



**City of Blaine
Anoka County, Minnesota
Minutes - Final**

10801 Town Square Dr.
Blaine MN 55449

EDA

The purpose of the Blaine Economic Development Authority is to increase the City's commercial/industrial tax base, provide employment opportunities, undertake redevelopment to enhance and maintain neighborhood economic stability, and address special needs, such as senior housing. As authorized under Minnesota State statutes, the Blaine City Council also serves as the Blaine Economic Development Authority.

Thursday, November 3, 2011

7:15 PM

Council Chambers

1 Call to Order/Roll Call

The meeting was called to order at 7:25 p.m. by President Ryan followed by the Roll Call.

ALSO PRESENT: Acting Executive Director Clark Arneson; City Attorney Thomas Sweeney; Community Development Director Bryan Schafer; Public Services Manager Bob Therres; Public Safety Manager/Police Chief Chris Olson; Finance Director Joe Huss; City Engineer Jean Keely; Communications Technician Roark Haver; Senior Engineering Technician Al Thorp; City Clerk Jane Cross; and Recording Secretary Linda Dahlquist.

(Commissioner Clark entered at 7:27 p.m.)

Present: 7 - Commissioner Bourke, Commissioner Clark, Commissioner Herbst, Commissioner Hovland, Commissioner Kolb, President Ryan, and Commissioner Swanson

1-1 MIN 11-0016 MINUTES FROM THE NOVEMBER 3, 2011 MEETING

Attachments: [Nov 3 2011 EDA minutes](#)

Moved by Commissioner Swanson, seconded by Commissioner Herbst, that this Minutes be Adopted. The Motion was adopted unanimously. 6-0-1 (Commissioner Clark absent).

1-2 EDA RES 11-09

**BLAINE ECONOMIC DEVELOPMENT AUTHORITY
APPROVING RATE SCHEDULE FOR BLAINE COURTS
AND CLOVERLEAF COURTS SENIOR HOUSING
FACILITIES**

Sponsors: Huss

Attachments: [Rent Schedule](#)

Finance Director Huss reported Twin City Christian Homes Management Company, Inc. (TCCH) has been the Blaine Courts management firm since the project's rent-up period that started in January of 1991 and Cloverleaf Courts beginning in February of 2000. Blaine staff and TCCH management have prepared the 2012 budgets with the Board recommended rental rate increase of 1% for 2012. The rental fees are designed to cover expenses while effectively managing the non-operating budget and the fund's budget reserve.

Commissioner Herbst asked how long it has been since a rate increase. Finance Director Huss reported three years.

Mayor Ryan stated he has talked with the residents and they thanked the City for not raising the rent each year and only a one percent increase for 2012.

Commissioner Bourke asked the cost of building maintenance per year including staff and is there a contract on the elevator. Finance Director Huss responded maintenance is \$278,000. He stated there is a maintenance contract on the elevator, although there are out of pocket costs.

Commissioner Bourke stated he does not support an increase.

Mayor Ryan stated a one percent increase is fair and he does not want the EDA to run out of funds.

Commissioner Herbst stated he supports the one percent increase. He wants to seek bids when the current contract is up. He stated there are adequate reserves, but we are off on the building depreciation.

Commissioner Swanson stated he supports the one percent increase.

Commissioner Hovland stated he supports the one percent increase. He stated the City needs to look at the contract and put it out for bid to save money and reduce costs.

Commissioner Bourke stated we need to review the amount of reserves and establish guidelines.

President Ryan stated the buildings have been self-sufficient until recently.

Moved by Commissioner Swanson, seconded by President Ryan, that this EDA Resolution be Adopted. The Motion was adopted. (Commissioner Bourke opposed. Commissioner Clark absent.)

1-3 [EDA RES
11-10](#)

**BLAINE ECONOMIC DEVELOPMENT AUTHORITY
ADOPTION OF 2012 SENIOR HOUSING FUND BUDGET**

Sponsors: Huss

Attachments: [Senior Housing-2012](#)

Finance Director Huss reported Blaine staff in collaboration with Twin Cities Christian Homes, Inc. (TCCH) staff has prepared a comprehensive budget for the Blaine Senior Housing Fund, which includes Blaine Courts and Cloverleaf Senior Housing Facilities. The summary budget reflects a 1% rate increase for 2012 at both Blaine Courts and Cloverleaf Courts. The EDA has established a target fund reserve for the Senior Housing Fund that provides for debt service coverage, cash flow needs, and a capital reserve. In 2010, the fund ended short of the reserve goal and is expected to remain short of its reserve goal for the next few years. If the proposed budget is adopted, the fund balance would be at the recommended reserve level.

Moved by Commissioner Herbst, seconded by Commissioner Swanson, that this EDA Resolution be Adopted. The Motion was adopted 5-1-1 (Commissioner Bourke opposed. Commissioner Clark absent.).

1-4 [EDA RES
11-11](#)

**BLAINE ECONOMIC DEVELOPMENT AUTHORITY
APPROVING A \$30,000 COMMITMENT OF EDA
PROJECT FUNDS TO ASSIST COMPLETION OF
IMPROVEMENTS IN THE WOODLAND VILLAGE
(GARDENWOOD) DEVELOPMENT. (CASE FILE NO.
11-07/BKS)**

Sponsors: Schafer

Attachments: [Gardenwood Attachments](#)

Community Development Director Schafer reported the City successfully negotiated a settlement with the bond company for the unfinished improvements in the Gardenwood Development. Staff met with Woodland Development, the current owners of the development, to develop a proposal on how to use the bond proceeds. The proposal was reviewed by the City Council at the October 13 workshop where it was also directed that the City contribute EDA funds to assist in the soils exchange component of the project. This resolution commits \$30,000 that is outlined in an agreement between the City and Woodland Development and is contingent on the approval and execution of that agreement.

Commissioner Herbst commented the staff did a nice job negotiating.

Moved by President Ryan, seconded by Commissioner Bourke, that this EDA Resolution be Adopted. The Motion was adopted unanimously.

2 **Other Buisness**

None.

3 Adjournment

Moved by Comissioner Herbst, seconded by Comissioner Bourke, that this meeting be Adjourned. The Motion was adopted unanimously. The meeting adjourned at 7:32 p.m.