

**AGENDA**  
**MAPLEWOOD ECONOMIC DEVELOPMENT AUTHORITY**  
6:00 P.M. Monday, September 12, 2022  
City Hall, Council Chambers

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA**

**D. APPROVAL OF MINUTES**

1. July 25, 2022 Economic Development Authority Special Meeting Minutes

**E. PUBLIC HEARING**

None

**F. UNFINISHED BUSINESS**

None

**G. NEW BUSINESS**

1. Resolution Providing Approval of the 2023 Preliminary EDA Budget
2. Call for a Special Meeting of the EDA on September 26, 2022

**H. ADJOURNMENT**

**RULES OF CIVILITY FOR THE CITY COUNCIL, BOARDS, COMMISSIONS AND OUR COMMUNITY**

Following are rules of civility the City of Maplewood expects of everyone appearing at the Meetings - elected officials, staff and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

Speak only for yourself, not for other council members or citizens - unless specifically tasked by your colleagues to speak for the group or for citizens in the form of a petition.

Show respect during comments and/or discussions, listen actively and do not interrupt or talk amongst each other.

Be respectful of the process, keeping order and decorum. Do not be critical of council members, staff or others in public.

Be respectful of each other's time keeping remarks brief, to the point and non-repetitive.

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**SPECIAL MEETING MINUTES**  
**MAPLEWOOD ECONOMIC DEVELOPMENT AUTHORITY**

6:30 P.M. Monday, July 25, 2022  
City Hall, Council Chambers

**A. CALL TO ORDER**

A special meeting of the Maplewood Economic Development Authority (EDA) was held in the City Hall Council Chambers and was called to order at 6:30 p.m. by President Knutson.

**B. ROLL CALL**

William Knutson, President	Present
Marylee Abrams, Commissioner	Present
Rebecca Cave, Commissioner	Present
Kathleen Juenemann, Commissioner	Present
Nikki Villavicencio, Commissioner	Present

**C. APPROVAL OF AGENDA**

Commissioner Abrams moved to approve the agenda as submitted.

Seconded by Commissioner Cave                      Ayes – All

The motion passed.

**D. APPROVAL OF MINUTES**

**1. July 11, 2022 Economic Development Authority Meeting Minutes**

Commissioner Juenemann moved to approve the July 11, 2022 Economic Development Authority Meeting Minutes as submitted.

Seconded by Commissioner Abrams                      Ayes – All

The motion passed.

**E. PUBLIC HEARING**

None

**F. UNFINISHED BUSINESS**

None.

**G. NEW BUSINESS**

**1. Term Sheet with Enclave Companies for Redevelopment of 3090 Southlawn Drive**

Assistant Executive Director Thomson gave the staff report. Keith Dahl, Municipal Advisor with Ehlers, addressee the EDA and provided further information. EDA Attorney

Batty offered additional clarification. Patrick Brama, Development Manager with Enclave Companies, answered questions of the EDA.

Commissioner Abrams moved to approve the Term Sheet with Enclave Companies.

Seconded by Commissioner Juenemann                      Ayes – All

The motion passed.

**H. ADJOURNMENT**

President Knutson adjourned the meeting at 6:45 p.m.

DRAFT

**MAPLEWOOD ECONOMIC DEVELOPMENT AUTHORITY STAFF REPORT**  
Meeting Date September 12, 2022

**REPORT TO:** Melinda Coleman, City Manager  
**REPORT FROM:** Ellen Paulseth, Finance Director  
**PRESENTER:** Ellen Paulseth, Finance Director  
**AGENDA ITEM:** Resolution Providing Approval of the 2023 Preliminary EDA Budget

**Action Requested:**  Motion       Discussion       Public Hearing  
**Form of Action:**     Resolution       Ordinance       Contract/Agreement       Proclamation

**Policy Issue:**

State law requires that cities certify their proposed property tax levies to the county auditor by September 30<sup>th</sup>. Once certified, the proposed tax levy can be reduced but cannot be increased. The EDA bylaws require the EDA to submit a budget annually to the City Council for consideration and incorporation into the City's annual budget and tax levy.

**Recommended Action:**

Motion to adopt the resolution providing approval of the 2023 Preliminary EDA Budget, in the amount of \$150,000, with a funding request of \$150,000 from the City Council.

**Fiscal Impact:**

Is There a Fiscal Impact?     No     Yes, the true or estimated cost is \$150,000  
 Financing source(s):     Adopted Budget     Budget Modification     New Revenue Source  
                                    Use of Reserves     Other: N/A

**Strategic Plan Relevance:**

Community Inclusiveness       Financial & Asset Mgmt       Environmental Stewardship  
 Integrated Communication       Operational Effectiveness       Targeted Redevelopment

The operations of the EDA reflect all components of the strategic plan.

**Background:**

The City Council held two budget workshops in August with City staff. A separate levy for the HRA is not being considered this year. The proposed funding will provide a minimum level of operating revenue for the EDA in 2023. The EDA budget proposal is attached.

**Attachments:**

1. Resolution Providing Approval of the 2023 Preliminary EDA Budget
2. EDA 2023 Budget Proposal

**MAPLEWOOD ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION RECOMMENDING APPROVAL OF THE 2023 PRELIMINARY EDA BUDGET**

WHEREAS, State law requires the City of Maplewood to certify its preliminary property tax levy to the County Auditor by September 30<sup>th</sup> of each year; and

WHEREAS, the bylaws of the Maplewood Economic Development Authority (EDA) require the EDA to submit an annual budget to the City Council for inclusion and incorporation in the City's annual budget and tax levy.

NOW THEREFORE BE IT RESOLVED that the Maplewood Economic Area Development Authority (EDA) approves the 2023 Preliminary EDA Budget, in the amount of \$150,000, and recommends a request to the Maplewood City Council for funding in the amount of \$150,000 for fiscal year 2023.



## City of Maplewood 2023 Special Revenue Budget Summary Maplewood EDA Fund

*Responsible Department: Community Development*

### Maplewood EDA (280)

	Actual 2021	Original Budget 2022	Estimated 2022	Proposed Budget 2023	Budget % Incr/(Decr)
<b>Revenues:</b>					
Property Taxes	\$ 98,519	\$ 100,000	100,000	\$ 150,000	50.00%
Other Taxes	-	-	-	-	0.00%
Licenses & Permits	-	-	-	-	0.00%
Intergovernmental	29,965	-	-	-	0.00%
Charges for Services	-	-	-	-	0.00%
Fines & Forfeits	-	-	-	-	0.00%
Interest	-	-	-	-	0.00%
Miscellaneous Revenue	-	-	50,000	-	0.00%
<b>Total Revenues</b>	<b>128,484</b>	<b>100,000</b>	<b>150,000</b>	<b>150,000</b>	<b>50.00%</b>
<b>Expenditures:</b>					
<b>Current</b>					
General Government	-	-	-	-	0.00%
Community Development	104,284	100,000	500,000	150,000	50.00%
Parks & Recreation	-	-	-	-	0.00%
Public Safety	-	-	-	-	0.00%
Public Works	-	-	-	-	0.00%
<b>Total Current Expenditures</b>	<b>104,284</b>	<b>100,000</b>	<b>500,000</b>	<b>150,000</b>	<b>50.00%</b>
<b>Capital Outlay</b>					
General Government	-	-	-	-	0.00%
Public Safety	-	-	-	-	0.00%
Parks & Recreation	-	-	-	-	0.00%
Community Development	-	-	-	-	0.00%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>104,284</b>	<b>100,000</b>	<b>500,000</b>	<b>150,000</b>	<b>50.00%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>24,200</b>	<b>-</b>	<b>(350,000)</b>	<b>-</b>	<b>0.00%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In	390,000	-	500,000	-	0.00%
Transfers Out	-	-	-	-	0.00%
Sale of General Fixed Assets	-	-	-	-	0.00%
<b>Total Other Financing Sources (Uses)</b>	<b>390,000</b>	<b>-</b>	<b>500,000</b>	<b>-</b>	<b>0.00%</b>
<b>Net Change in Fund Balance</b>	<b>414,200</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	
<b>Fund Balances:</b>					
<b>Beginning of Year</b>	<b>189,717</b>	<b>603,917</b>	<b>603,917</b>	<b>753,917</b>	
<b>End of Year</b>	<b>\$ 603,917</b>	<b>\$ 603,917</b>	<b>\$ 753,917</b>	<b>\$ 753,917</b>	

**MAPLEWOOD ECONOMIC DEVELOPMENT AUTHORITY STAFF REPORT**  
Meeting Date September 12, 2022

**REPORT TO:** Melinda Coleman, Executive Director  
**REPORT FROM:** Jeff Thomson, Assistant Executive Director  
**PRESENTER:** Jeff Thomson, Assistant Executive Director  
**AGENDA ITEM:** Call for a Special Meeting of the EDA on September 26, 2022

**Action Requested:**  Motion       Discussion       Public Hearing  
**Form of Action:**       Resolution       Ordinance       Contract/Agreement       Proclamation

**Policy Issue:**

At the beginning of the year, the Economic Development Authority (EDA) established its regular meeting schedule for 2022, which generally meets quarterly. The EDA has the ability to cancel or add meetings as needed as agenda items arise.

**Recommended Action:**

Motion to call a special meeting of the EDA on September 26, 2022 at 6:00pm in the City Hall Council Chambers for the purpose of reviewing Tax Increment Financing applications.

**Fiscal Impact:**

Is There a Fiscal Impact?     No     Yes, the true or estimated cost is \$0.00  
 Financing source(s):     Adopted Budget     Budget Modification     New Revenue Source  
     Use of Reserves     Other: N/A

**Strategic Plan Relevance:**

Community Inclusiveness       Financial & Asset Mgmt       Environmental Stewardship  
 Integrated Communication       Operational Effectiveness       Targeted Redevelopment

N/A

**Background:**

Staff recommends that the EDA call a special meeting on September 26, 2022. The tentative agenda for the meeting includes the review of Tax Increment Financing applications for the redevelopment of the Myth at 3090 Southlawn Drive and the redevelopment of Maplewood Marine at 1136 and 1146 Frost Avenue.

**Attachments:**

None