



**ECONOMIC DEVELOPMENT AUTHORITY MEETING
VIRTUAL MEETING HELD VIA WEBEX
AUGUST 17, 2020
7:15 PM (IMMEDIATELY FOLLOWING THE HRA MEETING)**

Call to Order

Attendance

Open Forum

Approval of the minutes of the Regular Economic Development Authority meeting of June 15, 2020.

AGENDA APPROVAL

1. Approval of the Agenda

RESOLUTIONS

2. Consideration of resolutions approving the 2021 Proposed Economic Development Authority Budget and Tax Levy and the 2020 Revised Economic Development Authority Budget.

Staff Report No. 14

EDA DISCUSSION ITEMS

3. EDA Discussion Items

EXECUTIVE DIRECTOR REPORT

4. Executive Director's Report

CLAIMS AND PAYROLLS

5. Claims

6. Adjournment

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.



ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

Richfield, Minnesota

Regular Meeting Virtual Meeting held via Webex

June 15, 2020

CALL TO ORDER

The meeting was called to order by President Supple at 7:47 p.m. via Webex.

EDA Members Present: Mary Supple, Chair; Maria Regan Gonzalez; Sue Sandahl; Erin Vrieze Daniels; and Pat Elliott.

EDA Members Absent: None

Staff Present: John Stark, Executive Director; Julie Urban, Housing Manager; and LaTonia DuBois, Administrative Assistant.

Others Present: Sarah Harris, Aeon Seasons Park

OPEN FORUM

No speakers

APPROVAL OF MINUTES

M/Sandahl, S/Elliott to approve the minutes of the regular Economic Development Authority meeting of April 20, 2020.

Motion carried 5-0

Commissioner Vrieze Daniels mentioned an error on the minutes Roll Call said HRA Members Present opposed to EDA Members Present.

Roll was taken with the changes to the minutes.

Motion Carried 5-0

Item #1

APPROVAL OF THE AGENDA

M/Regan Gonzalez, S/Regan Sandahl, to approve the agenda.

Motion carried 5-0

Item #2	CONSIDERATION OF A MASTER AMENDMENT TO THE APARTMENT REMODELING PROGRAM MORTGAGE, PROMISSORY NOTE AND LOAN AGREEMENT WITH AEON SEASONS PARK AND A SUBORDINATION OF THE MORTGAGE. (S.R. NO 13)
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Housing Manager Urban presented Staff Report No.13

Sarah Harris, Aeon Seasons Park expressed her appreciation for all the leadership support from the City.

RESOLUTION NO. 23

RESOLUTION APPROVING A MASTER AMENDMENT AGREEMENT WITH AEON SEASONS PARK LLC RELATED TO AN AFFORDABLE HOUSING PROJECT IN THE CITY OF RICHFIELD AND TAKING OTHER ACTIONS IN CONNECTION THEREWITH

M/Sandahl, S/Regan Gonzalez to approve a resolution authorizing the execution of a Master Amendment to the Apartment Remodeling Program mortgage, promissory note, and loan agreement with Aeon Seasons Park and approve a subordination of the mortgage to the Minnesota Housing principal mortgage.

Motion carried 5-0

President Supple asked for clarification that the loan is forgivable.

Housing Manager Urban stated a term which would require the loan to be paid back, but reiterated it is a forgivable loan.

Item #3	EDA DISCUSSION ITEMS
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None.

Item #4	EXECUTIVE DIRECTOR'S REPORT
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Executive Director Stark told commissioners they would receive a written report on the Covid loan within a few weeks, provided a brief update and stated that all Richfield business that applied had been approved and named a few of the recipients. Executive Director Stark mentioned how rewarding offering this loan was and the wealth small businesses in the community.

Housing Manager Urban mentioned how appreciative recipients are.

Executive Director Stark informed commissioners that other communities were so impressed with the EDA Covid loan program; it inspired those other communities to offer similar programs. Hennepin county return to work program has funds for Richfield businesses and asked Richfield to administer the program and the City waived the administrative fees so all the funds could remain available to Richfield businesses.

Chair Supple inquired if businesses could apply for both the EDA and Hennepin County loan.

Executive Director Stark explained the terms of a previous program Hennepin County but he wasn't certain about the guidelines for the new program.

Item #5	CLAIMS
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M/Regan Gonzalez, S/Sandahl that the following claims be approved:

U.S. BANK	5/18/2020
EDA Checks: 20377-20394	\$37,748.01
TOTAL	\$35,748.01

U.S. BANK	6/15/2020
EDA Checks: 20395-20450	\$175,901.41
TOTAL	\$175,901.41

Motion carried 4-0 Commissioner Elliott lost connection to the meeting and was unable to vote.

Item #8	ADJOURNMENT
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The meeting was adjourned by unanimous consent at 8:06 p.m.

Date Approved: August 17, 2020

Mary B. Supple
President

LaTonia DuBois
Administrative Assistant

John Stark
Executive Director



STAFF REPORT NO. 14
ECONOMIC DEVELOPMENT AUTHORITY
MEETING
8/17/2020

REPORT PREPARED BY: Chris Regis, Finance Director
OTHER DEPARTMENT REVIEW: N/A

EXECUTIVE DIRECTOR REVIEW: Melissa Poehlman Acting Executive Director
8/10/2020

ITEM FOR COUNCIL CONSIDERATION:

Consideration of resolutions approving the 2021 Proposed Economic Development Authority Budget and Tax Levy and the 2020 Revised Economic Development Authority Budget.

EXECUTIVE SUMMARY:

The bylaws of the Richfield Economic Development Authority (EDA) require that an annual budget be submitted to the EDA Commissioners for approval. Accordingly, the 2021 Proposed Budget and Tax Levy and 2020 Revised Budget are presented for approval.

In addition, Minnesota State Statutes require adoption of a preliminary tax levy from each taxing authority. The proposed tax levy must be certified to the Hennepin County Auditor by September 30, 2020. Any amendments to the proposed budget, which would increase the property tax levy, must be made prior to September 30, 2020. No increases in the tax levy are permissible after that date, only reductions. Final certification of the EDA tax levy is part of the City's budget process.

The tax levy as proposed represents a 2.42% decrease from the previous year's levy.

RECOMMENDED ACTION:

By Motion: Adopt the attached resolutions approving the 2021 Proposed Economic Development Authority Budget and Tax Levy and 2020 Revised Economic Development Authority Budget.

BASIS OF RECOMMENDATION:

A. **HISTORICAL CONTEXT**

N/A

B. **POLICIES (resolutions, ordinances, regulations, statutes, etc):**

Minnesota Statutes require adoption of a preliminary levy from each taxing authority.

The budget and accompanying proposed levy for 2021 are ready for consideration.

Even though a public hearing for the EDA tax levy is not required by State Statute, this does not preclude the EDA from opening this item up for public discussion if the EDA desires to do so.

C. **CRITICAL TIMING ISSUES:**

As required by State Statutes, each taxing authority must certify its proposed tax levy for the payable

year 2021 to the County Auditor on or before September 30, 2020.

D. FINANCIAL IMPACT:

The Proposed 2021 EDA levy represents a 2.42% decrease from the previous year's levy.

The levy is approximately \$156,721 less than the maximum EDA levy established by law of the .01813% of the City's total estimated taxable market value.

E. LEGAL CONSIDERATION:

N/A

ALTERNATIVE RECOMMENDATION(S):

The EDA could adopt a preliminary levy greater than the one proposed herein. However, the levy proposed provides the necessary funding to provide for programs that are recommended in the 2021 Proposed/2020 Revised budget.

PRINCIPAL PARTIES EXPECTED AT MEETING:

N/A

ATTACHMENTS:

	Description	Type
▣	2021 EDA Tax Levy Resolution	Resolution Letter
▣	2020 EDA Revised Budget Resolution	Resolution Letter

EDA RESOLUTION NO.

**RESOLUTION APPROVING PROPOSED 2021 ECONOMIC DEVELOPMENT
AUTHORITY BUDGET AND CERTIFYING THE 2021 TAX LEVY**

BE IT RESOLVED by the Housing and Redevelopment Authority of the City of Richfield, Minnesota as follows:

Section 1. The budget for the Economic Development Authority General Fund of Richfield for the year 2021 in the amount of \$398,250 is hereby ratified.

Section 2. The estimated gross revenue of the Economic Development Authority General Fund of Richfield from all sources, including general ad valorem tax levies as hereinafter set forth for the year 2021, and as the same are more fully detailed in the Executive Director's official copy of the budget for the year 2021, in the amount of \$532,140 is hereby approved.

Section 3. There is hereby levied upon all taxable property in the City of Richfield an ad valorem tax in 2020, payable in 2021 for the following purposes:

Economic Development Authority	\$540,605
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Section 4. A certified copy of this resolution shall be transmitted to the County Auditor.

Adopted by the Economic Development Authority in and for the City of Richfield, Minnesota this 17th day of August, 2020.

Mary Supple, President

ATTEST:

John Stark, Executive Director

EDA RESOLUTION NO.

**RESOLUTION AUTHORIZING REVISION OF THE 2020 BUDGET OF THE
ECONOMIC DEVELOPMENT AUTHORITY OF RICHFIELD**

WHEREAS, Resolution No. 14 appropriated funds for personal services and other expenses for the Economic Development Authority for the year 2020, and

WHEREAS, The Executive Director has requested a revision of the 2020 budget as detailed in the 2021 budget document.

NOW, THEREFORE, BE IT RESOLVED by the Economic Development Authority of Richfield, Minnesota as follows:

Section 1. That the 2020 appropriation for the Economic Development Authority General Fund is revised as follows:

\$163,340 increase

Section 2. Estimated 2020 gross revenue of the Economic Development Authority General Fund from all sources, as the same is more fully detailed in the Executive Director's official copy of the 2021 budget document, are hereby revised as follows:

\$500 decrease

Section 3. That the Executive Director bring into effect the provisions of this resolution.

Adopted by the Economic Development Authority in and for the City of Richfield, Minnesota this 17th day of August, 2020.

Mary Supple, President

ATTEST:

John Stark, Executive Director