

**JORDAN ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MINUTES**

**DECEMBER 18, 2012**

Greg Sticha called the meeting to order at 7:00 p.m.

**Roll Call:** Present: Greg Sticha, Ray Sandey, Tanya Velishek, Dave Wolf, Ron Jabs and Dan Elke (arrived 7:20 p.m.) Absent: Joe Thill. Also Present: Mark Seifert; JoNette Kuhnau, Kimley-Horn; Gary Ehret, Kimley-Horn; Tim Loose, Bolton and Menk; Mike Waltman, Bolton and Menk; Jeff Will; Kathy Lopic; Marcia Spagnolo; and Ed Shukle, Executive Director/City Administrator.

**Approve Minutes of the October 16, 2012 Regular Meeting:** Upon motion by Wolf seconded by Jabs, the minutes of the October 16, 2012 regular meeting were approved.

**TH 169/TH 282/CR 9 Project:** Gary Ehret and JoNette Kuhnau, Kimley-Horn & Associates presented a power point on the work of the EDA subcommittee in reviewing past options for an interchange footprint at TH 169/TH 282/CR 9. The consultant had met with stakeholders (business and property owners) in September 2012 regarding the city's continued interest and pursuit of an interchange at the above location. The consultant outlined the various footprint options and corresponding estimated costs. They also reviewed general priorities that needed to be discussed with Scott County, next steps in the project process and project development.

It was then moved by Sticha seconded by Wolf to recommend to the City Council that the EDA approves Option #2 for the proposed right-of-way needed to achieve the maximum footprint described in Option #2 and that this option be discussed with Scott County and the Minnesota Department of Transportation (MnDOT) with the idea that a Memorandum of Understanding (MOU) would be developed and brought to the Planning Commission and City Council for review and comment. Motion carried unanimously. The EDA also recommends that staff work with Kimley-Horn to extend the current contract to provide additional services to achieve the general priorities, next steps in the process and project development.

**Review Final Draft of Highway Commercial Design Manual:** Corrin Wendell, Senior Planner, reviewed the final draft of the Highway Commercial Design Manual. The document is a culmination of discussion and effort by the Planning Commission and staff to have a set of design standards for highway commercial properties. The manual acts to provide direction to the decision makers, design professionals and the public regarding improvements to existing buildings and sites and to guide and encourage development of new construction in the highway commercial district. The Planning Commission has given its approval to this manual and the EDA is being asked to provide its feedback. The manual will move to the City Council on January 7, 2013 for their approval. It was

suggested that a list of programs that the city offers as incentives to attract and retain business be incorporated into the design manual in the form of an insert or pocket folder in the back of the manual.

It was then moved by Elke seconded by Velishek to recommend approval of the Highway Commercial Design Manual to the City Council. Motion carried unanimously.

**Finalize Jobs for Fees Program:** Shukle reviewed the final version of the Jobs for Fees policy. Shukle proposed that the definition of fees be expanded to include pending assessments on business properties. It was moved by Elke seconded by Jabs, to recommend approval of the Jobs for Fees policy to the City Council which would include pending assessments as part of the fee definition as it applies to the Jobs for Fees policy. Motion carried unanimously.

**Update on 212 and 216 Broadway Street:** Shukle distributed the appraisal report prepared by BKRW Appraisals regarding 212 and 216 Broadway Street South. The appraisal indicated that the property is valued at \$45,000 in an “As Is” condition meaning that if the city were to acquire the property, it would likely demolish the building for purposes of redevelopment.

Questions were raised regarding why the appraiser didn’t inspect the interior of the property or do an income method appraisal. Shukle explained that the EDA’s recommendation and subsequent City Council action asked for a minimum appraisal report. Shukle was asked to follow-up with the appraiser on these questions and report back to the EDA at its next meeting.

**Update on Downtown Master Plan:** Shukle reported that a subcommittee of the EDA and Planning Commission had met to review a draft Request for Proposals (RFP) for a downtown master plan. The subcommittee agreed on the RFP and it will be sent to prospective firms responses. It will also be posted in appropriate publications to give opportunities to firms to submit proposals. Towards the end of January, proposals will be reviewed and subsequent interviews will be scheduled with firms with possible selection by the City Council in March. The project is estimated to be completed by September 2013.

Marcia Spagnolo, Shakopee and a local business owner addressed the EDA regarding the importance of retaining the historic charm of downtown Jordan as it studies its future. She is concerned that Jordan may become another downtown Shakopee in terms of what that city’s downtown used to be. The EDA assured her that historic preservation was important and that downtown stakeholders will be encouraged to participate in the planning effort.

**410 North Broadway Street Property:** Shukle presented an idea regarding the redevelopment of the former GenCon property located at 410 North Broadway Street. The city has been approached by Cobblestone Hotels, Neenah, Wisconsin, about the feasibility of constructing a hotel project on the site that could potentially be combined

with a new city government center. Cobblestone is constructing a joint city hall/hotel in the city of Marquette, Iowa, a small community located on the western banks of the Mississippi River directly across from Prairie du Chien, Wisconsin. Cobblestone thought this type of project would be appealing to Jordan. Cobblestone is suggesting that the city of Jordan use Tax Increment Financing (TIF) for the hotel portion of the project. Other financing for the project would be done through Cobblestone and private investors. The government center is not eligible for TIF funds.

In order to establish whether the site is eligible for TIF, a TIF analysis must be conducted to determine if the site meets the statutory definition of "blight." Shukle presented a proposal for this analysis prepared by LHB, a full-service architecture, planning and engineering firm. LHB has prepared many of these types of studies and has been recommended by the city's bond counsel. The cost of the analysis is \$5,900 plus reimbursable expenses.

Concern was expressed that the developer or owner of the property should pay for the analysis. They believed that this fee could be reimbursable under the terms of the TIF district. Shukle indicated that the city needs to determine if TIF is eligible for the hotel project. He further stated that the information is necessary to obtain whether the site is the future home of a hotel or some other development. A redevelopment district under TIF would last 26 years while a renovation/renewal district would be a 8-9 year district. Potential for the redevelopment of the entire area, although not a part of this TIF analysis, is worthy of future discussion.

Upon motion by Sticha seconded by Velishek to recommend to the city council that the TIF analysis be conducted by LHB per their proposal for a fee not to exceed \$5,900 plus reimbursable expenses. Motion carried. Ayes: Sticha, Velishek, Jabs, Wolf and Elke. Nays: Sandey.

**Update on St. Francis/Allina Medical Clinic/Pharmacy/Scott County CDA Project/Public Library:** Shukle confirmed that Keaveny Drug of Cokato, Minnesota has agreed to operate a pharmacy in the new space being created as part of the St. Francis Medical Clinic project at Seville Drive and Creek Lane. The pharmacy is projected to open on or about April 1, 2013. The medical clinic, housing and library facilities should be opening on or about June 1.

**Report from Annual Minnesota Real Estate Journal Industrial and Economic Development Summit:** Those EDA members that attended the meeting indicated that it was a good meeting to attend.

**Elect Chair and Vice-Chair for 2013:** This item was continued to the next meeting.

**Review EDA's Strategic Plan:** This item was continued to the next meeting.

**Review Downtown Façade Improvement Program and Marketing Efforts:** This item was continued to the next meeting.

**Report from Mark Seifert, Jordan Area Chamber of Commerce:** Mark Seifert reported that the Chamber Board will have some new members beginning in January. Stacy DeCorsey, Kathy Meyers, Deb Pauly and Chris Perske will be new board members beginning in January and will take office at the January 9 General Membership meeting.

**General Business Updates:** There were no general business updates.

**Other Items:** Dave Wolf distributed some survey information on the number of employees working for certain businesses in Jordan.

**Next Meeting:** It was noted that the next EDA meeting is scheduled for Tuesday, January 15, 2013, 7 p.m.

Upon motion by Elke seconded by Velishek, to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Ed Shukle  
Executive Director/City Administrator