



ECONOMIC DEVELOPMENT AUTHORITY

AGENDA  
AUGUST 28, 2023  
6:30 PM  
DUNDAS CITY HALL/CITY COUNCIL CHAMBERS

1. CALL TO ORDER/ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
4. BILLS AND COMMUNICATIONS
5. REPORTS
6. UNFINISHED BUSINESS
7. NEW BUSINESS
  - a. Consider Resolution 2023-01 A Resolution Adopting a 2024 Budget and Property Tax Levy and Requesting Their Approval by The City Council of the City of Dundas
8. ADJOURN

**CITY OF DUNDAS  
ECONOMIC DEVELOPMENT AUTHORITY  
MINUTES OF JUNE 26, 2023  
6:30 PM City Hall**

**UNOFFICIAL MINUTES**

Present: Glenn Switzer, Ashley Gallagher, Luke LaCroix, Grant Modory, Luke Swartwood  
Staff: City Planner Nate Sparks, Financial Advisor, Mikaela Huot, City Administrator Jenelle Teppen

**CALL TO ORDER/ROLL CALL**

President Switzer called the meeting to order at 6:12 p.m. A quorum was not present. Gallagher arrived at 6:20 and Modory arrived at 6:24.

**APPROVAL OF AGENDA**

**Motion by Swartwood, seconded by Gallagher, to approve the agenda. Motion Carried Unanimously (MCU)**

**APPROVAL OF MINUTES**

**Motion by Swartwood, seconded by Modory, to approve the Minutes of the January 23, 2023 meeting. MCU**

**BILLS AND COMMUNICATIONS** – No bills or communications presented.

**REPORTS** – No reports presented.

**UNFINISHED BUSINESS** – No unfinished business presented.

**NEW BUSINESS**

Project Preliminary Feasibility

The EDA previously discussed two redevelopment priorities; North end of Downtown and a Business Park Project.

North end of Downtown: Staff has not had any luck in negotiating with the property owner to allow a Phase 1 environmental analysis on the site but they will continue to work towards an agreement.

Business Park Project: The City has been exploring the feasibility of acquiring a site for a business incubator.

The City's financial advisor, Baker Tilly through Mikaela Huot, prepared a preliminary analysis which would allow the City to acquire the site and install the project infrastructure. Four scenarios were discussed; General Obligation Temporary TIF Bonds, General Obligation TIF Bonds, General Obligation Tax Abatement Bonds and General Obligation Improvement Bonds.

Huot stepped through each of the options with the EDA and recommended that the EDA review the financial analysis and discuss next steps.

The EDA directed staff to continue review and analysis of the options presented.

**ADJOURN**

**Motion from Modory, and seconded by Swartwood, to adjourn the meeting at 7:20 p.m.**



REQUEST FOR EDA ACTION

TO: EDA Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Resolution 2023-01 A Resolution Adopting a 2024 Budget and Property Tax Levy and Requesting Their Approval by the City Council of the City of Dundas

DATE: For the EDA Meeting of August 28, 2023

PURPOSE/ACTION REQUESTED

Consider approving Resolution 2023-01 adopting a 2024 Budget and Property Tax levy and requesting their approval by the City Council.

SUMMARY

The EDA annually approves a budget and recommends the levy amount to the City Council for approval.

The City has levied funds for economic development activities for two years; 2021 and 2022 (for taxes payable in 2022 and 2023). The City's annual financial audit for 2022 reflects a balance of \$21,241 in the EDA Fund.

Staff proposes a budget similar to previous years for 2024. I have proposed to fund the branding study equally from the General Fund and the EDA Fund.

|   | \$0'00 | \$3'041'20 | \$10'450'00 | \$13'402'50 | \$10'000'00 | \$0'123'02 | \$12'530'00 |
|---|--------|------------|-------------|-------------|-------------|------------|-------------|
| 532 ECONOMIC DEVELOPMENT AUTHORITY              | \$0'00 | \$3'041'20 | \$10'450'00 | \$13'402'50 | \$10'000'00 | \$0'123'02 | \$12'530'00 |
| 40200 Economic Development                      | \$0'00 | \$3'041'20 | \$10'450'00 | \$13'402'50 | \$10'000'00 | \$0'123'02 | \$12'530'00 |
| E 332-40200-430 Miscellaneous                   | \$0'00 | \$0'00     | \$0'00      | \$0'00      | \$0'00      | \$1'000'00 | \$0'00      |
| E 332-40200-313 Business Fee                    | \$0'00 | \$0'00     | \$4'000'00  | \$4'52'50   | \$4'000'00  | \$0'00     | \$0'00      |
| E 332-40200-310 Professional Services           | \$0'00 | \$0'00     | \$0'00      | \$0'00      | \$0'00      | \$0'00     | \$0'00      |
| E 332-40200-304 Food Fee                        | \$0'00 | \$1'000'00 | \$1'000'00  | \$0'00      | \$1'000'00  | \$0'00     | \$0'00      |
| E 332-40200-307 Application and Access Services | \$0'00 | \$0'00     | \$5'550'00  | \$0'00      | \$5'550'00  | \$0'00     | \$0'00      |
| E 332-40200-500 Utilities                       | \$0'00 | \$20'80    | \$0'00      | \$0'00      | \$0'00      | \$0'00     | \$0'00      |
| E 332-40200-727 Market & Comp Insurance Fee     | \$0'00 | \$0'00     | \$40'00     | \$0'33      | \$0'00      | \$35'00    | \$0'00      |
| E 332-40200-734 Employee Paid Plan              | \$0'00 | \$0'00     | \$0'00      | \$5'70      | \$0'00      | \$1'44     | \$0'00      |
| E 332-40200-733 Employee Paid Health            | \$0'00 | \$0'00     | \$50'00     | \$1'04      | \$10'00     | \$0'02     | \$10'00     |
| E 332-40200-737 Employee Paid Health            | \$0'00 | \$0'00     | \$1'040'00  | \$000'00    | \$000'00    | \$1'301'02 | \$000'00    |
| E 332-40200-755 Building Tax                    | \$0'00 | \$0'00     | \$240'00    | \$205'00    | \$200'00    | \$420'50   | \$000'00    |
| E 332-40200-757 BEVA                            | \$0'00 | \$0'00     | \$250'00    | \$202'30    | \$220'00    | \$440'30   | \$000'00    |
| E 332-40200-700 Services and Wages              | \$0'00 | \$0'00     | \$0'00      | \$10'440'25 | \$10'500'00 | \$2'831'04 | \$15'300'00 |
| 40200 Economic Development                      | \$0'00 | \$3'041'20 | \$10'450'00 | \$13'402'50 | \$10'000'00 | \$0'123'02 | \$12'530'00 |
| 532 ECONOMIC DEVELOPMENT AUTHORITY              | \$0'00 | \$3'041'20 | \$10'450'00 | \$13'402'50 | \$10'000'00 | \$0'123'02 | \$12'530'00 |

The attached Resolution indicates that the EDA levy for 2024 is \$46,246. This is the maximum allowed by Minnesota State Statues.

RECOMMENDATION

Motion to approve Resolution 2023-01 A Resolution Adopting 2024 Budget and Property Tax Levy and Requesting Their Approval by The City Council of the City of Dundas

**CITY OF DUNDAS  
COUNTY OF RICE  
STATE OF MINNESOTA**

**RESOLUTION NO. EDA 2023-01**

*A Resolution Adopting A 2024 Budget and Property Tax Levy and  
Requesting Their Approval by The City Council of the City of Dundas*

**WHEREAS**, the Economic Development Authority of the City of Dundas (the “EDA”) undertakes redevelopment and housing activities in the City of Dundas, Minnesota (the “City”); and

**WHEREAS**, pursuant to authority granted by Minnesota Statutes, Section 469.02 and the enabling resolution of the EDA, the EDA exercises all of the powers of a housing and redevelopment authority (“HRA”) as described in Minnesota Statutes, Section 469.001 to 469.047 (the “Act”); and

**WHEREAS**, under Section 469.033 Subdivision 6 of the Act, an HRA is authorized to levy and collect special benefit taxes on all taxable property under the jurisdiction of the HRA, that is, property in the City; and

**WHEREAS**, the permitted levy is 0.01813 percent of the estimated market value of the property in the City.

**NOW THEREFORE BE IT RESOLVED** by the Economic Development Authority of the City of Dundas as follows:

1. The EDA hereby adopts a 2024 budget for housing and redevelopment in the amount of \$30,230.
2. The EDA hereby adopts a 2024 property tax levy of \$46,626 for the purpose of funding the adopted budget in conformance with Section 469.033, Subdivision 6 of Minnesota Statutes.
3. The Secretary is authorized and directed to transmit a certified copy of this Resolution to the City Council of the City of Dundas for its consent and approval as provided by Section 469.033 of the Act and for certification to the Property Tax & Elections Director of Rice County.

**ADOPTED**, by the Economic Development Authority of the City of Dundas, Minnesota, on this 28th day of August, 2023.

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Glenn Switzer, President

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Jenelle Teppen, Secretary