

**AGENDA**  
**MAPLE PLAIN ECONOMIC DEVELOPMENT AUTHORITY**  
**MAPLE PLAIN CITY HALL**  
**September 28, 2015**  
**5:30 PM**

- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF MINUTES**
  - A. July 13, 2015
- 4. DOWNTOWN DEVELOPMENT**
  - A. TIF District for Downtown Development (presentation by Shannon Sweeney)
  - B. Update on Downtown Development (presentation by staff)
  - C. Feasibility Study
- 5. BUSINESS RETENTION VISIT**
  - A. Recap on Protolabs Business Retention Visit
  - B. Next visit: ABC
- 6. OTHER**
  - A. Joint Meeting with Planning Commission in October (26)
  - B. Business Updates
- 7. ADJOURNMENT**

**Meeting of the Maple Plain Economic Development Authority  
Meeting Minutes  
July 13, 2015  
Maple Plain City Hall  
5:30 PM**

**1. CALL TO ORDER**

**Chair Young called the meeting to order at 5:35 p.m.**

Present: Councilmembers Justin McCoy, Dave Eisinger, Mike DeLuca, Julie Maas-Kusske and Mayor Jerry Young. EDA Member, Jack Henrich. Also present were City Administrator, Tessia Melvin; City Planner, Mark Kaltsas and City Attorney, Jeff Carson

**2. ADOPT AGENDA**

**Councilmember McCoy moved to adopt the July 13 agenda; Councilmember DeLuca seconded. Motion passed 6-0.**

**3. APPROVAL OF THE MINUTES**

**Councilmember McCoy moved to adopt the June 8, 2015, EDA Minutes; EDA Member Henrich seconded. Motion passed 6-0.**

**4. DEVELOPER AGREEMENT FOR DOWNTOWN DEVELOPMENT**

Melvin presented the Developer's Agreement for the Downtown Development. The EDA saw a previous timeline of items that needed to be completed in order to get the Downtown developed.

City Attorney, Jeff Carson, made the following suggestions in the agreement:

- Paragraph 3: Due Diligence date reduced to June 30, 2016
  - Paragraph 4: Adding the nature and amount of the TIF to be negotiated by the parties
  - Paragraph 5: Recognizing that the Olson parcel will be incorporated into the Development following purchase by the City
  - Paragraph 13: Last phrase relating to escrow deleted
  - Paragraph 14: Last phrase relating to reimbursement of Developer deleted
- The EDA came out of Closed Session at 6 p.m. after agreeing on a purchase agreement of 5249 Highway 12.

The EDA discussed the Agreement and agreed with Carson's changes. The EDA agreed to propose the Developer's Agreement for City Council approval.

**5. AUTHORIZATION FOR TIF DISTRICT**

City Planner, Kaltsas, presented the discussion on the creation of a TIF District to help fund the development of the downtown area. In order to better understand the

potential of tax increment financing for this redevelopment, it was important to explore the probable increment available. Staff solicited two proposals to prepare a tax increment financing plan for the downtown redevelopment.

The two consultants present were:

1. Shannon Sweeney, David Drowns Associates, who would charge a flat rate of \$6,500 for assistance of the TIF plan.
2. Todd Hagen, Ehlers, would charge between \$7,500 and \$10,500.

Councilmember DeLuca agreed to recommend Shannon Sweeney to the City Council, as he has the necessary experience and was less money than Hagen.

## **6. OTHER BUSINESS**

Melvin asked the EDA to consider adding a grant proponent to the EDA Business Loan that was discussed in 2014. The EDA agreed to do a grant to assist businesses willing to invest in themselves and in the community.

The EDA interviewed David Hoefs, owner of Pete's Pizza, for the vacant EDA position.

**Young moved to adjourn; Henrich seconded. Motion passed 6-0. Meeting adjourned at 6:25 p.m.**

*Prepared by*  
Tessia Melvin, City Administrator

# Memorandum

**To:** Economic Development Authority Members  
**From:** Tessia Melvin, City Administrator  
**Date:** September 28, 2015  
**Re:** Feasibility Study

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## **BACKGROUND**

The EDA has seen a previous timeline of items that need to be completed in order to get the Downtown developed. One of the next steps in the process is a feasibility study.

City Engineer, Dan Boyum, suggested the following timeline:

1. Council Authorizes Feasibility Report by Resolution (October 12 Council Meeting).
2. Engineer prepares feasibility report. Depending upon situations, there are times when a preliminary survey is done or other field investigations are needed. (1 to 1.5 months)
3. Council receives and reviews the Feasibility Report and sets a Public Hearing by resolution. The Public Hearing needs to be advertised 2 times in a local paper. Property owners need to be mailed a copy of the notice at least 10 days before the hearing. (Generally assume 2 weeks to a 1 month depending upon calendar and newspaper deadlines/council meeting dates/etc.)
4. Public Hearing is held, typically at a Council Meeting date but sometimes on a separate date. After the public hearing and at the same meeting, the Council authorizes the Engineer to prepare plans and specifications by resolution. (1 meeting)
5. Plans and Specifications are prepared, (Generally 2 to 3 months depending upon scope of the project and agencies involved).
6. Council approves the plans and specifications and sets bid opening. (1 meeting)
7. Bidding (3 weeks to 1 month)
8. Bid Opening and Award of the Project (Typically bids are opened the week before a Council Meeting and then awarded the next week (1 week).

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To: Mark Kaltsas & Tessia Melvin  
City Planner and City Administrator

From: Dan D. Boyum  
City Engineer

File: 193801803

Date: August 7, 2015

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**Reference: Downtown Redevelopment Utility and Street Improvements, Maple Plain, MN**

The City is planning to proceed with the feasibility study related to the utility and street improvements associated with the above referenced project. The project is a result of several years of work by the City in looking to redevelop this part of Maple Plain.

We will prepare a feasibility report on an hourly basis for a cost not to exceed \$6,500. The feasibility study will review utility and street improvements on Main Street East between Maple Avenue and Budd Avenue and on Maple Avenue between Trunk Highway 12 and Main Street East. The street improvements will incorporate complete street elements as well as streetscape improvements. The streetscape improvements are intended to be similar to those done on Main Street East, east of Budd Avenue.

We anticipate the City may want a site meeting with affected property owners prior to the completion of the feasibility study and the public hearing, similar to what was done on recent projects. The tasks and costs associated with the feasibility study are included in the attached spreadsheet. We have also attached a draft resolution for Council Action to authorize the City Engineer proceeding with the feasibility study.

A tentative schedule for the proposed improvements would be:

1. August 2015 – City Council authorizes the City Engineer to prepare a feasibility study.
2. September 2015 – Downtown Issues and Site Walk Through
3. October 2015 – Present Feasibility Report and Public Hearing
4. November 2015 – Authorize Preparation of Plans and Specifications
5. January and February 2016 – Approve Plans and Specifications, Advertise, and Open Bids
6. May 2016 – Begin Construction

We can review this memo at upcoming meetings with City Staff and Council.

**STANTEC CONSULTING SERVICES INC.**

Dan Boyum  
City Engineer  
Phone: (651) 604-4829  
Dan.Boyum@stantec.com

Attachments: Tasks and Costs, Draft Resolution

CC: Kellie Schlegel

**Design with community in mind**

**Downtown Redevelopment Utility and Street Improvements  
City of Maple Plain  
August 2015**

**Review of Proposed Tasks and Engineering Costs**

Task/Phases	Cost
<b>Phase 1</b>	
Site visit and pictures, data collection	\$ 300
Sanitary Sewer Analysis	\$ 250
Watermain Analysis	\$ 250
Street Storm Sewer and Drainage Area Analysis	\$ 500
Street Analysis	\$ 250
Streetscape Analysis	\$ 350
<b>Subtotal - Phase 1</b>	<b>\$ 1,900</b>

<b>Phase 2</b>	
Prepare for and attend Downtown Issues and Site Walk-through with Public	\$ 700

<b>Phase 3</b>	
Figure Drawings for Feasibility Report	\$ 900
Permit and Easement Review	\$ 150
Cost estimates	\$ 1,000
Funding/Assessments	\$ 750
Schedule	\$ 150
Feasibility Report	\$ 900
Public Hearing	\$ 50
<b>Subtotal - Phase 3</b>	<b>\$ 3,900</b>

<b>Total - Phase 1 through Phase 3</b>	<b>\$ 6,500</b>
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Note(s):

1. Feasibility Report Costs are credited back against the design costs. This is done because the feasibility report preparation addresses various design issues.