

Chair Beyer called the December 27, 2011 Regular Rockford Housing & Redevelopment Authority (HRA) meeting to order at 6:00 p.m. in the Council Chambers of City Hall, 6031 Main Street, Rockford, MN.

Roll Call

Roll call was taken and the following members were present: Beyer, Graner, Hafften, Martinson and Wenz. Absent: none. Also in attendance were: Joanne Foust, Economic Development Consultant and Administrator Carswell.

Approve Regular HRA Minutes/September 27, 2011

MOTION was made by Graner, seconded by Hafften to approve the minutes of the September 27, 2011 regular HRA meetings.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

Financial Report

Joanne Foust presented the financial report. Expenditures year to date and Revenues year to date and a fund balance of \$26,864.83.

MOTION was made by Martinson, seconded by Wenz to accept the Financial Report for the HRA

MOTION CARRIED-VOTING IN FAVOR: GRANER, HAFFTEN, MARTINSON AND WENZ.

Grocer/Food Co-op

The food co-op committee has met three times so far and is working on a mission statement, a logo, and a campaign to gain more interest. A representative from the non profit Food Co-op Group attended the meeting in November which provided the group good direction. The group selected a name for the committee which is, Crow River Food Co-op. The committee will need to update the market study for the grocer that the HRA had completed. The committee will start meeting the second Tuesday at 5:30 p.m. at the China Buffet. The next committee meeting is scheduled for January 9, 2012.

Resolution #11-61/Declaring Intent to Create a Redevelopment District/8090 State Highway 55

The HRA recently approved the demolition of a blighted structure at 8090 State Highway 55. Prior to the demolition of the structure the building official will inspect the building to ensure that it meets the guidelines of a substandard structure.

Joanne Foust explained that when the HRA adopts a resolution declaring the intent of establishing a TIF Redevelopment district then if there is a project within three years TIF may be used for the redevelopment of the site.

MOTION was made by Graner, seconded by Hafften to adopt HRA Resolution #11-61 Declaring Intent to Create a Redevelopment District and authorizes the demolition of the substandard structures located at 8090 State Highway 55 (PID #29-119-24-42-0008) with the intention of including these parcels in a redevelopment Tax Increment Financing District within three years of demolition.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

Economic Development Report

The HRA reviewed Joanne Foust's report on related activities that occurred in the past quarter including potential business prospects and owners she has contacted including a pharmacy, two industrial business prospects, Chilson Funeral Home, Shell Station, local businesses that have previously expressed interest in developing the site at 8740 Highway 55 and senior housing developers.

The Shell Station is to open in mid January, 2012. In discussing the prospect of two industrial businesses, Mayor Beyer asked staff to get costs for acquiring the Berthiame industrial land and to run the financials to determine whether the HRA should develop our own industrial park.

There was some discussion about the potential funeral home project in downtown. Staff is meeting with the owners on January 12th. The mayor discussed the flood plain regulations for the funeral parlor and the possibility of the city selling the city parking lot which is adjacent to the site.

Business Retention and Expansion Surveys

Joanne Foust and Carswell are visiting businesses as part of the Business, Retention, and Expansion (BRE). The survey for this was included in the packet for HRA review and input.

Nortog's meat market was visited and he is expanding his business in downtown Buffalo. The lease at his current location is too high at \$1,600 per month plus taxes. There was some discussion about assistance to this business to acquire the site.

Marketing Video

Joanne is still working on the marketing video with Mark Davis as it is rough and needs major editing to glue it all together.

Senior Housing Development Update

Foust has sent out letters to senior housing developers and received responses from five that expressed an interest.

Other miscellaneous items include: State of the City for WCEDP, attended Greater MSP meeting regarding marketing sites available within Wright county we will get our sites to them to be posted on the website, met with new director of WCEDP Ted LaFrance, Manufacturers breakfast was held in October, chamber news and the No Interest Deferred loan was completed as well as the demolition of the blighted motel at 8740 Highway 55.

Economic Development Contract 2012

The 2012 contract for Municipal Development was reviewed. The mayor discussed adding a clause into the contract that would include it would be a conflict of interest to be employed by the neighboring cities of Greenfield and Loretto. The contract fee has not changed from the current year.

MOTION was made by Graner, seconded by Hafften to approve the agreement with Municipal Development Group, Inc from January 1, 2012 to December 31, 2012 with a clause about a conflict of interest to be employed by the neighboring city of Greenfield or Loretto and authorizes the Administrator and Mayor to sign the agreement.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

2012 Goals/Reports

Staff presented the status on the HRA goals established for 2012.

Chamber of Commerce

Carswell reported that she recently met with the president of the Rockford/Greenfield Chamber of Commerce Jerry Hertaus. The city has been subsidizing the administration of the Chamber for years and is no longer financially willing to continue this endeavor. The role of their administrative assistant is one of our city hall staff and this is too expensive for the chamber to continue and this will end at the end of the year or soon after when they find another person to take this task on. The city hall staff no longer has the time to be the secretary for the Chamber. Joanne Foust will no longer be coordinating the chamber meetings, providing speakers, setting up the lunches, preparing the invitations, the power points, etc. The chamber will be self supporting.

Adjourn

MOTION to adjourn was made by Graner, seconded by Hafften.

MOTION CARRIED-VOTING IN FAVOR: GRANER, HAFFTEN, MARTINSON AND WENZ.

The meeting adjourned at 6:59 p.m.