

AGENDA
MAPLE PLAIN ECONOMIC DEVELOPMENT AUTHORITY
MAPLE PLAIN CITY HALL
July 14, 2014
5:30 PM

- I. CALL TO ORDER**
- II. ADOPT AGENDA**
- III. CONSENT AGENDA**
- IV. ADMINISTRATIVE REPORTS**
- V. OLD BUSINESS**
 - A. Downtown Redevelopment: City Museum Location
- VI. NEW BUSINESS**
 - A. Pavement Program
 - B. Potential Business Retention Program
 - C. Potential Business Development Loan Program
- VII. OTHER BUSINESS**
- VIII. ADJOURNMENT**

Next meeting: Monday, August 11, 2014, at 5:30 p.m.

**Special Meeting of the Maple Plain Economic Development Authority
Meeting Minutes
June 9, 2014
Maple Plain City Hall
5:30 PM**

1. CALL TO ORDER

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

Present: Members Michael DeLuca, Jerry Young, Dave Eisinger, Justin McCoy and Jack Henrich; and City Administrator Tessia Melvin.

2. ADOPT AGENDA

Mayor Hackbarth asked the EDA for clarification on a past agreement the City had made with Medina and business resources. Eisinger reported that a report was provided in July and that it was through the County. Melvin agreed to check on this and provide an update.

McCoy moved to adopt the Agenda with minor change in adding item about replacement of Commissioner; DeLuca seconded. Motion passed 5-0.

3. CONSENT AGENDA

There were no items under consent agenda.

4. ADMINISTRATIVE REPORTS

There was no Administrative Report.

5. OLD BUSINESS

Melvin asked the EDA members to provide guidance on how to complete the minutes of November, as she was not yet hired and no note were provided. McCoy agreed to assist with this.

6. NEW BUSINESS

Representatives Norm Wenck and Mark Hovelson, Bossardt Corporation presented their Facility Needs Assessment Study for the City Hall of Maple Plain. Their plan includes six options

1. Option One: Remodel City Hall
This option would include minor interior upgrades to the current City Hall. The potential cost estimate would be \$50,000-\$75,000.
2. Option Two: New City Hall at Current Location

This would include a new 2,400 square foot masonry and steel building constructed at the same location as the existing City Hall. The potential cost estimate would be: \$550,000-\$650,000

3. Option Three: Locate City Hall on the Fire Station Site

This is two-pronged. The first part involves constructing a new 2,400 SF masonry and steel addition to the Fire Station. The second part includes an addition to the Fire Station.

4. Option Four: Lease Space at Discovery Center

This option includes leasing adequate office space and conference room space at the Discovery Center and remodeling it to serve City Hall functions. The potential cost is to be determined by consultant.

5. Option Five: Shared Space at Independence City Hall

This option would include sharing space with Independence. No cost estimation has been determined by consultant.

6. Option Six: Private/Public Partnership

This involves the City teaming up with a private developer to redevelop the downtown district and the City may consider considerations to the developer for facility use.

Mayor Hackbarth asked about the excitement of the Discovery Center and Hovelson reported that there was much excitement. There was much discussion on the top three options according to the EDA:

1. Sharing with the Discovery Center
2. Building on the Fire Station site
3. Sharing of the City of Independence facility

McCoy moved to provide the consultant with the direction of exploring three and four and provide the Council more information ; DeLuca seconded. Motion passed 5-0.

7. OTHER BUSINESS

Mayor Hackbarth agreed to bring up the vacant position on the EDA at the Council meeting. Melvin agreed to post press release on vacant commissions.

8. CLOSED SESSION

None.

9. ADJOURNMENT

DeLuca moved to adjourn; Eisinger seconded. Motion passed 5-0. Meeting adjourned at 6:38 p.m.

Prepared by

Tessia Melvin, City Administrator

Memorandum

To: City Councilmembers and EDA members

From: Tessia Melvin, City Administrator

Date: 7/11/2014

Re: Pavement Management Program

History

The City of Maple Plain evaluated the pavement condition of the City Streets in 2008. All streets were ranked based on their condition. In addition, staff also rated the existing sanitary sewer and watermain to various streets.

Background

The plan was created, but not maintained and not all streets were included in some of the work. Staff would like to revisit this area to provide better estimates to a 5-year budget and capital improvement plan, which is currently being created. In addition, staff receives questions from residents and businesses on when roads will be updated.

Attachments

- Pavement Management Rating System
- Reconstruction Conditions of Roads
- Map of Rated Streets
- Spreadsheet of Rated streets, cost estimates and projected deadlines
- Description of Streets, which was provided by the City Engineer (not all streets are included)
- Infrastructure History

Goal

July 11, 2014

Staff would like some background and guidelines on the timeline of projects to assist in creating a five-year budget and capital improvement plan. In addition, a Pavement Management Program will serve as a resource for residents and businesses.

PAVEMENT MANAGEMENT RATING SYSTEM

Surface Rating	Visible Distress	General Condition/ Treatment Measures
10 EXCELLENT	None.	New construction.
9 EXCELLENT	None.	Recent overlay. Like new.
8 VERY GOOD	No longitudinal cracks except reflection of paving joints. Occasional traverse cracks, widely spaced (40" or greater). All cracks sealed or tight (open less than ¼").	Recent sealcoat or new cold mix. Little or no maintenance required.
7 GOOD	Very slight or no raveling, surface shows some traffic wear. Longitudinal cracks (open ¼") due to reflection or paving joints. Traverse cracks (open ¼") spaced 10' or more apart, little or slight crack raveling. No patching or very few patches in excellent condition.	First signs of aging. Maintain with routine crack filling.
6 GOOD	Slight raveling (loss of fines) and traffic wear. Longitudinal cracks (open ¼" to ½"), some paced less than 10'. First sign of block cracking. Sight to moderate flushing or polishing. Occasional patching in good condition.	Shows signs of aging. Sound structural condition. Could extend life with sealcoat.
5 FAIR	Moderate to severe raveling (loss of fine and coarse aggregate). Longitudinal and transverse cracks (open ½") show first signs of slight raveling and secondary cracks. First signs of longitudinal cracks near pavement edge. Block cracking up to 50% of surface. Extensive to severe flushing or polishing. Some patching or edge wedging in good condition.	Surface aging. Sound structural condition. Needs sealcoat or thin non-structural overlay (less than 2").
4 FAIR	Severe surface raveling. Multiple longitudinal and transverse cracking with slight raveling. Longitudinal cracking in wheel path. Block cracking (over 50% of surface). Patching in fair condition. Slight rutting or distortions (1/2" deep or less).	Significant aging and first signs of need for strengthening. Would benefit from a structural overlay (2" or more).
3 POOR	Closely spaced longitudinal and transverse cracks often showing raveling and crack erosion. Severe block cracking. Some alligator cracking (less than 25% of surface). Patches in fair to poor condition. Moderate rutting or distortion (1" to 2" deep). Occasional potholes.	Needs patching and repair prior to major overlay. Milling and removal of deterioration extends the life of overlay.
2 VERY POOR	Alligator cracking (over 25% of surface). Severe distortions (over 2" deep). Extensive patching in poor condition. Potholes.	Severe deterioration. Needs reconstruction with extensive base repair. Pulverization of old pavement is effective.
1 FAILED	Severe distress with extensive loss of surface integrity.	Failed. Needs total reconstruction.

Basic rankings definitions:

- 8-10 Little or no maintenance
- 7 Crack sealing and/or minor patching
- 5-6 Sealcoat
- 3-4 Structural improvements – mill & overlay
- 1-2 Reconstruction

City of Maple Plain

Reconstruct considerations

Oak Street

Reconstruction with:

- Drain tile
- Curb & gutter
- Storm sewer with sump pump stubs
- 9-ton roadway surface
- Sanitary sewer to Boundary Avenue
- Water main loop from hydrant on Oak Street (near Co-Op)
- Replace sewer later stubs
- Replace water service lines from corporation stop to curb stop

Delano Avenue

Reconstruction with:

- Drain tile
- Curb & gutter
- Storm sewer with sump pump stubs
- 9-ton roadway surface
- Replace water main from Highway 12 (south side) to Main Street (Delano Avenue)
- Replace water service stubs
- Replace sewer later stubs
- Replace sanitary sewer main

Independence Street (west end behind liquor store)

Reconstruction with:

- Drain tile
- Curb & gutter
- Storm sewer with sump pump stubs; connect at Northside Park
- 7-ton roadway surface
- Replace water main from Highway 12 to Budd Avenue (east side)
- Replace water services
- Replace sewer later stubs
- Replace sanitary sewer stubs

Boundary Avenue

Reconstruction with:

- Drain tile
- Curb & gutter
- Storm sewer with sump pump stubs
- 7-ton roadway surface
- Replace water main and water services
- Replace sanitary sewer and sewer stubs

Budd Avenue (north)

Reconstruction in conjunction with City of Independence

Reconstruct with:

- Drain tile
- Curb & gutter
- Storm sewer with sump pump stubs
- Replace water main and water services
- Replace sanitary sewer and sewer stubs

Bradford Street

Howard Avenue (north)

Drake Street

Perkins Lane

Gladview Lane

Independence Street (east)

Do all as one project.

Reconstruct with:

- Drain tile
- Curb & gutter
- Storm sewer with sump pump stubs
- Replace water main and water services
- Replace sanitary sewer and sewer stubs

5425 Main Street West to 5584 Main Street West

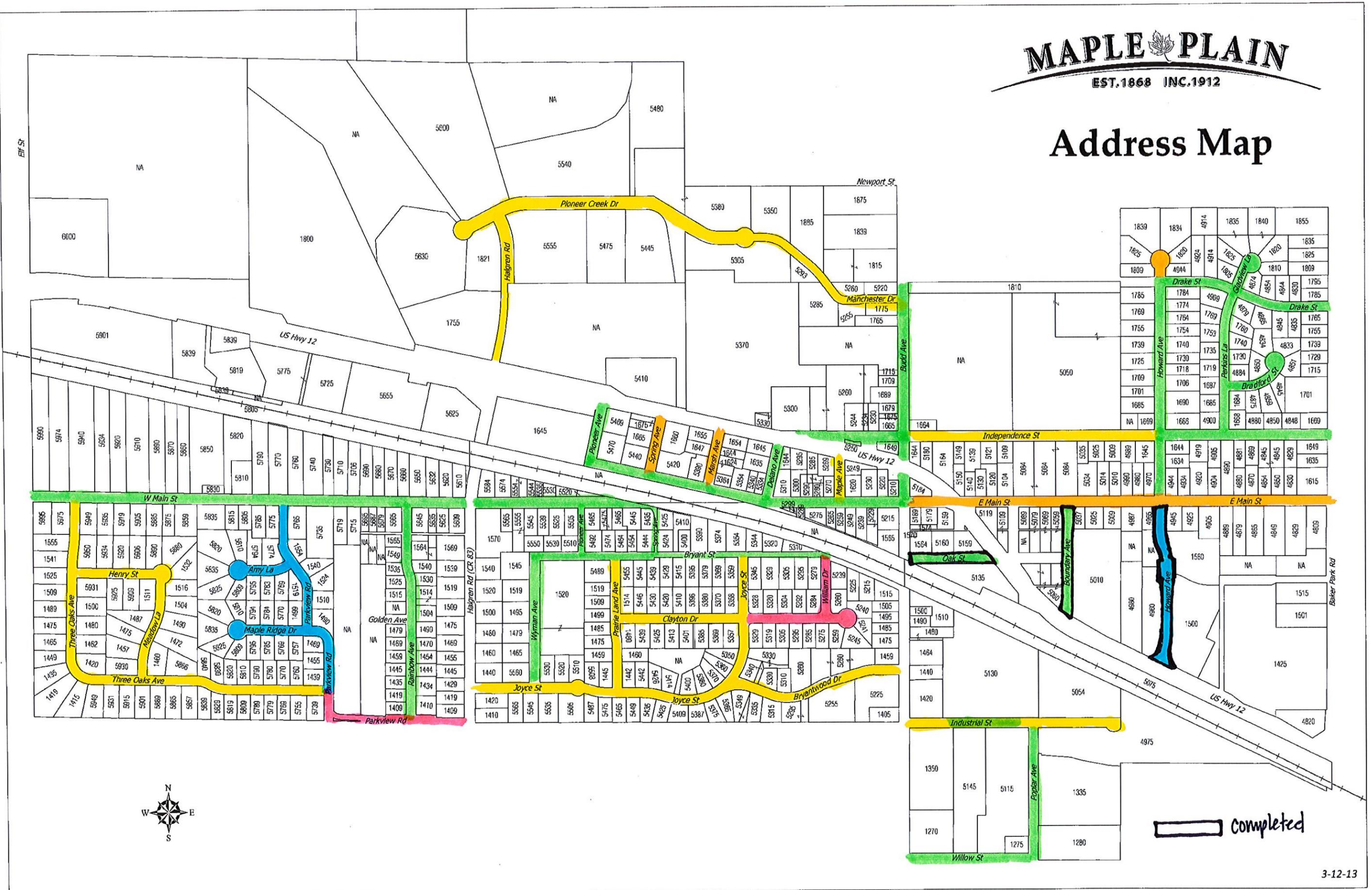
Pioneer Avenue (south)

Reconstruction as one way to the north.

Main Street West (Halgren Road to City limits)

Total reconstruct.

Address Map



Maple Plain, Minnesota

Legend:

- 1.) Costs include 10% Contingencies and 30% Indirect Costs.
- 2.) Length from Centerline to Centerline. Some Widths to be evaluated still as of 7/11/08. Widths to check & Other ones taken from record plans on 7/10/08 and 7/11/08.
- 3.) Crack filling assumed to be 1 crack every 20'. If more or less, cost would need to be adjusted. Best check on numbers would be to have crack fill contractor look at streets and give additional feedback on lbs of material.
- 4.) No Seal Coating assumed on 7 or higher ranking. See note at bottom of page on cost increase if seal coat too. Typically roads not needing seal coating in 2008/2009 may require in following years.
- 5.) Reconstruction Costs need to be revised upon further review with past CIP and Staff/City Engineer. Costs below do not include Utility Improvements or Storm Sewer, but does include drain tile behind curb.
- 6.) Staff/Consultants to review tonnage requirements.
- 7.) Since Draft, Reconstruction Costs are based on Curb and Gutter replacement/installation. The City has indicated wanting to do more sustainable technics including rain water gardens, etc. These prices will be incorporated in the next update as directed by Staff and Council.

Zone	Street Name	From	To	C/L Length (ft)	Ex. Width Face-to-Face (ft.)	Proposed Width face-to-face (ft.)	Area (sq. ft.)	Road Type	Surface Type	Pavement Rank (PASER)	Street Cost/LF	Total Street	Crack Fill	Crack Fill Cost	Seal Coat	Seal Coat Cost	Mill/Overlay	Cost Mill/Overlay	
East/West Streets																			
E/W	Pioneer Creek Dr.	End of Culdesac	Halgren Rd.	300.0	36	36	10,800.00	9 ton	Bituminous	7	1.80	540.00	2018		2018				
E/W	Pioneer Creek Dr.	Halgren Rd.	East to Culdesac	1650.0	36	36	59,400.00	9 ton	Bituminous	7	1.80	2,970.00	2018		2018				
E/W	Manchester Dr.	Culdesac	Budd Ave. N	1080.0	36	36	38,880.00	9 ton	Bituminous	7	1.80	1,944.00	2018		2018				
E/W	Drake St.	Howard Ave.	Baker Park Rd.	1100.0	26	26	28,600.00	7 ton	Bituminous	2	280.19	308,209.00	2019		2019				
E/W	Bradford St.	Perkins Ln	End of Culdesac	450.0	26	26	11,700.00	7 ton	Bituminous	4	81.29	36,580.50	2019		2019				
E/W	Independence St.	TH 12	Budd Ave. N	500.0	32	32	16,000.00	9 ton	Bituminous	2	310.64	155,320.00	2018		2018				
E/W	Independence St.	Budd Ave. N	Howard Ave.	1570.0	32	32	50,240.00	9 ton	Bituminous	7	1.60	2,512.00	2019		2019				
E/W	Independence St.	Howard Ave.	Baker Park Rd.	1070.0	32	32	34,240.00	9 ton	Bituminous	2	310.64	332,384.80	2019		2019				
E/W	Main St. W	City Limits	Halgren Rd.	2660.0	22	32	85,120.00	7 ton	Bituminous	2	308.64	820,982.40	2019		2019				
E/W	Main St. W	Halgren Rd.	Spring Ave.	1140.0	22	32	36,480.00	7 ton	Bituminous	2	308.64	351,849.60	2019		2019				
E/W	Main St. E	Pioneer Ave.	Spring Ave.	400.0	22	26	10,400.00	9 ton	Bituminous	8	Good as is	0.00	2018		2018				
E/W	Main St. E	Spring Ave.	Delano Ave.	730.0	41	40	29,200.00	9 ton	Bituminous	8	Good as is	0.00	2018		2018				
E/W	Main St. E	Delano Ave.	Budd Ave.	850.0	47	40	34,000.00	9 ton	Bituminous	2	357.56	303,926.00	2018		2018				
E/W	Main St. E	Budd Ave. S	Baker Park Rd.	2640.0	40	40	105,600.00	County	Bituminous	NA	NA	0.00	2018		2018				
E/W	Bryant St.	Wyman Ave.	William Dr.	1780.0	25	25	44,500.00	7 ton	Bituminous	4	80.11	142,595.80	2018		2018				
E/W	Oak St.	Budd Ave.	TH 12	550.0	32	32	17,600.00	7 ton	Bituminous	2	308.64	169,752.00	2019		2019				
E/W	Henry St.	Three Oaks Ave.	Meadow Ln	540.0	25	25	13,500.00	7 ton	Bituminous	7	1.25	675.00	2018		2018				
E/W	Amy Ln	End of Culdesac	Parkview Rd.	420.0	26	26	10,920.00	7 ton	Bituminous	4	81.29	34,141.80	2018		2018				
E/W	Maple Ridge Dr.	End of Culdesac	Parkview Rd.	480.0	26	26	12,480.00	7 ton	Bituminous	4	81.29	39,019.20	2018		2018				
E/W	Clayton Dr.	Pairieland Ave.	Joyce St.	790.0	24	24	18,960.00	7 ton	Bituminous	7	1.20	948.00	2018		2018				
E/W	Clayton Dr.	Joyce St.	End of Culdesac	690.0	26	26	17,940.00	7 ton	Bituminous	6	7.34	5,064.60	2018		2018				
E/W	Parkview Rd.	Three Oaks Ave.	Halgren Rd.	1030.0	27	27	27,810.00	7 ton	Bituminous	6	7.62	7,848.60	2018		2018				
E/W	Three Oaks Dr.	Three Oaks Ave.	Halgren Rd.	1530.0	25	25	38,250.00	7 ton	Bituminous	7	1.25	1,912.50	2018		2018				
E/W	Joyce St.	Halgren Rd.	Bryantwood Dr.	1560.0	24	24	37,440.00	7 ton	Bituminous	7	1.20	1,872.00	2019		2019				
E/W	Joyce St.	Bryantwood Dr.	Bryant St.	800.0	24	24	19,200.00	7 ton	Bituminous	7	1.20	960.00	2019		2019				
E/W	Industrial St.	Budd Ave. S	5130 Area	500.0	32	32	16,000.00	9 ton	Bituminous	7	1.60	800.00	2018		2018				
E/W	Industrial St.	5130 Area	5130 Area	200.0	32	32	6,400.00	9 ton	Bituminous	2	310.64	62,128.00	2018		2018				
E/W	Industrial St.	5130 Area	Poplar Ave.	140.0	32	32	4,480.00	9 ton	Bituminous	7	1.60	224.00	2018		2018				
E/W	Industrial St.	Poplar Ave.	End of Street	530.0	24	26	13,780.00	9 ton	Bituminous	7	1.30	689.00	2018		2018				
E/W	Bryantwood Dr.	Joyce St.	Budd Ave.	1100.0	24	24	26,400.00	7 ton	Bituminous	7	1.20	1,320.00	2018		2018				
E/W	Willow St.	Budd Ave.	Poplar Ave.	790.0	32	32	25,280.00	9 ton	Gravel	2	310.64	245,405.60	2019		2019				
TOTALS - East/West Streets				29570.0								3,032,574.40							
North/South Streets																			
N/S	Three Oaks Ave.	Main St. W	Three Oaks Dr.	1090.0	25	25	27,250.00	7 ton	Bituminous	7	1.25	1,362.50	2018		2018				
N/S	Meadow Ln.	Henry St.	Three Oaks Ave.	710.0	25	25	17,750.00	7 ton	Bituminous	7	1.25	887.50	2018		2018				
N/S	Parkview Rd.	Main St. W	Maple Ridge Dr.	840.0	26	26	21,840.00	7 ton	Bituminous	4	81.29	68,283.60	2018		2018				
N/S	Parkview Rd.	Maple Ridge Dr.	Three Oaks Ave.	470.0	26	26	12,220.00	7 ton	Bituminous	4	81.29	38,206.30	2019		2019				
N/S	Rainbow Ave.	Main St. W	Parkview Rd.	1300.0	24	26	33,800.00	7 ton	Bituminous	2	280.19	364,247.00	2019		2019				

Maple Plain, Minnesota

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N/S	Halgren Rd.	Pioneer Creek Dr.	TH 12	1000.0	36	36	36,000.00	9 ton	Bituminous	7	1.80	1,800.00	2018		2018			
N/S	Wyman Ave.	Bryant St.	Joyce St.	800.0	21	26	20,800.00	7 ton	Bituminous	2	280.19	224,152.00	2019		2019			
N/S	Pioneer Ave.	Main St. E	TH 12	390.0	22	26	10,140.00	9 ton	Bituminous	4	81.29	31,703.10	2018		2018			
N/S	Pioneer Ave.	Main St. W	Bryant St.	320.0	26	26	8,320.00	7 ton	Bituminous	2	280.19	89,660.80	2018		2018			
N/S	Prairieland Ave.	Bryant St.	Joyce St.	830.0	24	24	19,920.00	7 ton	Bituminous	7	1.20	996.00	2018		2018			
N/S	Spring Ave.	TH 12	Main St. E.	330.0	27	27	8,910.00	7 ton	Bituminous	8	Good as is	0.00	2019		2019			
N/S	Spring Ave.	Main St. W	Bryant St.	300.0	24	24	7,200.00	7 ton	Bituminous	4	78.93	23,679.00	2019		2019			
N/S	Marsh Ave.	TH 12	Main St. E.	330.0	33	33	10,890.00	7 ton	Bituminous	8	Good as is	0.00	2019		2019			
N/S	Delano Ave.	TH 12	Main St. E.	400.0	32	32	12,800.00	7 ton	Bituminous	2	308.64	123,456.00	2019		2019			
N/S	William Dr.	Bryant St.	Clayton Dr.	380.0	32	32	12,160.00	7 ton	Bituminous	6	9.04	3,435.20	2018		2018			
N/S	Maple Ave.	TH 12	Main St. E.	330.0	46	46	15,180.00	9 ton	Bituminous	7	2.30	759.00	2019		2019			
N/S	Budd Ave. N	City Limits	Independence St.	1490.0	24	32	47,680.00	9 ton	Bituminous	2	310.64	462,853.60	2019		2019			
N/S	Budd Ave. N	Independence St.	TH 12	170.0	40	40	6,800.00	9 ton	Bituminous	2	357.56	60,785.20	2019		2019			
N/S	Budd Ave.	TH 12	Main St. E.	230.0	44	44	10,120.00	9 ton	Bituminous	4	102.59	23,595.70	2019		2019			
N/S	Poplar Ave.	Industrial St.	Willow St.	820.0	24	32	26,240.00	9 ton	Gravel	2	310.64	254,724.80	2019		2019			
N/S	Boundary Ave.	Main St. E	TH 12	750.0	33	33	24,750.00	9 ton	Bituminous	2	310.64	232,980.00	2019		2019			
N/S	Howard Ave.	Culdesac	Drake St.	190.0	26	26	4,940.00	7 ton	Bituminous	10	Good as is	0.00	2019		2019			
N/S	Howard Ave.	Drake St.	Main St. E.	1330.0	26	26	34,580.00	7 ton	Bituminous	2	280.19	372,652.70	2019		2019			
N/S	Howard Ave.	Main St. E	TH 12	990.0	43	43	42,570.00	9 ton	Bituminous	4	100.22	99,217.80	2019		2019			
N/S	Gladview Ln.	End of Culdesac	Drake St.	250.0	26	26	6,500.00	7 ton	Bituminous	2	280.19	70,047.50	2019		2019			
N/S	Perkins Ln.	Drake St.	Independence St.	880.0	26	26	22,880.00	7 ton	Bituminous	2	280.19	246,567.20	2019		2019			
TOTALS - North/South Streets				16920.0								\$2,796,052.50						

5,828,626.90

Summary

Type	C/L Length (ft)	C/L length (mls)	Total Street
Reconstruct	16,870	3.20	\$5,252,084.20
Mill/Overlay	6,350	1.20	\$537,022.80
Seal Coat	2,100	0.40	\$16,348.40
Crack Fill	16,050	3.04	\$23,171.50
TOTALS	41,370	7.84	\$5,828,626.90

Note: If Seal Coating was done on Crack Fill Streets, then cost would increase by \$107,700. At this time, use just crack fill.

CAPITAL PROJECTS - STREETS

Priority ranking of streets; based on conditions & other factors.

Codes : U - Unknown; N - Not Applicable.

COND - Condition; CONST - Construction

	STREET NAME	LOCATION		STREET		DETAILS	WATER		DETAILS	SEWER		DETAILS	ESTIMATE		PROJ YEAR
		FROM	TO	COND RANK	CONST YEAR		COND RANK	CONST YEAR		COND RANK	CONST YEAR		PROJECT	\$\$	
1	Drake Street	Howard	B Park	1	1965	No curb, storm sewer or drain tile.	1	1940s	Cast iron pipe, isolation gate valves that do not shut off completely during repair	1	1952	2-ft clay tile, most joints have infiltration, some roots	STR WA SEW STM	\$326,978.93 \$128,368.90 \$128,368.90 \$87,524.25	2012
2	Gladview Lane	Drake	Culdsac	1	1965	No curb, storm sewer or drain tile.	1	1940s	Cast iron pipe, isolation gate valves that do not shut off completely during repair	1	1952	2-ft clay tile, most joints have infiltration, some roots	STR WA SEW STM	\$74,313.39 \$29,174.75 \$29,174.75 \$19,891.88	2012
3	Independence Street	Howard	B Park	1	N/A	No curb, storm sewer or drain tile.	1	1940s	Cast iron pipe, isolation gate valves that do not shut off completely during repair	1	1952	2-ft clay tile, most joints have infiltration, some roots	STR WA SEW STM	\$374,102.02 \$86,664.18 \$86,664.18 \$90,322.08	2014
4	Perkins Lane	Drake	Indep	1	1965	No curb, storm sewer or drain tile.	1	1940s	Cast iron pipe, isolation gate valves that do not shut off completely during repair	1	1952	2-ft clay tile, most joints have infiltration, some roots	STR WA SEW STM	\$277,547.32 \$108,949.25 \$108,949.25 \$74,283.58	2014
5	Bradford Street	Perkins	Culdsac	1	1965	No curb, storm sewer or drain tile.	1	1940s	Cast iron pipe, isolation gate valves that do not shut off completely during repair	1	1952	2-ft clay tile, most joints have infiltration, some roots	STR WA SEW STM	\$141,910.34 \$55,712.69 \$55,712.69 \$30,388.74	2014
6	Howard Avenue	Drake	Main	1	1952	No curb, storm sewer or drain tile.	1	1940s	Cast iron pipe, isolation gate valves that do not shut off completely during repair	1	1952	2-ft clay tile, most joints have infiltration, some roots	STR WA SEW STM	\$444,966.81 \$174,689.85 \$174,689.85 \$119,106.72	2016
7	Main Street	Budd	Delano	1	1952	No curb, storm sewer or drain tile.	1	1940s	Cast iron pipe, isolation gate valves that do not shut off completely during repair	1	1952	2-ft clay tile, most joints have infiltration, some roots	STR WA SEW STM		
8	Maple Avenue	TH12	Main	1	1994		1	1940s	Cast iron pipe, isolation gate valves that do not shut off completely during repair	1	1952	2-ft clay tile, most joints have infiltration, some roots	STR WA SEW STM		
9	Delano Avenue	TH12	Main	1	1952	No curb, storm sewer or drain tile.	1	1940s	Cast iron pipe, isolation gate valves that do not shut off completely during repair	1	1952	2-ft clay tile, most joints have infiltration, some roots	STR WA SEW STM	\$147,412.92 \$52,538.30 \$52,538.30 \$35,821.57	2016
10	Pioneer Avenue N	TH12	Main	1	N/A	No curb, storm sewer or drain tile.	1	N/A	N/A	1	N/A	N/A	STR WA SEW STM	\$138,425.16 \$54,344.44 \$54,344.44 \$37,053.02	2018

TOTAL EST PROJECT COST	PROJECT BOND 7.00%	ASSESSMENT 20.00%	PUBLIC 80.00%	
\$671,240.98	\$46,986.87	\$143,645.57	\$574,582.28	\$718,227.85 \$718,227.85
\$152,554.77	\$10,678.83	\$32,646.72	\$130,586.88	\$163,233.60 \$163,233.60
\$637,752.46	\$44,642.67	\$136,479.03	\$545,916.11	\$682,395.13 \$682,395.13
\$569,729.41	\$39,881.06	\$121,922.09	\$487,688.37	\$609,610.47 \$609,610.47
\$283,724.45	\$19,860.71	\$60,717.03	\$242,868.13	\$303,585.16 \$303,585.16
\$913,453.23	\$63,941.73	\$195,478.99	\$781,915.97	\$977,394.96 \$977,394.96
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00
\$288,311.09	\$20,181.78	\$61,698.57	\$246,794.29	\$308,492.87 \$308,492.87
\$284,167.06	\$19,891.69	\$60,811.75	\$243,247.00	\$304,058.75 \$304,058.75

	STREET NAME	LOCATION		STREET		DETAILS	WATER		DETAILS	SEWER		DETAILS	ESTIMATE		PROJ
		FROM	TO	COND RANK	CONST YEAR		COND RANK	CONST YEAR		COND RANK	CONST YEAR		PROJECT	\$\$	
11	Main Street	Delano	Pioneer	1	N/A	Old curbing, some storm sewer, no drain tile	1	1940s	N/A	1	1952	N/A	STR	\$511,829.33	2018
													WA	\$157,459.52	
													SEW	\$157,459.52	
													STM	\$85,887.01	
12	Budd Avenue N	Indep	Limits	1	1952	No curb, storm sewer or drain tile.	1	1940s	6-in cast iron pipe, isolation gate valves do not shut off completely during repairs.	1	1952	2-ft clay tile, most joints have infiltration, some roots	STR	\$622,036.53	2020
													WA	\$220,267.89	
													SEW	\$220,267.89	
													STM	\$150,182.66	
13	Budd Avenue N	TH12	Indep	1	1952	Has curb and storm sewer, drain tile on east side	1	1940s	6-in cast iron pipe, isolation gate valves do not shut off completely during repairs.	1	1952	2-ft clay tile, most joints have infiltration, some roots	STR	\$81,690.23	2020
													WA	\$25,131.24	
													SEW	\$25,131.24	
													STM	\$17,134.93	
14	Main Street	Spring	Halgren	1	1952	Old curbing, some storm sewer, no drain tile	1	1940s	6-in cast iron pipe, isolation gate valves do not shut off completely during repairs.	1	1952	N/A	STR	\$501,653.40	2022
													WA	\$178,790.42	
													SEW	\$178,790.42	
													STM	\$121,902.56	
15	Main Street West	Halgren	Limits	1	1952	Old curbing, some storm sewer, no drain tile	1	1940s	6-in cast iron pipe, isolation gate valves do not shut off completely during repairs.	1	1952	N/A	STR	\$1,170,524.59	2022
													WA	\$233,682.21	
													SEW	\$233,682.21	
													STM	\$284,439.30	
16	Rainbow Avenue	Main	Prkview	1	N/A	Old curbing, some storm sewer, no drain tile	1	1940s	6-in cast iron pipe, isolation gate valves do not shut off completely during repairs.	1	N/A	N/A	STR	\$550,956.27	2024
													WA	\$216,300.33	
													SEW	\$216,300.33	
													STM	\$147,477.50	
17	Wyman Avenue	Bryant	Joyce	1	N/A	Has storm sewer pipe on east side of road, no catch basins, no curbing.	1	1940s	6-in cast iron pipe, isolation gate valves do not shut off completely during repairs.	1	N/A	N/A	STR	\$339,050.01	2024
													WA	\$133,107.90	
													SEW	\$133,107.90	
													STM	\$90,755.38	
18	Spring Avenue														
19	Manchester														
20	Henry St														

Clayton Dr.
 Three Oaks Dr
 Joyce St
 Industrial Street
 Bryantwood

Three Oaks Avenue
 Meadow Lane
 The Prairie land Ave
 Parkview Rd
 William Drive

Amy Lane
 Maple Ridge Drive
 Bryant Street
 Oak Street
 Willow Street

Boundary Ave

TOTAL EST PROJECT COST	PROJECT BOND 7.00%	ASSESSMENT 20.00%	PUBLIC 80.00%	
\$912,635.38	\$63,884.48	\$195,303.97	\$781,215.89	\$976,519.86 \$976,519.86
\$1,212,754.98	\$84,892.85	\$259,529.57	\$1,038,118.26	\$1,297,647.83 \$1,297,647.83
\$149,087.63	\$10,436.13	\$31,904.75	\$127,619.01	\$159,523.77 \$159,523.77
\$981,136.78	\$68,679.57	\$209,963.27	\$839,853.09	\$1,049,816.36 \$1,049,816.36
\$1,922,328.31	\$134,562.98	\$411,378.26	\$1,645,513.03	\$2,056,891.29 \$2,056,891.29
\$1,131,034.43	\$79,172.41	\$242,041.37	\$968,165.47	\$1,210,206.84 \$1,210,206.84
\$696,021.19	\$48,721.48	\$148,948.53	\$595,794.14	\$744,742.67 \$744,742.67
				\$0.00 \$0.00
				\$0.00 \$0.00
				\$0.00 \$0.00

	STREET NAME	LOCATION		STREET		DETAILS	WATER		DETAILS	SEWER		DETAILS	ESTIMATE PROJECT \$\$	PROJ YEAR
		FROM	TO	COND RANK	CONST YEAR		COND RANK	CONST YEAR		COND RANK	CONST YEAR			
1	County Road 19 (Budd Avenue S)	Main	South side of RR	N/A	N/A		5	1995	10-in ductile iron pipe	1	1952	2-ft clay tile, high infiltration major root problems. <i>*Recommend lining.</i>		
2	County Road 19 (Budd Avenue S)	South side of RR	Indust	N/A	N/A		1	1940s	N/A	1	1952	2-ft clay tile, high infiltration root problems. <i>*Recommend lining.</i>		
3	County Road 83 (Halgren Road)	Main	Prkview	N/A	N/A		1	1940s	6-in cast iron pipe has thin walls, 2010-2011 3 new gate valves & one hydrant install.	1	1952	2-ft clay tile, high infiltration root problems. <i>*Recommend lining.</i>		
4	County Road 19 (Baker Park Road)	Main	Limits	N/A	N/A		1	1940s	6-in cast iron pipe, gate valves do not shut off completely during repairs.	1	1952	3-ft clay tile, high infiltration major root problems. <i>*Recommend lining.</i>		
5	County Road 19 (Main Street East & Easement from Main to Independence)	Budd	B Park	N/A	N/A		1	1940s	6-in cast iron pipe, gate valves do not shut off completely during repairs.	1	1952	2-ft clay tile & infiltration. <i>*Recommend lining.</i>		

Memorandum

To: City Councilmembers and EDA members

From: Tessia Melvin, City Administrator

Date: 7/11/2014

Re: Possible EDA Loan Program

History

Historically, the City of Maple Plain has levied \$25,000 for the EDA each year. In preparing this year's budget, examining past spending cycles, it became apparent that in recent years these monies had not been used for projects. Instead, this money was used as a general fund transfer.

Background

The Maple Plain Economic Development Authority was created to assist businesses and serve the economic future of Maple Plain. In addition, the design guidelines and recent goal setting conversations have suggested that the City focus on specifically helping beautifying its downtown area and encouraging community investment.

Examples

The City of Watertown established its Central Business District (CBD) loan program to support façade improvements in Watertown. This program intended to add value to the downtown commercial stock.

Their loan program provides for the following eligible projects:

- Window Replacement
- Exterior Painting
- Tuck Pointing
- Awning Replacement
- Sign Replacement

- Streetscape Improvements

Their loan program does not provide to ineligible projects that include:

- Structural Upgrades
- HVAC Improvements
- Accessibility Improvements
- Interior Improvements

Their loan program provides assistance on a 2:1 ration with the property owner. This assistance is based on a maximum level of

Loan: \$5,000 (5 year loan, 3% interest)

Grant: \$2,500

Example 1

\$15,000 property owner investment

\$5,000 EDA Loan

\$2,500 EDA Grant

Example 2

\$5,000 Property Owner Investment

\$1,660 EDA Loan

\$833 EDA Grant

The Loan must be repaid in monthly installments. The EDA's contribution to projects is intended to supplement local investment. As a matter of practice, funds will be released upon completion of the projects.

Requests must include:

- Detailed project plan
- Detailed project cost estimates, including bids from contractors
- Information about current building use, including lease term if applicable

- Completed Loan Application
- \$50 application fee

City of Shoreview: Business Partnership Loan Program

Larger EDA loans offered by other cities look similar to Shoreview's low-interest rate (3%) loans to existing Shoreview businesses for the purpose of building expansion and renovation that results in the retention or creation of new employment within the City. The source for the funds comes from tax increment authority. The loan amount can be up to 30% of the total project cost with a minimum loan amount of \$30,000 and a maximum of \$500,000.

Stipulations of the loan include:

- Eligible projects include: land, building machinery, equipment and leaseheld improvements
- Funds cannot be used for refinancing existing indebtedness, personal property items, working capital and previously completed projects.
- Projects must generate employment opportunities
- Projects provide job retention, where job loss is demonstrable
- Projects that are part of an overall expansion
- Projects which allow for diversification and introduction of a new product or service
- Projects that encourage private (re)investment in the community
- Projects that accomplish other public purposes as determined by the EDA or City Council

Recommendation

Staff is seeking EDA input on creating a business loan program or to better define the original purpose of the levied EDA monies.

Memorandum

To: City Councilmembers and EDA members
From: Tessia Melvin, City Administrator
Date: 7/11/2014
Re: Possible EDA Business Retention Program

Background

Business Retention and Expansion has become a key element of local economic development efforts in many cities. The BR&E economic development strategy focuses on the retention and expansion of existing businesses to assist them in navigating today's global economy. While the attraction of new businesses and incubation of start-ups can be important components of an overall economic development strategy, communities now recognize that helping existing businesses to survive and grow is the number one strategy.

An expansion or contraction is defined as a change in employment at an existing plant or business location. A start-up or dissolution is defined as the creation or closing down of a separate plant or business location. This "churning" of business creation, dissolution, expansion, and contraction is a natural part of a local economy. The BR&E challenge to a community is to capture the expansions while taking preventative actions to reduce the number of dissolutions and diminish the contractions.

Commonly, more jobs are created by business expansions than by new business start-ups. Another benefit of a BR&E visitation program is the information provided by the survey on the community's strengths and weaknesses. The strengths can be highlighted in community promotional material, while the weaknesses give the community an opportunity to make important changes and show businesses it is responsive. By acknowledging its weaknesses, a community also shows businesses it is trustworthy and will take a realistic look at its situation.

Research shows that up to 86 percent of new jobs are created by existing businesses in a community, rather than businesses attracted to a community. Keeping an existing business in the community is usually easier than recruiting a new business. Therefore, Extension's BR&E program has offerings that help community leaders and communities to work together to identify barriers local businesses face as they try to survive and grow.

Short-Term Objectives

- To demonstrate support for local businesses
- To help solve immediate business concerns

Long-Term Objectives

- To increase local businesses' ability to compete in the global economy
- To establish and implement a strategic plan for economic development
- To build community capacity to sustain growth and development.

BRE programs are designed to ask two main questions:

1. Why should a business stay within our City?
2. Why is it important to keep certain businesses?

Background

The City of Maple Plain recognizes the importance of continued economy. A strong business base supports the residential, retail and commercial sectors.

Recommendations

Option 1: The City and collaborate with the University of Minnesota Extension Office.

With the help of University of Minnesota Extension expertise, the community personally interviews local businesses and analyzes the results. The resulting report provides valuable information and ideas to invigorate the local economy through targeted action. BR&E reports don't sit on a shelf. Because the BR&E process leads the community through three major steps - Research, Prioritize, Implement - ideas turn into action.

The BR&E Strategies Program helps make local businesses be more competitive by evaluating and addressing some of their key needs and concerns. By addressing common business concerns, the community ensures a healthier future for itself. Businesses that stay competitive are more likely to remain in the community and possibly expand. The program also establishes an economic development plan for the community and a broad-based community coalition to sustain long term economic development efforts.

The BR&E Strategies Program focuses on both short-term and long-term objectives.

Getting Started with the University of Minnesota

The BR&E Strategies program has been used by over 60 Minnesota communities, including neighborhoods, cities, counties, groups of counties and communities of identity or common issue. Programs have focused on businesses in manufacturing; combinations of manufacturing, retail, and services; tourism; livestock; farming; and technology.

Although there is considerable flexibility in the type of BR&E program a community may select to do, a high level of local interest and involvement is necessary to ensure the program's success in a community.

The process takes about 2-3 years and involves commitment to business retention and expansion from your community members and professionals. But in the end, your community will be truly engaged in a business retention and expansion plan. Key factors include:

- Guide recruitment of your BR&E Leadership Team and Task Force.
- Adopt a survey of businesses to your local issues.
- Train volunteers who visit local businesses to conduct the interview.
- Help you respond quickly to business concerns that arise (aka "warning flags").
- Tabulate and analyze the results of the survey.
- Generate suggestions for local action from economic development experts.
- Deliver a comprehensive report built upon your community's unique situation.
- Facilitate a community meeting to help prioritize projects.
- Stay in touch as you implement the plan.

Cost of Collaboration with the University of Minnesota

Fees for the BR&E Strategies Program help to defray the cost to University of Minnesota Extension for providing technical assistance and research services. Extension absorbs part of the cost to make the BR&E Strategies Program affordable for Minnesota communities.

The contract is priced at \$7,000 - \$15,000 depending on location and complexity of the program.

Communities have received help in generating the program fee from a variety of sources, including private companies and foundations. Some examples include:

local utilities (such as Connexus Energy, Alliant Energy, Center Point Energy, Xcel Energy)

West Central Initiative Fund

Initiative Foundation

McKnight Foundation

Blandin Foundation

Southwest Minnesota Foundation

Initiative Fund of Southeast and South Central Minnesota

city and county governments

chambers of commerce

Sprint and others.

Option 2: Create an internal BRE program. See the attached goals, policies and actions.

Maple Plain Business Retention Program

POLICIES	GOALS				
	1. Support Business development that increases tax base and adds quality jobs.	2. Retain quality businesses by creating a positive economic environment that supports and fosters business expansion.	3. Plan for and pursue redevelopment opportunities consistent with community goals.	4. Promote reinvestment in the community by directing time and financial resources to pre-determined business and neighborhood targets.	5. Strive to meet the needs and demands of the community for specific services.
1. Focus business retention efforts on businesses that have been identified as having the greatest impact for future growth and development.	X				
2. Enhance business communication efforts through evaluation of existing programs.		X			
3. Allocate City resources towards business expansion opportunities that enhance tax base and employ skilled labor.	X	X		X	
4. Target certain commercial areas for redevelopment opportunities to encourage business reinvestment.			X	X	
5. Build relationships with key businesses through a variety of communications.	X	X	X		
6. Continue to evaluate the potential for utilizing city financial resources for retention of key businesses, land ownership and preserving development opportunities.					
7. Establish communications and work with affected landowners of properties identified as potential redevelopment areas to prepare for a transition that meets the needs and expectations of all parties.	X		X		
8. Track effectiveness of business retention program by establishing and measuring outcomes.		X			
9. Encourage business retention as a citywide goal through active follow-up to expressed business concerns.	X	X			
10. Evaluate and adjust, if necessary, ordinances to expedite and ease the redevelopment of targeted areas.		X	X	X	
11. Promote the City as a source and/or initial point of contact for local business information.	X				X
12. Research and maintain a list of development tools and programs available in Maple Plain.		X		X	X

ACTIONS	POLICIES											
	1. Focus business retention efforts on businesses that have been identified as having the greatest impact for future growth and development.	2. Enhance business communication efforts through evaluation of existing programs.	3. Allocate City resources towards business expansion opportunities that enhance tax base and employ skilled labor.	4. Target certain commercial areas for redevelopment opportunities to encourage business reinvestment.	5. Build relationships with key businesses through a variety of communications.	6. Continue to evaluate the potential for utilizing city financial resources for retention of key businesses, land ownership and preserving development opportunities.	7. Establish communications and work with affected landowners of properties identified as potential redevelopment areas to prepare for a transition that meets the needs and expectations of all parties.	8. Track effectiveness of business retention program by establishing and measuring outcomes.	9. Encourage business retention as a citywide goal through active follow-up to expressed business concerns.	10. Evaluate and adjust, if necessary, ordinances to expedite and ease the redevelopment of targeted areas.	11. Promote the City as a source and/or initial point of contact for local business information.	12. Research and maintain a list of development tools and programs available in Maple Plain.
1. Create an inventory of available sites for sale with contact information, asking prices and property details.											X	
2. Create a list of businesses in designated redevelopment areas to be retained or relocated in Maple Plain.				X			X					X
3. Seek a policy related to City initiated land purchase and potential land banking.			X			X						
4. Develop a system for tracking follow-up activities through business visits.	X		X					X				
5. Establish scheduled business visits.		X	X		X				X			
6. Draft a Business Retention Policy for adoption by	X				X				X			

City Council and EDA.												
7. Evaluate effectiveness of current business communication tools and modify or create new tools.		X				X					X	
8. Track properties in redevelopment area for possible acquisition as they become available.			X			X						X
9. Establish budget for business retention program implementation including a funding source.	X		X		X			X	X			
10. Add Economic Development section to City's website.		X			X						X	X
11. Prepare Business Extension Workplan for next three years.	X	X	X	X	X	X	X	X	X	X	X	X

ACTIONS	GOALS				
	1. Support Business development that increases tax base and adds quality jobs.	2. Retain quality businesses by creating a positive economic environment that supports and fosters business expansion.	3. Plan for and pursue redevelopment opportunities consistent with community goals.	4. Promote reinvestment in the community by directing time and financial resources to pre-determined business and neighborhood targets.	5. Strive to meet the needs and demands of the community for specific services.
1. Create an inventory of available sites for sale with contact information, asking prices and property details.	X				
2. Create a list of businesses in designated redevelopment areas to be retained or relocated in Maple Plain.			X	X	
3. Seek a policy related to City initiated land purchase and potential land banking.		X	X	X	
4. Develop a system for tracking follow-up activities through business visits.	X	X			
5. Establish scheduled business visits.	X	X		X	
6. Draft a Business Retention Policy for adoption by City Council and EDA.	X	X		X	
7. Evaluate effectiveness of current business communication tools and modify or create new tools.					X
8. Track properties in redevelopment area for possible acquisition as they become available.			X	X	
9. Establish budget for business retention program implementation including a funding source.	X	X			X
10. Add Economic Development section to City's website.	X	X			X
11. Prepare Business Extension Workplan for next three years.	X	X	X	X	X

Published June 17, 2014, 10:02 AM

New London, Spicer EDAs launch business retention effort

NEW LONDON, Minn. — Over the next several weeks, businesses in the New London and Spicer area will have an opportunity to help the New London and Spicer Economic Development Authorities better understand the issues facing area businesses.

By: Forum News Service, Forum News Service

NEW LONDON, Minn. — Over the next several weeks, businesses in the New London and Spicer area will have an opportunity to help the New London and Spicer Economic Development Authorities better understand the issues facing area businesses.

The two EDAs, assisted by the University of Minnesota Extension, are launching a business retention and expansion program to evaluate the local business climate and to assist businesses with expansion.

Community leaders are developing a survey. The group is focused on developing and understanding the local economy. After survey data have been tabulated, the task force will examine the results and look for ways to assist businesses with operations and potential expansion plans.

"In the short term, we'll be identifying immediate concerns and looking at community services that need improvement," Denny Baker, mayor of Spicer, said. "Ultimately, we want to be sure we are doing everything we can to help our businesses to prosper."

Members of the team are Baker, Ron Fake, Leslie Valiant, Paul Carlson, Helena Lungstrom, Dave Henle, Julie Redpenning, Beth Anderson, Todd Erickson, Jeff Vetsch and Connie Schmolli.

The first phase of the project will involve surveying businesses in New London, Spicer, New London Township and Green Lake Township.

"Local businesses create as many as 80 percent of all new jobs in the area, so it's important to examine the needs of those companies already committed to our area," said Ron Fake, Spicer EDA director.

The team has set a goal of surveying 100 businesses. Participation is encouraged by all businesses that are targeted in the visitation survey, as more information received will help to develop a better assessment of the business needs in the region.

The businesses to be surveyed are targeted to compile a diverse, thorough and cumulative survey. Within the next few weeks, businesses that are not notified and want to participate may request a visit.

Those interested in volunteering their time to help survey businesses or participate in other ways may contact Ron Fake, Spicer EDA at 320-796-5562 or rfake@cityofspicer.org.

For more information, notify Jeff Vetsch, New London EDA, at 320-212-4405 or jeff.vetsch@gmail.com.

For more information on University of Minnesota Extension's BR&E programs check the website at www.extension.umn.edu/BusinessRetention/.

Tags: [economic development](#), [economic development authorities](#), [new london](#), [task force](#), [university of minnesota extension](#), [business retention](#), [updates](#), [spicer](#), [minnesota](#), [business](#), [expansions](#), [survey](#)

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BUSINESS RETENTION & EXPANSION STRATEGIES PROGRAM
Flow Chart

