commission's approval are the January 16, 2024 Economic Development Authority meeting minutes.

DISCUSSION:

Not applicable

BUDGET IMPACT:

Not applicable

ACTION REQUESTED:

Approve the minutes of the January 16, 2024 Economic Development Authority meeting.

ATTACHMENTS:

[01.16.24 EDA Minutes](#)

**City of Farmington
Economic Development Authority
Regular Meeting Minutes
Tuesday, January 16, 2024**

The Farmington Economic Development Authority met in regular session on Tuesday, January 16, 2024, at Farmington City Hall, 430 3rd Street, Farmington, Minnesota.

1. CALL TO ORDER

Chair Wilson called the meeting to order at 5:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chair Wilson lead everyone in the Pledge of Allegiance.

3. ROLL CALL

Members Present: Chair Steve Wilson
Commissioners Holly Bernatz, Joshua Hoyt, Nick Lien,
and Katie Porter

Members Absent: None

Also Present: Lynn Gorski, City Administrator
Julie Flaten, Asst City Administrator/HR Director
Deanna Kuennen, EDA Executive Director
Stephanie Aman, Economic Development Coordinator
John Powell, Public Works Director
Shirley Buecksler, City Clerk

4. APPROVE AGENDA

Motion was made by Commissioner Hoyt and seconded by Commissioner Bernatz to approve the agenda, as presented.

Motion carried: 5 ayes / 0 nays

5. CITIZEN COMMENTS

No one addressed the Commission to speak.

6. CONSENT AGENDA

- 6.1 Minutes of the November 20, 2023 Economic Development Authority Meeting
- 6.2 Monthly Financial Report

Motion was made by Commissioner Lien and seconded by Commissioner Hoyt to approve the Consent Agenda, as amended.

Motion carried: 5 ayes / 0 nays

7. PUBLIC HEARINGS

There were no public hearings.

8. DISCUSSION ITEMS

8.1 2024 EDA Budget and Work Plan

Director Kuennen walked through the work plan and budget for the Commissioners. This year, the EDA funding includes dedicated levy dollars to support economic development initiatives. In June, a proposed work plan with associated budget was presented for discussion. That led to the final levy request and approval in 2024 of \$150,000. Attached is the 2024 EDA Budget and a 2024 Work Plan with calendar. The work plan illustrates how the additional funding is being allocated and applied towards economic development initiatives, and the calendar shows the cadence associated with the various activities. The calendar also helps Staff and the EDA identify opportune times to add additional activities that support the overall vision and goals of the EDA and City.

The budget and work plan also provide flexibility so that, as opportunities arise, Staff can evaluate each to see if and how they would benefit Farmington. Not every project or opportunity identified will be the right fit. Proper vetting will happen to ensure that it is the right fit at the right time to advance the EDA's mission, fit within the economic development goals of the City, and compliment the heart and soul of Farmington.

Commissioners asked questions and received answers.

Motion was made by Commissioner Hoyt and seconded by Commissioner Lien to approve the 2024 Work Plan with associated budget and calendar.

Motion carried: 5 ayes / 0 nays

8.2 Community Venture Network (CVN) Update

Coordinator Aman stated that CVN has a proven track record of bringing viable opportunities for Economic Development professionals to attract businesses to their communities. As the EDA and Council have asked Staff to go out and be **bold** in our work, continuing our work with CVN allows us access to companies we might not have otherwise known about and gives us the ability to seek projects that might not otherwise consider Farmington.

CVN hosts three networking events each year where companies that are considering locating or relocating their business to a more rural area present to the attendees their plans and hopes for either expansion or relocation. Audience attendees include cities, chambers, brokers, and financing companies. CVN provides attendees the opportunity to network with the companies that are presenting through formal breaks and a casual round table lunch. From these

CVN events, Staff have been able to share Farmington's story with businesses looking to relocate and have been successful in bringing prospects to Farmington. Currently, there are two projects considering Farmington that are a direct result of the relationships developed and Staff attendance at CVN networking events.

In addition to learning more about businesses seeking to relocate, other opportunities have been presented for Staff consideration from The Brookshire Company. Because of the relationship developed with CVN, we were made aware of the opportunity to participate in "My Town." We have also been in conversations about piloting other programs that The Brookshire Company has considered adding to its services.

CVN has been a long-standing resource for Staff, and we value the events and relationships that have been built over many years.

Motion was made by Commissioner Bernatz and seconded by Commissioner Porter authorizing the Executive Director to execute the contract for Community Venture Network, with The Brookshire Company.

Motion carried: 5 ayes / 0 nays

8.3 "My Town" Docuseries Update

Coordinator Aman said this update has been brought forward to inform the EDA on the next steps of this project and to respectfully request that the body authorize the Executive Director to execute the contract for "My Town."

Since the November meeting, Staff have considered how to mesh the many stories gleaned that evening, to create an exciting and future-forward docuseries for the City of Farmington. Staff met with Cory Hepola and, throughout conversations with him, two story lines emerged – one story line is a successful business owner with deep roots in the community that values our long-standing traditions and also can envision the future growth of Farmington; the other story line will focus on a successful entrepreneur and community volunteer that is a transplant by choice who leads an active and involved life in Farmington, creating a positive environment that she hopes her children will choose to return to someday.

After thoughtful consideration on how to weave several themes together, the old and the new, the farmland and the downtown, the past and the future, with the theme of "rural is a state of mind" - Cory identified the stories of Janie Tutewohl and Holly Bernatz to be the lens through which Cory tells the Farmington story.

The exact date for filming has not been set but will be in the May/June 2024 timeframe. The agreement that outlines the costs, as well as the timeline for the production of season one, is attached. Staff are excited about this unique opportunity to be featured and look forward to sharing more with the EDA as the details get finalized.

Motion was made by Commissioner Hoyt and seconded by Commissioner Porter authorizing the Executive Director to execute the "My Town" contract with The Brookshire Company, with direction to talk with Corey Hepola on what the filming and content looks like.

Motion carried: 5 ayes / 0 nays

8.4 2024 Minnesota Real Estate Journal (MREJ) Contract

The MREJ is part of REjournals, the largest producer of commercial real estate content across the Midwest and Texas providing commercial real estate news, information, and networking that is both timely and local in 16 states. In 2023, Team Farmington presented at four events, attended multiple real estate summits focused on targeted topics, and represented Farmington with a branded booth and specific marketing materials. Staff has worked with the MREJ to continue the marketing partnership launched in 2023. The 2024 contract is a continuation allowing for enhanced marketing opportunities.

Motion was made by Commissioner Lien and seconded by Commissioner Bernatz authorizing the Executive Director to execute the contract with MREJ for the 2024 Marketing Plan.

Motion carried: 5 ayes / 0 nays

8.5 Site Location Partnership (SLP) Service Agreement – 2024 "Comprehensive Premium Program"

Staff have been in contact with SLP to position ourselves to take full advantage of the partnership. Staff have already prepared materials that will be highlighted and shared at the February IME West trade show in Anaheim, California. It has been encouraged that Staff also attend this show to witness firsthand how SLP represents their clients, to actively participate in the networking opportunities, and to understand for future trade shows the best way for Farmington to "show up" physically or virtually. Travel was included as a placeholder in the 2024 budget; however, securing lodging has been difficult. Staff will continue to review and determine the most appropriate engagement and participation.

Motion was made by Commissioner Bernatz and seconded by Commissioner Hoyt authorizing the Executive Director to execute the one-year Service Agreement with SLP.

Motion carried: 5 ayes / 0 nays

9. DIRECTOR'S REPORT

9.1 Director's Report

Director Kuennen and Coordinator Aman provided the EDA with highlights and accomplishments in 2023.

10. ADJOURNMENT

Motion was made by Commissioner Hoyt and seconded by Commissioner Bernatz to adjourn the meeting at 6:37 p.m.

Motion carried: 5 ayes / 0 nays

Respectfully submitted,

Shirley R Buecksler
City Clerk

ECONOMIC DEVELOPMENT AUTHORITY AGENDA MEMO

To: Economic Development Authority
From: Deanna Kuennen, Community Dev Director
Department: EDA
Subject: Annual EDA Business - Acknowledgement of Official Newspaper and Establishing the Meeting Schedule
Meeting: Economic Development Authority - Mar 18 2024

INTRODUCTION:

Per the EDA By-Laws, at the February meeting of the EDA or the next regular meeting, each calendar year the EDA shall acknowledge City Council's designation of the official newspaper and establish the meeting schedule for the year.

DISCUSSION:

Every calendar year the EDA is required to take certain actions as part of their annual business meeting. In 2024 the EDA:

1. Acknowledges *The Dakota County Tribune* as the City Council's designation of the official newspaper.
2. Establishes the following meeting schedule for 2024:

January 18, 2024	July 15, 2024
February 20, 2024	August 19, 2024
March 18, 2024	September 16, 2024
April 15, 2024	October 21, 2024
May 20, 2024	November 18, 2024
June 17, 2024	December 16, 2024

BUDGET IMPACT:

NA

ACTION REQUESTED:

Pass a motion to acknowledge the City Council's designation of the official newspaper and establish the 2024 EDA meeting schedule.

ATTACHMENTS:

ECONOMIC DEVELOPMENT AUTHORITY BY-LAWS

Adopted February 22, 2022

These By-Laws, when adopted, are intended to deal with matters not otherwise covered by State Law, City Ordinance or elsewhere.

Section I – Meetings

SUBD. 1 – Regular meetings of the Economic Development Authority shall be held on the third (3rd) Monday of each month at 6:00p.m. Any regular meeting falling upon a holiday shall be held on the following Tuesday at the same time and place. All meetings, including special and adjourned meetings, shall be held in the City Hall unless otherwise designated.

SUBD. 2 – At the February Authority meeting or the next regular meeting of the EDA each calendar year, the Authority shall (1) acknowledge City Council’s designation of the official newspaper; (2) establish the meeting schedule for the year; (3) choose a Chairperson and a Vice-Chairperson, who shall perform the duties of the Chairperson during the Chairpersons disability or absence, and in case of a vacancy in the office of Chairperson, and until a successor has been appointed and qualifies to fulfill the duties of Chairperson, and; (4) staff will serve as the Secretary/ Treasurer.

Section II Presiding Officer; Rules of Order

SUBD. 1 – The Chairperson shall preside at all meetings of the Authority. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both, the Executive Director shall call the meeting to order and shall preside until the Authority members present at the meeting choose one of their members to act temporarily as presiding officer.

SUBD. 2 – The presiding officer shall preserve order, enforce the rule of procedure herein prescribed, and determine all questions of procedure and order. Except as otherwise provided by statute or by these rules, the proceedings of the Authority shall be conducted in accordance with the following rules of order:

- A. A motion must be seconded before being considered by the Authority and the presiding officer must recognize mover, as well as the seconder.
- B. Any motion may be withdrawn by its mover with the consent of his/her second. But a motion, once debated, cannot be withdrawn except by a majority vote of the Authority.
- C. A motion will not be subject to debate until it has been stated by the presiding officer and he/she has opened it to debate.
- D. Each member, while speaking, shall confine himself/herself to the question at hand and avoid all personal, indecorous, or sarcastic language.

- E. Whenever any member of the Authority desires to speak on any question, which affects him/her personally, he/she shall first vacate his/her chair and shall not resume his/her seat until the matter under consideration has been acted upon. He/she shall be allowed to make comments on the question as a private citizen only and while a member of the audience.
- F. Whenever public hearings are held, the presiding officer shall allow any member of the public, the privilege of speaking. A reasonable time shall be allowed to anyone as long as they are not repeating points already made. The presiding officer shall maintain order and may rule anyone out of order.
- G. At any meeting, the presiding officer will allow the public to participate as long as there is reason to believe the input is beneficial.

SUBD. 3 – Any member may appeal to the Authority from a ruling of the presiding officer. If the appeal is seconded, the appealing member may speak first on the reason for his/her appeal. General discussion can then take place on the appeal before a vote. The appeal shall be sustained if it is approved by a majority of the members present.

Section III – Agendas

SUBD. 1 – The agenda shall be prepared by the EDA Executive Director and shall be closed at noon on the Thursday preceding the meeting for publication purposes.

SUBD. 2 – Any member may place an item on the agenda by so instructing the Executive Director.

SUBD. 3 – No item shall be placed on the agenda unless the item is expressed in such a way as to clearly show the subject matter involved.

SUBD. 4 – The agenda add-ons are subject to approval by a majority vote of the members present and further such add-on items may be discussed, but no action may be taken if any member objects.

Section IV – Order of Business

SUBD. 1 – Each meeting of the Authority shall convene at the time and place appointed, therefore. Authority business shall be conducted in the following order:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approve Agenda
- 5) Consent Agenda
- 6) Public Hearings
- 7) Discussion Items
- 8) Director’s Report
- 9) Adjourn

SUBD. 2 – The order of business may be varied by the presiding officer, except that all public hearings shall be held at the time specified in the notice of hearing.

Section V – Minutes

SUBD. 1 – Minutes of each Authority meeting shall be kept by the Executive Director or, in his/her absence, his/her designee. Resolutions need not be recorded in full in the minutes if they appear in other permanent records of the Executive Director and can be accurately identified from the description given in the minutes.

SUBD. 2 – Minutes of each meeting shall be reduced to typewritten form. At the next regular Authority meeting, approval of the minutes shall be considered by the Authority. The minutes need not be read aloud, but the presiding officer shall call for any additions or corrections. If there is an objection, the Authority shall vote upon the addition or correction. If there are no additions or corrections, the minutes shall stand approved by motion. If there is an objection, the Authority shall vote upon the addition or correction and approve the minutes by motion as amended.

Section VI – Quorum and Voting

SUBD. 1 – At all meetings a majority of all members shall constitute a quorum for the transaction of business.

SUBD. 2 – The votes of members on any question pending before the EDA shall be by voice votes. Roll call vote can be requested by any member, except for the following agenda items; approval of the agenda; approval of the consent agenda; and the adjournment. The names of those voting for and against the question shall be recorded in the minutes. If any member present does not vote, the minutes shall state: “Abstain: Name”.

SUBD. 3 – Except as otherwise provided by statute, a majority vote of the quorum shall prevail.

Section VII – Executive Director

The Authority may appoint and provide for annual performance review of the Executive Director.

Section VIII – Suspension or Amendment of the By-Laws

SUBD. 1 – These by-laws may be temporarily suspended by a unanimous vote of the members present.

SUBD. 2 – These by-laws shall not be repealed or amended except by a majority vote of the whole Authority after notice has been given at some preceding meeting.

Section IX – Effective Date

SUBD. 1 – These by-laws have been adopted by the Economic Development Authority on the 22nd day of February 2022 and become effective immediately.

Attest:

EDA Executive Director

EDA Chairperson

Date: _____

Date: _____

ECONOMIC DEVELOPMENT AUTHORITY AGENDA MEMO

To: Economic Development Authority
From: Deanna Kuennen, Community Dev Director
Department: EDA
Subject: Monthly Financial Report
Meeting: Economic Development Authority - Mar 18 2024

INTRODUCTION:

Attached is the monthly Financial Report thru March 1, 2024.

DISCUSSION:

Attached is the monthly Financial Report for March 2024. The expenditures are consistent with the approved EDA work plan and 2024 budget. No unusual or unexpected expenses to note. Also attached is the approved 2024 EDA budget for reference.

BUDGET IMPACT:

Not applicable

ACTION REQUESTED:

Accept monthly Financial Report.

ATTACHMENTS:

[03-01-24 EDA FINANCIAL REPORT](#)
[2024 EDA Budget - Approved](#)

EDA Financial Report - 03/01/2024

Business Unit	Object Account	Account Description	YTD Actual 2024	Budget 2024
2000 - HRA/ECONOMIC DEVELOPMENT	1010	CASH	213,526.23	
2000 - HRA/ECONOMIC DEVELOPMENT	1010	CASH-LGA ASSMNT RELIEF	35,000.00	
2000 - HRA/ECONOMIC DEVELOPMENT	1011	PREMIUM/DISCOUNT ON INVESTMENT	-1,020.54	
2000 - HRA/ECONOMIC DEVELOPMENT	1095	ACCRUED INTEREST INVESTMENTS	-1,137.77	
2000 - HRA/ECONOMIC DEVELOPMENT	1305	ACCOUNTS RECEIVABLE	0.00	
2000 - HRA/ECONOMIC DEVELOPMENT	2010	ACCOUNTS PAYABLE MANUAL	0.00	
2000 - HRA/ECONOMIC DEVELOPMENT	3510	UNRESERVED FUND BALANCE	-270,496.51	
2000 - HRA/ECONOMIC DEVELOPMENT	4011	TIF REDISTRIBUTION	0.00	-150,000.00
2000 - HRA/ECONOMIC DEVELOPMENT	4955	INTEREST ON INVESTMENTS	0.00	-1,000.00
2000 - HRA/ECONOMIC DEVELOPMENT	5205	OPERATING TRANSFERS	-8,333.34	-50,000.00
2000 - HRA/ECONOMIC DEVELOPMENT	6280	BOOKS & SUBSCRIPTIONS	0.00	150.00
2000 - HRA/ECONOMIC DEVELOPMENT	6401	PROFESSIONAL SERVICES	12,500.00	5,000.00
2000 - HRA/ECONOMIC DEVELOPMENT	6403	LEGAL	462.50	3,000.00
2000 - HRA/ECONOMIC DEVELOPMENT	6426	INSURANCE	62.78	600.00
2000 - HRA/ECONOMIC DEVELOPMENT	6445	POSTAGE/SHIPPING FEES	0.00	1,000.00
2000 - HRA/ECONOMIC DEVELOPMENT	6450	OUTSIDE PRINTING	241.77	2,500.00
2000 - HRA/ECONOMIC DEVELOPMENT	6455	LEGAL NOTICES	0.00	500.00
2000 - HRA/ECONOMIC DEVELOPMENT	6460	MEMBER DUES & LICENSURE	8,260.05	3,500.00
2000 - HRA/ECONOMIC DEVELOPMENT	6460	MEMBER DUES & LICENSURE	0.00	
2000 - HRA/ECONOMIC DEVELOPMENT	6470	TRAINING & SUBSISTANCE	820.43	5,000.00
2000 - HRA/ECONOMIC DEVELOPMENT	6480	MEETING EXPENSE	0.00	
2000 - HRA/ECONOMIC DEVELOPMENT	6485	MILEAGE REIMBURSEMENT	114.40	3,000.00
2000 - HRA/ECONOMIC DEVELOPMENT	6492	ADVERTISING	0.00	0.00
2000 - HRA/ECONOMIC DEVELOPMENT	6505	EQUIPMENT REPAIR/MAINTENANCE	0.00	1,000.00
2000 - HRA/ECONOMIC DEVELOPMENT	6505	EQUIPMENT REPAIR/MAINT - DBB	0.00	0.00
2000 - HRA/ECONOMIC DEVELOPMENT	6550	DEVELOPER PAYMENTS	0.00	50,000.00
2000 - HRA/ECONOMIC DEVELOPMENT	6570	PROGRAMMING EXPENSE	0.00	10,000.00
2000 - HRA/ECONOMIC DEVELOPMENT	7310	OPERATING TRANSFERS	0.00	0.00
2000 - HRA/ECONOMIC DEVELOPMENT	7420	OTHER	10,000.00	64,750.00
Total 2000 - HRA/ECONOMIC DEVELOPMENT			0.00	-51,000.00
			0.00	-51,000.00
			0.00	-51,000.00

NOTES

\$12,500 - SLP Contract (included in "7420-Other" budget)

Folded business cards for events

Chamber \$2500, CVN \$4500, EDAM \$545, MMP \$715 - (CVN included in "7420-Other" budget)

EDAM Winter Conference, MMP Qrt 1

\$10,000 - MREJ Contract

REVENUE TO SUPPORT ECONOMIC DEVELOPMENT ACTIVITIES

HRA/ECONOMIC DEVELOPMENT	4011 - CURRENT PROPERTY TAX		(150,000)	EDA Levy - first year of dedicated levy
HRA/ECONOMIC DEVELOPMENT	4955 - INTEREST ON INVESTMENTS	(1,600)	(1,000)	
HRA/ECONOMIC DEVELOPMENT	5205 - OPERATING TRANSFERS	(50,000)	(50,000)	Continuation of annual transfer/allocation from General Fund
TOTAL REVENUE			(201,000)	

EXPENSES/ECONOMIC DEVELOPMENT ACTIVITIES & WORK PLAN ITEMS

ONGOING OPERATIONAL EXPENSES				
HRA/ECONOMIC DEVELOPMENT	6280 - BOOKS & SUBSCRIPTIONS		150	Various business publications that help Staff keep a pulse on business activities throughout the metro area (Bus. Journal, TC Business, etc.)
HRA/ECONOMIC DEVELOPMENT	6401 - PROFESSIONAL SERVICES	1,000	5,000	Financial consultant (non-TIF), etc. - to work with staff as needed on program development, proposal review, incentive packages
HRA/ECONOMIC DEVELOPMENT	6403 - LEGAL	1,000	3,000	City Attorney - specific EDA legal review (program guidelines, loan doc, etc.)
HRA/ECONOMIC DEVELOPMENT	6426 - INSURANCE	560	600	
HRA/ECONOMIC DEVELOPMENT	6445 - POSTAGE/SHIPPING FEES		1,000	Program mailings, direct marketing, etc.
HRA/ECONOMIC DEVELOPMENT	6450 - OUTSIDE PRINTING	250	2,500	SWAG for events, program postcards, etc.
HRA/ECONOMIC DEVELOPMENT	6455 - LEGAL NOTICES	100	500	
HRA/ECONOMIC DEVELOPMENT	6460 - MEMBER DUES & LICENSURE	2,500	3,500	Specific economic development organization memberships - (2) EDAM ,CORENet, MMP, other. -
HRA/ECONOMIC DEVELOPMENT	6470 - TRAINING & SUBSISTANCE	3,500	5,000	Attendance at specific economic development trainings - (2) EDAM summer/winter, CORENet, etc.
HRA/ECONOMIC DEVELOPMENT	6485 - MILEAGE REIMBURSEMENT	1,000	3,000	trends + 2 people doing ED
HRA/ECONOMIC DEVELOPMENT	6505 - EQUIPMENT REPAIR/MAINTENANCE	1,600	1,000	Annual software maintenance costs - InDesign, calendarly, other
HRA/ECONOMIC DEVELOPMENT	6570 - PROGRAMMING EXPENSE	10,000	10,000	Payments to outside organizations for programming - Open to Business, other
PROPOSED ECONOMIC DEVELOPMENT PROGRAMMING				
HRA/ECONOMIC DEVELOPMENT	6550 - DEVELOPER PAYMENTS	60,000	50,000	TO BE DETERMINED - 2 rounds of micro grant or implementation of new/different incentive program
HRA/ECONOMIC DEVELOPMENT	7420 - OTHER	0	64,750	ENHANCED ECONOMIC DEVELOPMENT MARKETING & PROGRAMMING - CVN Membership (\$4,500), MREJ (\$10,000), Bloomberg matching grant/placemaking (\$25,000), Vikings ad or similar strategic print marketing (\$8,000), Site Location Partnership SLP (\$12,500 + travel),
TOTAL PROPOSED EXPENSES			150,000	
			(51,000)	Remaining Proposed Revenue - TBD - site readiness, revolving loan program, implementation of community vision, land activity, other

CVN	MREJ	Site Location	My Town
Membership	Marketing	Partnership	docu-
\$4,500	Partnership	\$12,500 +	series
	\$10,000	travel	Project
			\$25,000

ECONOMIC DEVELOPMENT AUTHORITY AGENDA MEMO

To: Economic Development Authority
From: Deanna Kuennen, Community Dev Director
Department: EDA
Subject: Election of 2024 EDA Chairperson and Vice-Chairperson
Meeting: Economic Development Authority - Mar 18 2024

INTRODUCTION:

Per the EDA By-Laws, at the February meeting or the next regular meeting, each calendar year the EDA must choose a Chairperson and a Vice-Chairperson.

DISCUSSION:

Annually the EDA selects a Chairperson and Vice-Chairperson in accordance with the EDA By-Laws. The duties of these positions are as follows:

- **Chairperson** - presides at all meeting, enforces the rule of procedure as prescribed in the By-Laws, conducts public hearings, and allows the public to participate as long as there is reason to believe that input is beneficial.
- **Vice-Chairperson** - presides at all meetings in the absence of the Chairperson, assuming all responsibilities of the presiding officer.

For calendar year 2023, Steve Wilson was nominated and approved as the Chairperson and Katie Porter was nominated and approved as Vice-Chairperson.

BUDGET IMPACT:

NA

ACTION REQUESTED:

The EDA is asked to choose a Chairperson and Vice-Chairperson of the EDA for 2024.

ECONOMIC DEVELOPMENT AUTHORITY AGENDA MEMO

To: Economic Development Authority
From: Deanna Kuennen, Community Dev Director
Department: EDA
Subject: Approval of Joint Powers Agreement with the Dakota County CDA for the Open to Business Program
Meeting: Economic Development Authority - Mar 18 2024

INTRODUCTION:

In 2013, the Dakota County CDA (CDA) in conjunction with the 11 largest cities in Dakota County launched a countywide Open to Business program to provide business advisory services and access to capital to entrepreneurs and small businesses in Dakota County. Annually the CDA and the 11 cities renew participation in the program, executing a joint powers agreement between the participating cities and the CDA who acts as the fiduciary agent and administrator of the contract with the Metropolitan Consortium of Community Developers (MCCD). The CDA covers 50-percent of the total cost, and the remainder is shared amongst the participating jurisdictions.

DISCUSSION:

The Open to Business program provides one-on-one technical assistance in the form of business plan development, feasibility analysis, marketing, financial projections, operational analysis, loan packaging, and other to small businesses and entrepreneurs intending to establish, purchase, or grow/improve a business in Dakota County. The cost of the program is shared with the CDA and the participating communities - covering the direct and indirect staffing needs for the program. The annual cost for the program for the next three years is \$165,000, which is a small increase from the last contract. The CDA's annual investment is \$86,720, and Farmington's share is \$5,500.

Numerous Farmington businesses have utilized the services offered through the Open to Business Program, Staff has monthly meetings with the MDDC Business Consultant, and quarterly reports are shared with the Farmington Economic Development Authority. Continued participation in the program and approval of the joint powers agreement allows local dollars to be leveraged to provide specialized expertise and supports a collaborative approach to economic development.

BUDGET IMPACT:

The annual cost-share is included in the 2024 EDA budget.

ACTION REQUESTED:

Approve by motion the 2024 Joint Powers Agreement with the Dakota County CDA for the Open to Business Program and authorize execution of the Agreement.

ATTACHMENTS:

JOINT POWERS AGREEMENT

Open to Business Program

THIS JOINT POWERS AGREEMENT (this “**Agreement**”), is made as of January 1, 2024, by and between the DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY (the “**CDA**”), a public body corporate and politic organized and existing under the laws of the State of Minnesota (the “**State**”), and each of the BURNSVILLE ECONOMIC DEVELOPMENT AUTHORITY, CITY OF LAKEVILLE, CITY OF MENDOTA HEIGHTS, INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, APPLE VALLEY ECONOMIC DEVELOPMENT AUTHORITY, EAGAN ECONOMIC DEVELOPMENT AUTHORITY, HASTINGS ECONOMIC DEVELOPMENT AND REDEVELOPMENT AUTHORITY, ROSEMOUNT PORT AUTHORITY, FARMINGTON ECONOMIC DEVELOPMENT AUTHORITY, SOUTH ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY, AND WEST ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY, MINNESOTA (each individually a “**Local Government Entity**” and together the “**Local Government Entities**”), each a political subdivision of the State.

RECITALS:

A. In order to pursue common goals of fostering economic development, the CDA and the Local Government Entity Cities desire to engage the Metropolitan Consortium of Community Developers, a Minnesota non-profit corporation (“**MCCD**”) to undertake the “Open To Business Program” (the “**Program**”) within Dakota County (the “**County**”).

B. Pursuant to the Program, MCCD will provide technical assistance and access to capital to small business and potential entrepreneurs in the County.

C. The CDA and the Local Government Entities propose to jointly exercise their common economic development powers to undertake the Program.

NOW, THEREFORE, in consideration of the mutual covenants and obligations of the CDA and each of the Local Government Entities, each party does hereby represent, covenant and agree with the others as follows:

Section 1. **Representations.** Each of the Local Government Entities and the CDA makes the following representations as to itself as the basis for the undertaking on its part herein contained:

(a) It is a political subdivision of the State of Minnesota with the power to enter into this Agreement and carry out its obligations hereunder.

(b) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in a breach of, the terms, conditions or provisions of any restriction or any evidences of indebtedness, agreement or instrument of whatever nature to which it is now a party or by which it is bound, or constitutes an event of default under any of the foregoing.

Section 2. **Powers to be Exercised.** The powers to be jointly exercised pursuant to this Agreement are the powers of the CDA and the Local Government Entities under Minnesota Statutes, Chapter 469, to undertake activities to promote economic development within their respective jurisdictions.

Section 3. **Method for Exercising Common Powers; Funds.** The CDA, on its own behalf and on behalf of the Local Government Entities, will initially enter into an agreement with MCCD in substantially the form attached hereto as Exhibit A (the “**Agreement**”) to engage MCCD to operate the Program within Dakota County. The CDA and each of the Local Government Entities will make payments to MCCD as described in Exhibit A of the Agreement.

The CDA may from time to time execute and deliver documents amending, modifying, or extending the Agreement as it deems necessary or convenient, provided, that no such document will adversely affect services provided to, or amounts payable by, any Local Government Entity without the prior written consent of such Local Government Entity.

Section 4. **Limited Liability.** Neither the CDA nor any of the Local Government Entities shall be liable for the acts or omissions of the other in connection with the activities to be undertaken pursuant to this Agreement. To the extent permitted by law, (a) the CDA hereby indemnifies the Local Government Entities for costs associated with claims made against the Local Government Entities directly relating to actions taken by the CDA, and (b) each Local Government Entity hereby indemnifies the CDA for costs associated with claims made against the CDA directly relating to actions taken by such Local Government Entity. Nothing herein shall be deemed a waiver by the indemnifying party of the limits on liability set forth in Minnesota Statutes, Chapter 466; and the indemnifying party shall not be required to pay, on behalf of the indemnified party, any amounts in excess of the limits on liability set forth in Minnesota Statutes, Section 466.04, less any amounts the indemnifying party is required to pay on behalf of itself, its officers, agents and employees for claims arising out of the same occurrence.

Section 5. **Conflict of Interests; Representatives Not Individually Liable.** The CDA and each of the Local Government Entities, to the best of its knowledge, represents and agrees that no member, official or employee of their respective bodies shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official or employee participate in any decision relating to this Agreement which affects his or her personal interests or the interests of any corporation, partnership, or association in which he or she is directly or indirectly interested. No member, official or employee of the CDA or any Local Government Entity shall be personally liable with respect to any default or breach by any of them or for any amount which may become due to the other party or successor or on any obligations under the terms of this Agreement.

Section 6. **Term; Distribution of Property.** The term of this Agreement shall expire on December 31, 2026. There is no property which will be acquired by the CDA or any Local Government Entity pursuant to the Program which would need to be distributed at the end of the term hereof.

Section 7. **Notices and Demands.** A notice, demand or other communication under this Agreement by any party to another shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested or delivered personally to the person and at the addresses identified on each signature page hereto, or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 8. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the CDA and the Local Government Entities have caused this Agreement to be duly executed in their respective names and behalf as of the date first above written, with actual execution on the dates set forth below.

DAKOTA COUNTY COMMUNITY
DEVELOPMENT AGENCY

Dated: _____

By _____
Its Executive Director

Notice Address:

Dakota County Community Development Agency
1228 Town Centre Drive
Eagan, MN 55123
Attn: Lisa Alfson, Director of Community and Economic Development

EAGAN ECONOMIC DEVELOPMENT
AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

3830 Pilot Knob Road
Eagan, MN 55122

Attn: _____

BURNSVILLE ECONOMIC DEVELOPMENT
AUTHORITY

Dated: _____

By _____
Its City Manager

By _____
Its _____

Notice Address:

100 Civic Center Parkway
Burnsville, MN 55337
Attn: City Manager

CITY OF LAKEVILLE, MINNESOTA

Dated: _____

By _____
Its Mayor

By _____
Its City Clerk

Notice Address:

20195 Holyoke Avenue
Lakeville, MN 55044
Attn: Community and Economic Development Director

CITY OF MENDOTA HEIGHTS, MINNESOTA

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

1101 Victoria Curve
Mendota Heights, MN 55118
Attn: _____

APPLE VALLEY ECONOMIC DEVELOPMENT
AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

7100 147th Street W.
Apple Valley, MN 55124
Attn: _____

INVER GROVE HEIGHTS ECONOMIC
DEVELOPMENT AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

8150 Barbara Avenue
Inver Grove Heights, MN 55077
Attn: _____

HASTINGS ECONOMIC DEVELOPMENT AND
REDEVELOPMENT AUTHORITY

Dated: _____

By _____
Its: _____

By _____
John Hinzman
Its Executive Director

Notice Address:

101 East 4th Street
Hastings, Minnesota 55033
Attn: Executive Director

ROSEMOUNT PORT AUTHORITY

Dated: _____

By _____

Its _____

By _____

Its _____

Notice Address:

2875 145th Street
Rosemount, MN 55068

Attn: _____

FARMINGTON ECONOMIC DEVELOPMENT
AUTHORITY

Dated: _____

By _____

Its _____

By _____

Its _____

Notice Address:

430 Third Street
Farmington, MN 55024

Attn: _____

SOUTH ST. PAUL ECONOMIC
DEVELOPMENT AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

125 Third Ave. No.
South St. Paul, MN 55075
Attn: Executive Director

WEST ST. PAUL ECONOMIC
DEVELOPMENT AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

1616 Humboldt Avenue
West St. Paul, MN 55118
Attn: Executive Director

ECONOMIC DEVELOPMENT AUTHORITY AGENDA MEMO

To: Economic Development Authority
From: Deanna Kuennen, Community Dev Director
Department: EDA
Subject: Resolution 2024-01 Authorizing Transfer of Funds for City AUAR Review Process.
Meeting: Economic Development Authority - Mar 18 2024

INTRODUCTION:

The City of Farmington is anticipating potential development of two large areas of land. Due to the size of these area, some level of environmental review will be required. The Alternative Urban Areawide Review (AUAR) process has been determined to be the preferred environmental review method which will provide compliance with MN Rule 4410 and offer flexibility for different development options. Minnesota Statutes and the EDA's Enabling Resolution provides authority for the EDA to expend funds for the benefit of economic development. Staff is seeking authorization to transfer funds to the City to pay for costs associated with the required review and distribution of the AUAR documents as prescribed by the Environmental Quality Board.

DISCUSSION:

An AUAR is a planning tool used to understand how different development scenarios will affect the environment of their community before development occurs. This process is designed to look at the cumulative impacts of anticipated development scenarios within a given geographical area. The content, format, and process of an AUAR is specifically defined in MN Rule 4410.

The City of Farmington is anticipating the development of two large areas, both of which can utilize the AUAR process to provide compliance with MN Rule 4410. Due to the complexities of these documents and the required steps, reviews, and distribution demands and timelines - City Staff reached out to WSB to assist with the review and distribution of the documents, as well as perform the review of the agency comments and preparation of the AUAR orders and adoption documents associated with the environment review process. The scope of services to be provided includes:

- Review of two development scenarios for each development area.
- Distribution of AUAR order and scoping documents per MN Rule 4410.3610, Subpart 5a
- Preparation of final AUAR order
- Review of Draft AUAR and Mitigation Plans including review of agency comments and responses.
- Review of Final AUAR and Mitigation Plans including preparation of documents related to the adoption of the Final AUARs

At the completion of these steps - the Final AUARs and adoption documentation would be submitted to the Environmental Quality Board and review agencies.

The cost of the preparation of the actual AUARs documents will be the responsibility of the potential developers. The completed AUARs are good for five (5) years, during which time the sites can be marketed for development knowing that the environmental review process is complete and mitigation measures (if any) have already been identified and approved by the necessary state agencies.

The total cost for the review assistance is \$33,900. While this is not a budgeted expense in the 2024 EDA budget, the budget and work plan were crafted to provide flexibility and the AUAR activity ultimately benefits economic development opportunities in the City of Farmington. Since the City of Farmington is required to serve as the Responsible Government Unit (RGU) - it is recommended that instead of the EDA entering into a Professional Services Contract with WSB, the EDA transfer up to \$33,900 of its \$51,000 unprogrammed budget to the City of Farmington to support this site readiness and land activity.

BUDGET IMPACT:

\$33,900

ACTION REQUESTED:

Approve Resolution 2024-01 Authorizing Transfer of Funds for City's AUAR Review Process.

ATTACHMENTS:

[EDA RES 2024-01 AUTHORIZING TRANSFER OF FUNDS FOR AUAR REVIEW](#)
[Quick Reference-Alternative Urban Areawide Review - Updated Dec2015](#)
[Farmington AUAR Review Proposal \(2 AUARS\) - 030424](#)

**ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF FARMINGTON
DAKOTA COUNTY, MINNESOTA**

EDA RESOLUTION NO. 2024-01

**RESOLUTION AUTHORIZING TRANSFER OF
FUNDS FOR CITY’S AUAR REVIEW PROCESS**

WHEREAS, Minn. Stat. §469.101, subds. 14 and 15 provides that the Economic Development Authority (“EDA”) may expend funds for the benefit of economic development in partnership with other government entities and assist in analyzing and studying economic development needs in the City; and

WHEREAS, the EDA’s Enabling Resolution (R.104-05) §1.02 allows the EDA to encourage and financially support economic development in the City; and

WHEREAS, the development of land can require environmental review, such as the Alternative Urban Area Review (“AUAR”) as described in Minn. Stat. § 4410.3610 *et. seq.*; and

WHEREAS, the City is anticipating the submission of AUAR documents related to two separate areas within the City, for which the City will be required to serve as the Responsible Government Unit (“RGU”), to conduct the AUAR review for the development; and

WHEREAS, the EDA desires to financially support City with the cost of the AUAR process to support the economic development of the community.

NOW THEREFORE BE IT RESOLVED by the Economic Development Authority of the City of Farmington:

1. Approves and authorizes the finance director of the City to transfer funds up to \$33,900 to cover the cost of AUAR review.
2. Authorizes the Chair and the Executive Director of the EDA to execute any documents as required to complete this transfer of funds.

PASSED AND DULY ADOPTED by the Economic Development Authority of the City of Farmington, Minnesota, this 18th day of March 2024.

FARMINGTON EDA

By: _____
Steve Wilson, Chair

ATTEST:

Deanna Kuennen, Executive Director



Quick Reference: Alternative Urban Areawide Review (AUAR)

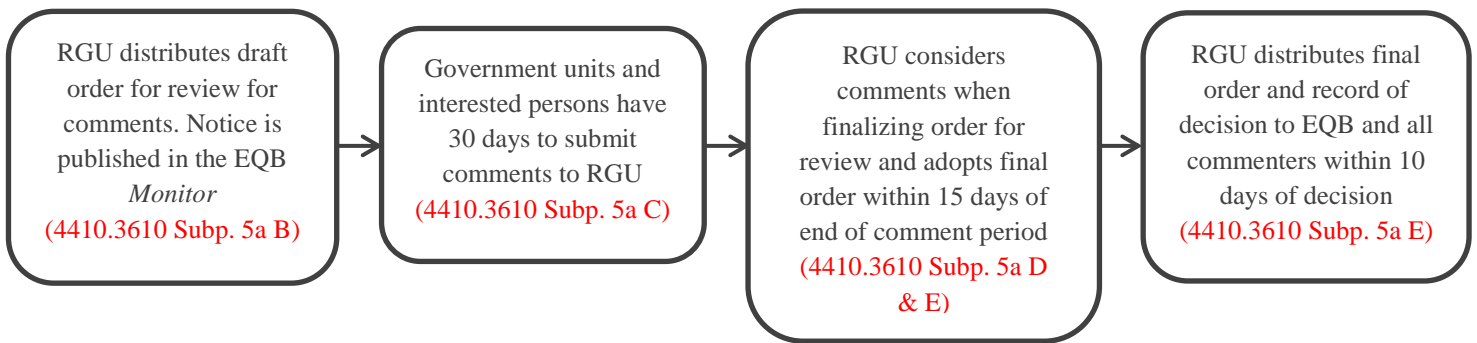
The AUAR process is a hybrid of the Environmental Assessment Worksheet (EAW) and Environmental Impact Statement (EIS) review processes. Responsible Governmental Units (RGU) can use an AUAR as a planning tool to understand how different development scenarios will affect the environment of their community before the development occurs. The process is designed to look at the cumulative impacts of anticipated development scenarios within a given geographic area. The AUAR document uses a list of questions adapted from the EAW form, but provides a level of analysis of typical urban area impacts comparable to an EIS. Environmental analysis information from an AUAR can be used to inform local planning and zoning decisions. This quick reference guide is meant to provide a brief overview of the AUAR process and the steps required to successfully complete an AUAR. For more detailed guidance on properly preparing an AUAR, please see the [Recommended Content and Format Guide](#) on the Environmental Quality Board (EQB) website.

Please note that this quick reference guide is not intended to substitute for [Minnesota Rules 4410](#). It is designed to help RGUs and others implement the environmental review process more effectively and efficiently. The guide does not alter the rules or change their meaning; if any inconsistencies arise between this guide and the rules, the rules take precedent. Please contact EQB Staff with any questions at Env.Review@state.mn.us or 651-757-2873.

Additional First Steps in AUAR Process for Certain Specific Large Projects (Minnesota Rules 4410.3610, Subpart 5a)

Note: If you do not have a large project that meets the criteria described below, please see the AUAR Process Steps on page two.

The 2009 Minnesota Rule amendments added additional required steps at the beginning of the AUAR process if the review will cover any specific projects that meet mandatory Environmental Impact Statement (EIS) requirements or comprise at least 50 percent of the geographic area to be reviewed. These steps include a public comment period on the scope of the AUAR review, specifically on the development scenarios and relevant issues to be covered. These steps must occur before a final order for review can be adopted.

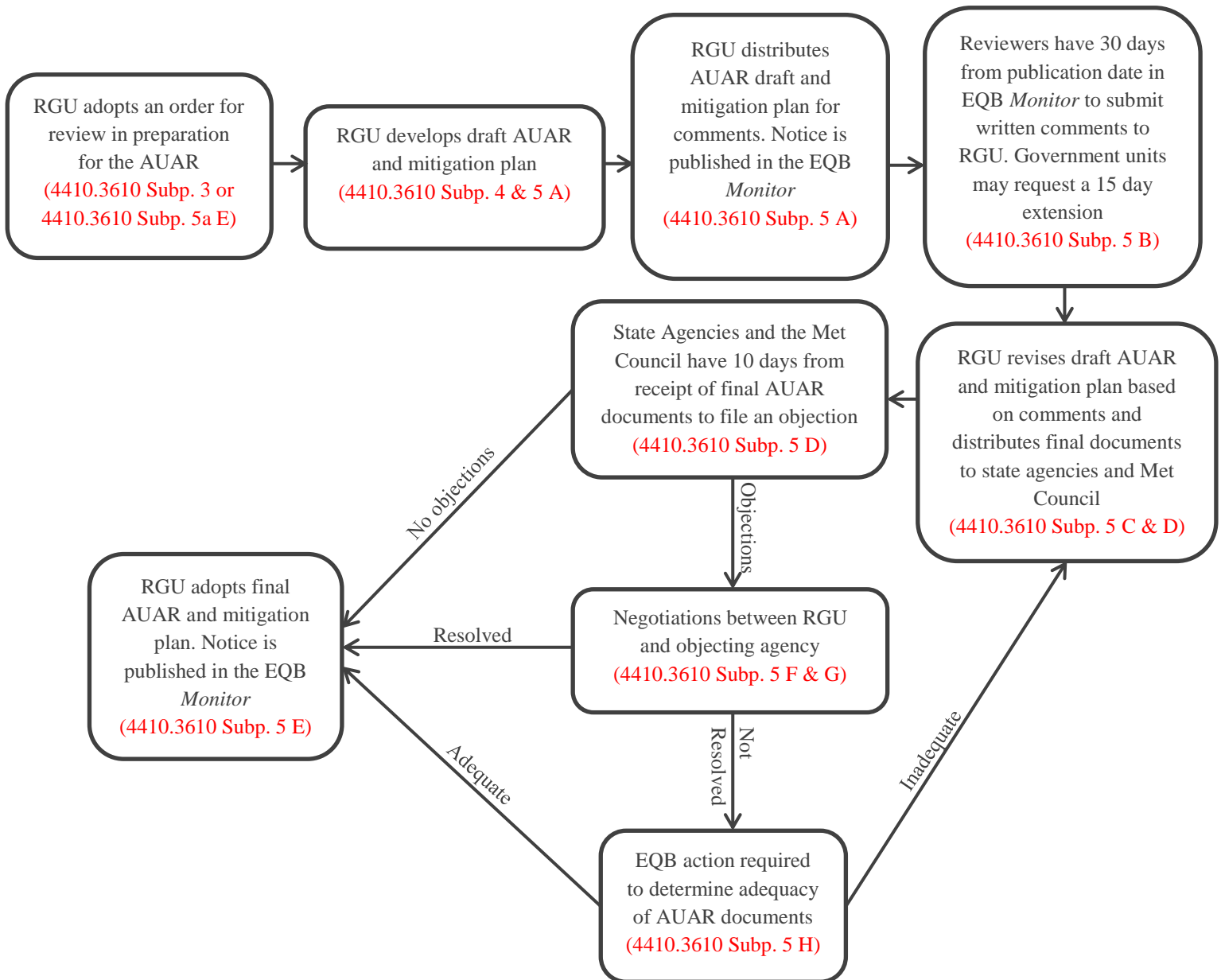




AUAR Process Steps

(Minnesota Rules 4410.3610, Subparts 3-5)

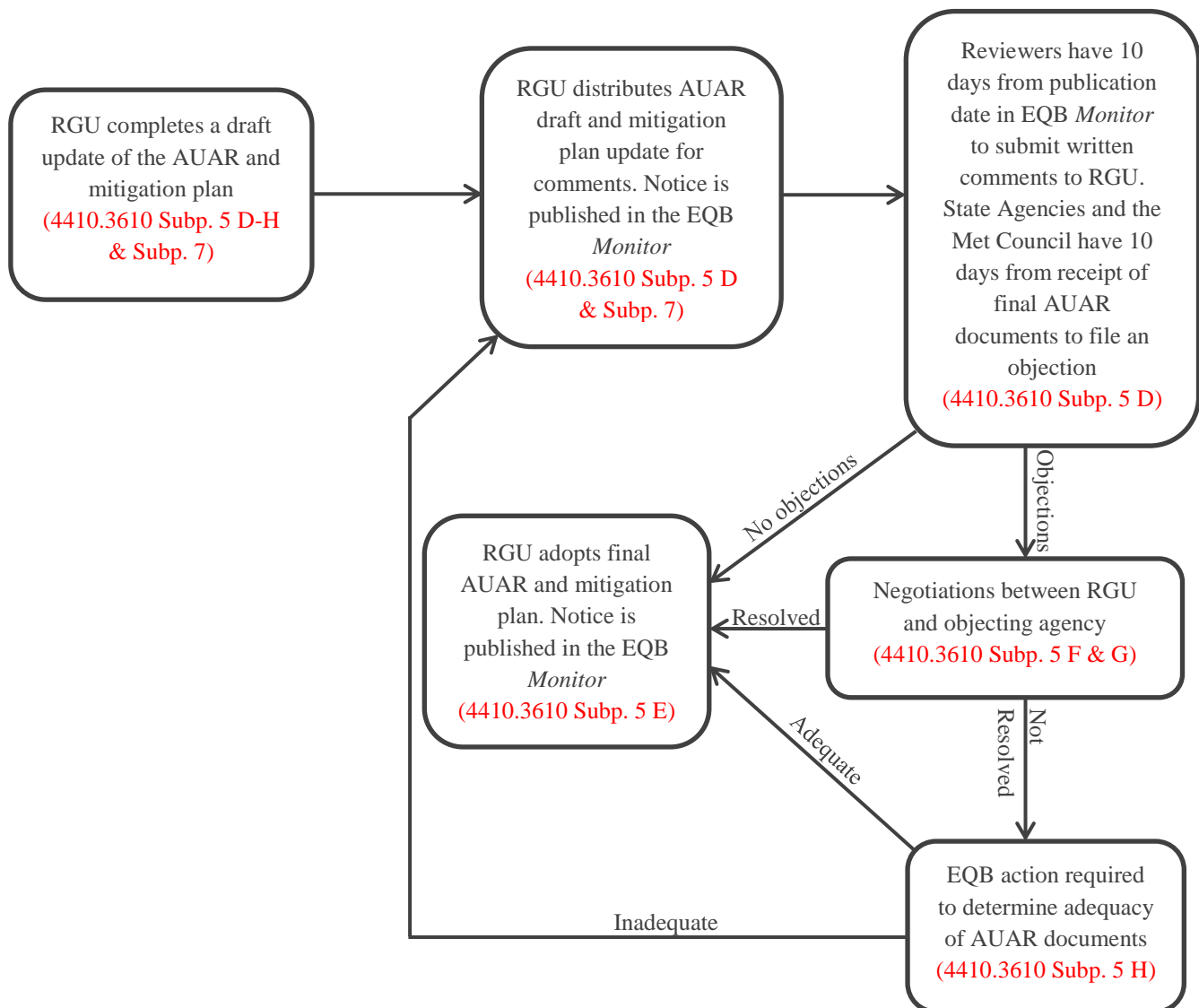
Unless the AUAR includes additional first steps due to a large specific project as detailed on page one, the first step of the AUAR process is the adoption of an order for review by the RGU. The draft and final AUAR, along with the mitigation plan, are prepared and distributed for comments to ensure adequate review. A process for appeal to the EQB can be invoked by state agencies and the Metropolitan Council.



AUAR Update Process Steps

(Minnesota Rules 4410.3610 Subpart 7)

Minnesota Rules provide guidance on the circumstances that require an AUAR update. Regardless of any significant changes, the AUAR must be updated every five years until all of the development in the area has been approved. An AUAR update is generally a faster process than starting a new AUAR since the update process does not require a complete revision of the AUAR document. Instead, the update process requires that the AUAR document, along with the mitigation plan, be updated to the extent necessary to reflect the changes that have occurred in the area included in the review. The updated documents are distributed in a manner similar to a final AUAR except that the documents must be sent to all parties listed on the EAW distribution list and a notice must be published in the EQB *Monitor*. The process for appeal to the EQB can still be invoked by state agencies and the Metropolitan Council as in the normal AUAR process.





March 4, 2024

Mr. John Powell, PE
City of Farmington
430 Third Street
Farmington, MN 55024

RE: RGU Review Assistance – Farmington Alternative Urban Areawide Reviews

Dear Mr. Powell:

WSB is excited to provide the following scope of services to assist the City of Farmington with the Alternative Urban Areawide Review (AUAR) review process. The City is requesting assistance with review and distribution of two AUAR documents, as well as review of agency comments and preparation of the AUAR orders and adoption documents as the City is the Responsible Government Unit (RGU) for the environmental review process.

PROJECT UNDERSTANDING

The City of Farmington is anticipating the development of two large areas, both of which can utilize the AUAR process to provide compliance with MN Rule 4410. This scope assumes review of two development scenarios for each development area. For both development areas, one scenario is expected to be in conformance with the Comprehensive Plan. Review of any additional concept plans will require an amendment of this scope. WSB understands that each project will also require an additional “scoping” process, per MN Rule 4410.3610, Subpart 5a. The Scoping AUAR involves preparation of a draft AUAR Order and document that provides general information on the development scenarios and relevant issues that will be covered in the Draft AUAR. The draft AUAR Order and scoping document is distributed in a similar manner to an Environmental Assessment Worksheet. It is our understanding that the developers’ consultants will prepare the Scoping, Draft, and Final AUARs for the city’s review.

SCOPE OF SERVICES

A. Scoping AUAR and Draft AUAR Order

- a. Review and provide comments on each Scoping AUAR. Comments will be provided as tracked changes in the word documents provided by the developers. Appendices in PDF will be commented on within the PDF documents. Two rounds of comment and review are included with the Scoping AUARs.
- b. Prepare Draft AUAR Orders for City Council agenda for distribution with the Scoping AUARs. It is assumed that the developers’ consultants will submit the Scoping AUARs to the EQB and review agencies and WSB will provide supporting information.
- c. Review agency comments on the Scoping AUAR and review the responses prepared by the developers and their consultants. This assumes one round of review for each project.

B. Final AUAR Order

- a. Prepare the City Council agenda items and supporting documents related to the Final AUAR Orders. This is anticipated to occur within 15 days following the completion of the Scoping AUAR comment periods. Note that adoption of the AUAR must occur at the first Council meeting following 120 days after the Final AUAR Order.

C. Draft AUAR and Mitigation Plan

- a. Review and provide comments on the Draft AUARs and Mitigation Plans. Comments will be provided as tracked changes in the word documents provided by the developers' consultants. Appendices in PDFs will be commented on within the PDF documents. Two rounds of comment and review are included with the Draft AUARs. This task includes one virtual meeting with the city and each developer to review any comments (two meetings total).
- b. Prepare City Council agenda items and supporting documents related to the distribution of the Draft AUARs.
- c. Assist in distribution of notice to a local paper or other official public notice location regarding the Draft AUAR comment periods. It is assumed that the developers' consultants will submit the Draft AUARs to the EQB and review agencies and WSB will provide supporting information.
- d. Review agency comments on the Draft AUARs and review the responses prepared by the developers. This assumes one round of review and one virtual meeting with each project developer to review comments (two meetings total).

D. Final AUAR and Mitigation Plan

- a. Review and provide comments on the Final AUARs and Mitigation Plans. This assumes that the developers will update the documents based on comments received during the Draft AUAR comment period. Comments will be provided as tracked changes in the word documents provided by the developers. Appendices in PDF will be commented on within the PDF documents. Two rounds of comment and review are included with the Final AUARs. This task includes a one virtual meeting with the city and each developer to review any comments (two meetings total).
- b. Following completion of the Final AUARs, it is assumed that the developers' consultants will submit the Final AUAR to the review agencies for review during a 10-day objection period. No noticing is anticipated.
- c. If no agency objections are received, WSB will prepare City Council agenda items and supporting documents related to the adoption of the Final AUARs. It is assumed that the developers' consultants will submit the Final AUARs and adoption documentation to the EQB and review agencies.

PROPOSED FEE

The estimated cost provided is based on our project understanding and scope as described herein. The estimated cost of this project is not to exceed \$33,900. The fee breakdown per task is generally summarized below. Invoices will document hours billed to each development area/AUAR as a separate phase. The fees below assume that the two development projects follow similar schedules, allowing for some efficiencies in review and document production. If project schedules are delayed, an amendment may be necessary.

Mr. John Powell
March 4, 2024
Page 3

Task Description	Fee
Scoping AUAR Reviews and Draft AUAR Orders	\$4,800
Final AUAR Orders	\$2,300
Draft AUAR and Mitigation Plan	\$16,500
Final AUAR and Mitigation Plan	\$10,300

This letter represents our entire understanding of the project scope. If you have any questions about the proposed scope or fee, please contact me at 612.360.1320 or aharwood@wsbeng.com. If accepted, please begin the contract process. We are available to begin work once we receive signed authorization.

Sincerely,



Alison Harwood
Director of Natural Resources

cc: Mark Erichson

ECONOMIC DEVELOPMENT AUTHORITY AGENDA MEMO

To: Economic Development Authority
From: Stephanie Aman, Economic Development Coordinator
Department: EDA
Subject: Authorize Staff to Submit Letter of Support to Minnesota Department of Agriculture in Support of Farmington Food and Spice House's Grant Application
Meeting: Economic Development Authority - Mar 18 2024

INTRODUCTION:

Sultan Haque, owner of Farmington Food and Spice House, has been working with City Staff to bring a new, innovative grocery store concept to the community. The store will offer a wide range of products to include fresh produce, meats, dairy and specialty items.

DISCUSSION:

The City of Farmington is without a grocery store, and Farmington Food and Spice House aims to fill a gap in the community by offering grocery staples as well as specialty items in the new store. The grocery store would be located at 705 8th Street and has already received the necessary CUP approval from the Planning Commission.

To aid in making this store a reality, Haque is applying for a Good Food Access grant through the Minnesota Department of Agriculture (MDA) to assist with the purchase of equipment that is needed for the new store.

["The Good Food Access Program \(GFAP\) Equipment and Physical Improvement Grant"](#) increases the availability of and access to affordable, nutritious, and culturally appropriate foods (including fruits and vegetables) for underserved communities in low- and moderate-income areas. Grants help grocery stores and small food retailers make physical improvements and purchase equipment to stimulate sales of such foods."

A letter of support from the EDA enhances Haque's application to the MDA.

BUDGET IMPACT:

None

ACTION REQUESTED:

Authorize, via motion, staff to submit a letter of recommendation to the Minnesota Department of Agriculture in support of Farmington Food and Spice House's grant application.

ATTACHMENTS:

Minnesota Department of Agriculture
625 Robert Street North
St. Paul, MN 55155-6000

RE: Letter of Support for Farmington Food and Spice House

Dear Grant Committee,

Please accept this as a letter of support from the City of Farmington Economic Development Authority (EDA) for Farmington Food and Spice House. Food access in Farmington is a concern, and this is a much-needed project and business in Farmington. Farmington has been without a community grocery store since 2019 when Family Fare closed its doors. For some, driving to the nearest grocery store is simply a minor inconvenience, but for many residents that have mobility issues or lack transportation in a city that does not have public transit, it is very difficult and concerning. When speaking with community members, food access and a grocery store is their number one (1) concern.

Owner Sultan Haque has applied for and received Planning Commission approval for a Conditional Use Permit (CUP) for his business to locate at 705 8th Street in Farmington. Haque has been working with the City to understand the business application process and to apply for the proper permitting needed to bring a grocery store to this location.

The City of Farmington EDA is excited that Haque has plans to bring Farmington Food and Spice House to Farmington and enthusiastically supports his application for a Good Food Access Grant from the Minnesota Department of Agriculture.

Sincerely,

Steve Wilson
Chair

Deanna Kuennen
Executive Director

ECONOMIC DEVELOPMENT AUTHORITY AGENDA MEMO

To: Economic Development Authority
From: Stephanie Aman, Economic Development Coordinator
Department: EDA
Subject: Discuss Sponsorship Levels for Minnesota Real Estate Journal Awards Night
Meeting: Economic Development Authority - Mar 18 2024

INTRODUCTION:

Minnesota Real Estate Journal (MREJ) is a strategic marketing partner for the City of Farmington. Staff regularly, consistently - and maybe even unexpectedly (!) - engage in MREJ events serving as panelists, moderators and exhibitors. Each year, MREJ holds an awards competition for many different categories.

This year the City of Farmington is a finalist in two (2) of those categories - Deanna Kuennen is a finalist for Economic Developer of the Year and the City of Farmington is a Finalist for City/County of the Year.

DISCUSSION:

MREJ will hold its [annual awards banquet](#) on Thursday, April 18 from 3:30pm to 7:30pm at Doubletree by Hilton in Bloomington. While much of the budget for enhanced marketing and programming is spoken for, staff chose not to renew the Vikings advertisement for the 2024 season, which frees up \$8,000, for sponsorships like this.

HRA/ECONOMIC DEVELOPMENT	7420 - OTHER		0	64,750	ENHANCED ECONOMIC DEVELOPMENT MREJ (\$10,000), Bloomberg matching grant marketing (\$8,000), Site Location Partners
TOTAL PROPOSED EXPENSES				150,000	

Staff have attended this event in the past, and it is a celebration of success that includes dinner, networking, and the award winner presentation. Typically, the attendance is 850-1000 people from different sectors that include developers, brokerage firms, lending institutions, and cities.

Staff would like the EDA to specifically consider a full table sponsorship level for \$2,950 which allows the city ten (10) attendees at this celebratory event. Half table sponsorship is also available for \$1,750 and allows the city five (5) attendees. Staff would like the EDA to discuss the sponsorship levels, determine who has interest in attending the event to represent Farmington, and make a decision on what level of sponsorship the EDA wishes to commit to.

FARMINGTON

CITY OF
FARMINGTON

FINALIST
2024

City / County of the Year

Minnesota
RE Journal
2024 Real Estate
AWARDS

April 18, 2024
Doubletree by Hilton
Bloomington

Congratulations!
to all the
Finalists

FINALIST
2024

Deanna Kuennen
City of Farmington

Economic Developer of the Year

Minnesota
RE Journal
2024 Real Estate
AWARDS

April 18, 2023
Doubletree by Hilton
Bloomington

Congratulations!
to all the
Finalists

BUDGET IMPACT:

Dependent on EDA Discussion and Sponsorship Level Choice

ACTION REQUESTED:

Discuss the sponsorship levels available and determine which level the EDA wishes to support.

Authorize, via motion, the Executive Director to secure the City of Farmington's sponsorship level and payment to MREJ.

ECONOMIC DEVELOPMENT AUTHORITY AGENDA MEMO

To: Economic Development Authority
From: Deanna Kuennen, Community Dev Director
Department: EDA
Subject: Director's Report
Meeting: Economic Development Authority - Mar 18 2024

INTRODUCTION:

Attached please find a summary of recent economic development activities. One of special note is the Economic Development Association of Minnesota (EDAM) 2024 Emerging Professional Award to Stephanie Aman.

DISCUSSION:

Attached please find a summary of recent economic development activities. Staff will be available to answer questions.

BUDGET IMPACT:

Not applicable

ACTION REQUESTED:

No action questions. This item is informational and is provided to communicate how the EDA time and money resources are allocated, and to track and measure the impact of initiatives.

ATTACHMENTS:

[03-2024 Directors Report](#)

<p>Reporting Period: March 2024</p>	<p>DIRECTOR'S REPORT – providing project highlights and a summary of economic development activity.</p>
<p>Announcements</p>	<ul style="list-style-type: none"> • 2024 Emerging Professional of the Year – Stephanie Aman <p>The Economic Development Association of Minnesota (EDAM) is the statewide professional organization dedicated to enhancing the economic development community. Annually EDAM accepts nominations to recognize projects and professionals in the economic development industry who have gone above and beyond. Award categories include Economic Developer of the Year, Project of the Year, Emerging Professional of the Year, and the Innovation award.</p> <p>I am proud to announce that the 2024 Emerging Professional is Stephanie Aman. This is a well-deserved honor, and a reflection of the talent on Team Farmington! Stephanie is showing up every day and leading efforts that are making a positive impact on Farmington.</p> <p>To view the video prepared for this award, please visit the following link: Awards (edam.org)</p>
<p>Projects/Initiatives</p>	<ul style="list-style-type: none"> • Ebert Apartments <ul style="list-style-type: none"> ○ Construction is progressing nicely. The anticipated timeline has the final Certificate of Occupancy being issued in mid- to late-September, on track for a Fall 2024 opening. ○ The Dakota County RIG request for payment has been submitted. The project was awarded a \$250,000 RIG grant to assist with the demolition, clean-up, and site preparation. • Community Vision/Comprehensive Plan Update - HKGi <ul style="list-style-type: none"> ○ A joint Planning Commission/City Council work session was held to review the draft future land use plan. Based on the input received, Staff is working with HKGi to refine the future land use plan, focusing on preserving corridors for commercial development and overlaying the county's transportation plan to ensure key intersections are identified. • Small Business Resource Event <ul style="list-style-type: none"> ○ Staff is working with Open to Business and others to conduct an open house/resource event specific to small business. Currently Staff is looking at scheduling this for mid-summer and has identified several resource providers that have expressed an interest in participating in such an event. • Site Location Partnership (SLP) <ul style="list-style-type: none"> ○ Staff received the Trade Show Activity Report for the IME 2024 Show held in Anaheim, California. Due to flooding and the state of emergency declared that week in Orange County,

attendance was down and the networking reception was cancelled. However, the list of consultants who had committed to attending was shared with Staff and select follow-up and contact is being made. A snapshot of the event is as follows:



Number of Attendees
14,366

Number of Exhibitors
1,600



SLP Promotional Giveaways
Grand Prize Drawing- \$300 Visa Gift Card
Booth Prizes- Amazon/Starbucks Gift Cards



Site Location Surveys	
9	Suspects with potential expansion/relocation plans
127	Companies with unknown/no site location plans
136	New business contacts



- Staff have been working closely with the SLP Team to identify select industries for recruitment purposes. This involves analyzing the current business mix, evaluating complementary industries, assessing talent and training opportunities, and overlaying this information with available land information.
- Chicago has been identified as the target market for site selectors and business visits. Per the contract, SLP will set meetings up on our behalf with key individuals. Early fall, in conjunction with an upcoming trade show, is the preferred timeframe for these visits.
- MREJ
 - Staff will be moderating and presenting at two upcoming summits: the 20th Annual Land Development Summit and Women in Real Estate.
 - The 2024 MREJ Awards ceremony will take place on April 18, 2024. Farmington has been named a finalist in two categories – City/County of the Year and Economic Developer of the Year.

<p>Business Development Business Prospects</p>	<ul style="list-style-type: none"> • R&L Carriers – this local business has secured additional property in the industrial park to accommodate a nearly 100,000 SF expansion. The project will be submitting Planning & Zoning applications soon, with an anticipated construction start of late 2024. This logistics company has been in Farmington for 20 years and is growing nationwide. The project will include job creation of approximately 25 new positions in year one, adding by 11-12% to their workforce each year thereafter. • State Bank Building – Staff reached out to the owners to check on status of proposed redevelopment/reuse project. Since last year, the owners have repaired the roof and hired new architects who are helping the owners envision the building into a coffee shop. Project is still in the design stage. • Yellowtree/VRC Apartments – Staff have been working with the developer to address the current “square-about” and a proposed redesign of the road network. Based on these conversations, the developer is completing their application packets for all Planning & Zoning approvals and financial assistance request (tax abatement and waiver of special assessment) – with an anticipated submittal by the end of March. The project proposes 168 units of market rate apartments, underground parking, site amenities, and a connection to downtown. • Staff continues to work on various potential projects and have conducted numerous meetings with developers and site selectors already in 2024. Staff uses the developer/site selector meetings to share the Farmington story, discuss opportunities, and identify partners who are in alignment with the City’s vision and can assist the City in bringing projects forward. • There have been a few RFIs distributed by DEED and others so far to date. <ul style="list-style-type: none"> ○ Projects that Farmington submitted sites for consideration: <ul style="list-style-type: none"> ▪ Project BB – food processing plant ○ Projects that no responses were submitted: <ul style="list-style-type: none"> ▪ Project Lemontree – needed more acreage than was available within the necessary timeline. ▪ Project Apollo – inquired about a specific site which is currently not available. Property owner was not interested.
<p>Other</p>	<ul style="list-style-type: none"> • Staff are working closely with two separate developers to complete Alternative Urban Area-wide Review (AUAR) on large acreages of land. The AUAR process is an environmental review that allows the city to evaluate environmental impacts on different development scenarios. The final AUAR is good for five (5) years. Timelines are currently being drafted with both anticipating completion before the end of the year.

	<ul style="list-style-type: none">• Staff has been invited to participate on the Dakota County Regional Chamber of Commerce April Advocacy & Issues Forum, "New Development Throughout Dakota County." The Forum will take place on April 4, 2024.
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