

JORDAN ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES

FEBRUARY 20, 2013

Greg Sticha called the meeting to order at 7:04 p.m.

Roll Call: Present: Greg Sticha, Ray Sandey, Tanya Velishek, Ron Jabs (arrived at 7:20 p.m.), Dan Elke and Joe Thill. Absent: Dave Wolf. Also Present: Mark Seifert, Jordan Area Chamber of Commerce; Tom Sand, Rolf Hafslund, Planning Commission; Mikaela Huot, Springsted, Inc.; Mick Montag, Montag Development; Corrin Wendell, Senior Planner; Emily Bodeker, Planning Intern; Tom Nikunen, Finance Director; and Ed Shukle, Executive Director/City Administrator.

Approve Minutes of the January 15, 2013 regular Meeting: Upon motion by Thill seconded by Velishek, the minutes of the January 15, 2013 regular meeting were approved.

Recommendation from EDA/Planning Commission Subcommittee – Downtown Master Plan: Shukle reviewed a memorandum with the EDA regarding the downtown master plan project. Late last year, the City Council approved moving forward in developing a downtown master plan. Monies were approved by the Council in the 2013 EDA/HRA Budget to engage the services of an outside planning consultant through a Request for Proposals (RFP) process. In addition, the city has applied for a grant from the Scott County Community Development Agency (SCCDA) to supplement the already budgeted funds. The city has been assured that this project meets the criteria of the SCCDA grant.

A subcommittee of the EDA and Planning Commission (Ray Sandey, Greg Sticha and Joe Thill, EDA; and Rolf Hafslund, Gene Flynn and Tom Sand, Planning Commission), finalized the RFP and it was posted for responses in early January 2013. Twelve firms responded to the RFP. Staff reviewed the proposals and narrowed the list to 5. The subcommittee met and agreed to interview these 5 firms.

Interviews were held on February 7. Those interviewed were Northwest Associated Consultants (NAC), Golden Valley, MN; Municipal Development Group (MDG), New Prague, MN; SRF Consulting, Plymouth, MN; Vierbicher, Madison, WI; and LHB, Minneapolis, MN. Following these interviews, the subcommittee recommended that Vierbicher be selected for the downtown master plan project subject to sufficient background checks. According to Corrin Wendell, Senior Planner, Vierbicher comes highly recommended by the clients they have served. The subcommittee is recommending that Vierbicher be approved by the EDA and Planning Commission through a joint discussion at tonight's regular EDA meeting.

Members of the joint subcommittee expressed their support for Vierbicher and indicated that they believed that this was the right firm to assist in the development of a downtown master plan for the city. Members of the Planning Commission were also present and endorsed the subcommittee's recommendation.

Motion by Sticha seconded by Thill to recommend to the City Council to engage the services of Vierbicher of Madison, Wisconsin for the purposes of assisting in the development of a downtown master plan per the RFP and authorize the city administrator to negotiate a contract with Vierbicher. Motion carried unanimously.

Tax Increment Financing (TIF) Application – Oak Terrace Senior Living of Jordan – Facility Expansion: The owners of Oak Terrace Senior Living of Jordan have made application to the city for Tax Increment Financing (TIF) assistance for a proposed expansion to their facility located at the intersection of Beaumont Boulevard, Aberdeen Avenue and Sunset Drive. Mick Montag, Montag Development, was present on behalf of Oak Terrace.

Oak Terrace built a 51 unit assisted living, memory care and independent living facility which opened in March 2012. Mr. Montag indicated that there is further demand for assisted living and is requesting a modification to the existing TIF District so that he can expand the facility by 16 units. Mikaela Huot, Springsted, Inc., and the city's fiscal advisor reported that the proposed expansion does meet the TIF application criteria. It is within the EDA's purview to review the application and make a recommendation to the city council as to whether the city council should consider granting TIF assistance to Oak Terrace. Ms. Huot reviewed a TIF analysis she prepared and shared what the city's ability was to assist Oak Terrace with TIF.

After some questions were addressed, it was moved by Sticha seconded by Velishek to recommend approval of TIF assistance to Oak Terrace under the conditions that the existing district be modified to allow for up to 15 years of increment with an amount not to exceed \$250,000 with the additional understanding that 30% of the living units meet the 50% median income threshold (elderly waiver program). A vote was taken. Ayes: Sticha, Velishek, Jabs, Thill and Elke. Nays: Sandey. Motion carried.

Update on 212 and 216 Broadway Street: Shukle reported that the city council made an offer on this property but the offer was rejected by the property owner. The city council has chosen not to make a counteroffer on the property at this time. The EDA consensus was to remove this item from future agendas unless something were to change in this regard.

Update on St. Francis/Allina Medical Clinic/Pharmacy/Scott County CDA Project/Library: Shukle confirmed that Keaveny Drug of Cokato, Minnesota will be opening the pharmacy the first week of April. The medical clinic, too, will open about the same time. Dr. Sandy Morris, from Allina, will be the physician at the clinic.

Formal Advisory Commission Acknowledgement: The EDA wishes to issue a press release regarding its accomplishments. Shukle indicated that he would proceed with getting more information out to the public talking about the EDA's recent activities and accomplishments.

SCALE Education Group – Meeting with City Council and Planning Commission: Shukle indicated that he was contacted by Scott County on behalf of SCALE regarding an upcoming workshop on economic development and transportation. A work session with the city council and planning commission will be held either on May 6 or May 20 depending upon SCALE's schedule. More information will be forthcoming.

Report from Mark Seifert, Jordan Area Chamber of Commerce: Mark Seifert reported on new programs being considered by the Chamber. Those include: Murder Mystery event, Lunch 'n Learn to be held once per month and Jordanopoly, a board game based upon the game Monopoly. More information will be forthcoming from the Chamber on these activities.

Other Items: There were no additional items brought forward.

Next Meeting: It was noted that the next EDA meeting is scheduled for Tuesday, March 19, 2013, 7 p.m.

Upon motion by Elke seconded by Jabs, to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 9:35 p.m.

Respectfully submitted,

Ed Shukle
Executive Director/City Administrator