

THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF BROOKLYN PARK
August 24, 2020 MEETING MINUTES

I. ORGANIZATIONAL BUSINESS:

1. CALL TO ORDER: President Jeff Lunde at 7:00 p.m.

ROLL CALL PRESENT: President Jeff Lunde, Treasurer Lisa Jacobson, EDA Secretary Tonja West-Hafner and Commissioners Mark Mata and Wynfred Russell, Staff: Executive Director Kim Berggren, Economic Development & Housing Director Breanne Rothstein, Development Project Coordinator Erika Byrd, Business Development Coordinator Daniela Lorenz, EDA Attorney Jim Thomson and Program Assistant Theresa Freund.

ABSENT/EXCUSED: Vice President Susan Pha and Commissioner Terry Parks.

2. PUBLIC COMMENT AND RESPONSE:

2. A Response to Prior Public Comment: None.

2. B Public Comment:

Steven Marsolek, 7800 Colfax Avenue North regarding Plaza Park located at intersection of West Broadway Avenue and 85th Avenue.

3. APPROVAL OF AGENDA

MOTION RUSSELL, SECOND JACOBSON APPROVING THE AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

II. STATUTORY BUSINESS:

4. CONSENT:

4.1 Consider Approving EDA Meeting Minutes.

MOTION LUNDE, SECOND JACOBSON TO APPROVE THE JUNE 15, 2020 EDA MEETING MINUTES. MOTION PASSED UNANIMOUSLY.

5. PUBLIC HEARINGS:

5.1 None.

6. GENERAL ACTION ITEMS:

6.1 Consider Approving Special Benefit Tax Levies for Defraying the Costs Incurred by the Brooklyn Park Economic Development Authority for the Year 2021.

MOTION MATA, SECOND JACOBSON TO WAIVE THE READING AND ADOPT RESOLUTION #2020-12 APPROVING SPECIAL BENEFIT TAX LEVIES FOR THE PURPOSE OF DEFRAYING THE COSTS INCURRED BY THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY FOR THE YEAR 2021. MOTION PASSED UNANIMOUSLY.

- 6.2 Consider Directing Staff to Prepare for EDA Consideration an Amendment to the Existing Contract for Private Redevelopment between the Brooklyn Park EDA and BP Partners Limited Partnership in Accordance with the Terms Outlined in the Staff Report.

MOTION WEST-HAFNER, SECOND JACOBSON DIRECTING STAFF TO PREPARE FOR EDA CONSIDERATION AN AMENDMENT TO THE EXISTING CONTRACT FOR PRIVATE REDEVELOPMENT BETWEEN THE BROOKLYN PARK EDA AND BP PARTNERS LIMITED PARTNERSHIP IN ACCORDANCE WITH THE TERMS OUTLINED IN THE STAFF REPORT. MOTION CARRIES ON A ROLL CALL VOTE AS FOLLOWS: YES: WEST-HAFNER, RUSSELL, JACOBSON AND LUNDE. NO: MATA. ABSENT: PHA AND PARKS.

III. DISCUSSION:

7. DISCUSSION ITEMS

- 7.1 Status Update – Kim Berggren highlighted the following:
- September 14 through the 20 is our second Restaurant Week in Brooklyn Park. Watch for communications related to that event. Please do what you can to share the marketing and collaboration effort that we do with the Communications team and our restaurant partners.
 - Staff wants to make sure commissioners are aware of the work that is being funded through Hennepin County's Business District Recovery Fund. Staff did apply for a couple areas of Brooklyn Park to the competitive county program. The area around 85th Avenue North and Highway 252 was selected. Those businesses in the districts will be getting some consultant hours towards helping to promote that area and this part of the work the county is leading around supporting businesses through the pandemic. Staff will be participating in that work however the funding is coming from the federal government and additional support by Hennepin County.
 - Other work the EDA team has been working on is mask delivery. This too was funded by federal dollars in collaboration with the state and Twin West Chamber of Commerce. The city received 55,000 masks to give to businesses. There were a few events that happened to get those masks out, including having some of our staff out delivering to our businesses. As part of the CARES Relief spending package that the Council approved last Monday night, staff will continue some of those efforts around distribution of masks to businesses. If you know of businesses that need masks or support from the city, please make sure to refer them to Daniela Lorenz so that we can get that coordinated.
 - Cirtec has received an \$800,000 award from the state through the Minnesota Investment Fund, MIF Program. This required some staff work from Daniela Lorenz and Breanne Rothstein to advance these funds to Cirtec Medical. This will bring 200 new jobs through their expansion that is being supported through this award.
 - Staff has been partnering with other groups about economic inclusion in the region. We have met with DEED, the people that were planning the regional economic framework work and the new leader of the Metropolitan Consortium of Community Developers to talk through some of our ideas on how to better support our small

business community and our community businesses of color in terms of how we can do economic development different. We have had some great conversations with those groups. We anticipate continuing to partner with folks around that area of engaging our partners for equity outcomes.

- Most of you are aware that the Corridor Management Committee had their first meeting in over a year. We have seen several articles come out about the BLRT project.
- We had the celebration for the pop-up Plaza Park on Friday, August 21st to kick off the fact that that pop-up place is now intact. We have some amazing art features out there that were funded through the McKnight Foundation, through the Cultivate Bottineau Program and in partnership with Hennepin County. There were speakers at this event. Mayor Jeff Lunde and Council Members Tonja West-Hafner and Terry Parks were there to celebrate. This was a fun event to highlight the kickoff and really celebrate the fact that that corner of 85th Avenue North and West Broadway is slated to be a vibrant corner with the LRT station, the future Center for Innovation and The Arts project (CITA), as well as the existing library and North Hennepin Community College.
- There is a chance we will be cancelling the EDA meeting in September. This is so staff can focus its attention on deploying the CARES Relief funds. Stay posted for that unless something comes up that needs to get advanced in September.

Daniela Lorenz stated I will be giving you an update on the Small Business Center project which was formerly called the Incubator project. This name more accurately reflects what we are envisioning happening with this process. To give you a little background for this discussion this project or a project like it has been in discussion since we began planning for station areas around the Blue Line extension. It really did come out of conversations with the community including groups like LIBA and ACER where the desire really was for an ethnic market that was culturally specific with an incubator space. Staff explored some of those options and it would obviously have to be a new build if we went with something like that, which is incredibly expensive.

When staff brought back options including doing a brand-new building or going with the repurposing of an existing vacant property in 2019 the EDA did put in its strategic priority projects that directed to pursue repurposing an existing vacant property. This meets a lot of the initial goals of an incubator space specifically. It is a little bit faster and a little bit less expensive because it is an existing space and you are reinvigorating something that is currently vacant for businesses.

In the draft 2021 EDA budget there is a proposed \$2 million budget for development of this project. Of course, staff will continue to pursue grants as they come up, fit and are appropriate for this project. There is work already happening associated with this project. Some of the recent milestones:

- In June of this year the EDA received \$100,000 in predevelopment grant funds from the Met Council's Livable Community Development Act. Staff imagines that these

dollars will be used to pay for contracting work like architectural drawings, potentially some lease negotiations along with the procurement of contractors.

- Staff has held three scoping meetings with a variety of stakeholders including:
 - The Neighborhood Development Center who runs Midtown Global Market and several other business incubators throughout the city. They also offer small business support work.
 - IAG who helped facilitate the three meetings that we put together. They are also a real estate broker.
 - ACER.
 - LIBA.
 - Brooklyn Mix Investors is a group of businesses that come together to network and help each other. We put them up there as investors because they have interest in doing a project like this. They are potentially available to partner on this project as well.

The three meetings were held to help us drill down on different types of things to do with the incubators specifically business needs and demands in the community, space needs and options we should be looking for and finally operational needs. The meetings were also meant to help us better understand what we need to be asking when we are procuring these services, so we are making sure we are asking the right kinds of questions and really taking into consideration the voice of the community as we are going through all of this.

In that same vein we have also held several small business focus groups including business representatives from across business sectors and from a multitude of cultural communities. So far, we have had ten businesses participate. I imagine we will continue holding these focus groups with businesses viewing them both as stakeholders and as potential tenants for the space. Two things that really rose to the top were and I summarized these in the status update:

1. Affordability.
2. Space that is easily accessible to customers, visible, looks nice when they walk in and is welcoming.

Finally, what staff is going to be doing with the results of all these meetings is compiling them, putting them together to talk about the center design, size, general location and programming. The results of all those scoping meetings will help us understand as we are going forward.

Of course, the work does not stop here. Some steps currently in progress: we are currently soliciting applications from community members and business owners to serve on the project steering committee. The steering committee will meet three to four times over the next several months to discuss procurement, RFP processes, potential locations,

ultimately operations and what that might look like at the center. It will be made up of six or seven members. Three will be elected officials and three to four will be community members, hopefully with some experience in running a business or developing space and doing real estate work.

Another thing we will be doing as I mentioned before is drafting a memo detailing the research findings from the three scoping meetings and the recommendation around the vision of the center. The next step is in September hopefully we will have a steering committee on board with some members ready to go. Staff will continue to do business engagement and maybe beyond just what is in Brooklyn Park but in the region as well. Reviewing them as stakeholders and potential tenants in this space. We are also working right now on RFQs, Request for Qualification for a tenant representative who will help us understand site options, lease negotiation and then potentially negotiate some tenant finishes for us as well. We are also going to be working with WSB & Associates to write architect and architecture Request for Proposals. We would explicitly say that the goal particularly for architects and contractors is to contract with local small business professionals knowing that we have a lot of that talent in the community.

Some of the proposed EDA involvement and we will have discussion around this, will be:

- The approval of a \$2 million allocation in the 2021 budget. We will talk about this in November.
- The approval of the concept and location during the winter of 2020 or early 2021.
- Discussion and approval of a lease agreement and a capital operating budget the spring of 2021 or the summer of 2021.

Staff will continue to keep the EDA informed through monthly staff status updates.

Commissioner Mark Mata stated you talked about the list of investors. What are they bringing to the table and are they contributing financially? Daniela Lorenz responded we do not know yet and this will be part of the discussion that we will have. We will be asking them if they can contribute financially and what that would look like. There is also a package they have put together that they may be able to provide the technical assistance in the property management that would go along with that.

Commissioner Mark Mata stated that when you call them investors, they do not look like investors from what I know about the groups. I see them more as a resource. I would think we would know who the investors would be if we are going to do this. On the \$2 million budget item you talked about from the EDA, do we know how much of that is for acquisition of a building, how much is for renovation and is

there money in there for two years of operating expense? What is that \$2 million going to get us and for how long? At what point do we turnaround and find out there is no building in Brooklyn Park that can be procured for under say \$4 million. Would the whole idea then go away or do we come back to the EDA and say we need to change this to \$4 million for this to work?

Commissioner Mark Mata stated the organizations you mentioned could also be tenants. I am strongly against that because now I am allowing an organization to become a tenant and we trying to create an incubator program. When you are an organization you are no longer an incubator. I want to be very careful on who we look for as tenants. I am interested in starting businesses that will prosper down the road.

Commissioner Mark Mata stated Ms. Berggren you mentioned 85th Avenue North and West Broadway was going to be a huge successful intersection based upon the light rail station. Is the light rail on its way? Kim Berggren responded I think we have the same information on the status of the project which is right now it is stalled out because of negotiations. There are conversations about how to continue to advance the project either by pursuing the BNSF negotiation using tougher strategies or by looking at alternative routes that would be unlikely to change the Brooklyn Park stations. We are still currently planning to have a station at that location. The timeline is unknown though.

Commissioner Mark Mata reported that at Highway 252 and 85th Avenue North we applied for marketing. Are we going to involve all the businesses in that area and are they going to have a say on how they are marketed? Kim Berggren responded I do not have the details on the strategies they intend to use. The idea would be to support public facing businesses as an emphasis. The consultants that the county is hiring and including staff to help with outreach would be reaching out to businesses in that area. I do not know the level of engagement that will be part of the contract but certainly many of the businesses should be getting in touch by the county. Daniela Lorenz stated that we are not 100% sure how the consultant will be doing the outreach. Staff has provided them contacts for all the businesses in that area and staff will be involved as well. Commissioner Mark Mata asked that staff keep him abreast in what happens there. He can help with several businesses in that area and let you know whether they have been contacted. Just to see how the process goes and maybe we should apply for more in different areas of the city. If it is successful, then let us keep it going.

Commissioner Mark Mata stated everyone needs to wear a mask pretty much everywhere you go. Most businesses have created policies for masks. The city was given 55,000 masks to hand out. What was the process and how did it happen? I want to make sure things are equal and fair for every business. I know that all businesses were contacted, not all businesses knew about that and I do think that if we are to procure supplies that are deemed necessary by the governor, leaders of the State of Minnesota and the federal government we should figure out a different way of disseminating those equally. I am going to guess that some of the larger companies did not come forward to ask for anything. I would like the city to have a process to distribute them fairly and equitably.

Commissioner Tonja West-Hafner reported I have a few comments about the small business center update. I want to make sure we are reaching out to everyone and not just to the few that come all the time and ask the city for assistance. It seems to me that we are not doing a whole lot of outreach and correct me if I am wrong. I see some clear missing pieces, some of the other organizations and ethnic groups that might have the same issue. I agree with Commissioner Mata that I do not want to see this space used for agencies' staffing space. It needs to be for businesses that are building themselves up and then will potentially move somewhere else to expand. I know that you have just started work on scoping but there are some big questions and things that need to be figured out before we move this to the next step. This item will part of our initial conversation on next year's budget. Without a lot of those things figured out I do not know that I can support this because there are people and groups that are being left out. I want to make sure we are fair and equitable to everyone. This was the same argument that I had with the internet and trying to go into just a couple of apartment buildings. It is not fair or equitable to not to give everyone a shot.

Commissioner Tonja West-Hafner stated we may come to the point where we have a certain amount of space and potentially three times the number of businesses that are going to want to move into the business incubator center. How we are going to select who is going to go into it. There needs to be a whole process when we get to that point. Will there be a random drawing? I do not want it to evolve into creating spaces for nonprofit agencies that came and asked us. We need to talk about this with Commissioner Pha. I feel that there are several agencies and organizations that are left out. I understand potentially bringing in the Brooklyn MIX Collective who is trying to build an incubator in Brooklyn Center that eventually the business owners could take over and own. They were trying to use the Opportunity Zone money and investors to make that happen. I do not believe they have gotten anywhere. I want them to be successful in that for themselves, but I do not think that is what we are

looking for as potential ownership by the businesses. This is going to be an incubator and needs to keep turning over. If eventually everyone owns their space, I do not think it does that. I would encourage staff strongly to reach out to more small businesses and more organizations of all diversities in Brooklyn Park and not specific ones. I have already asked what a good location is and what is the affordable space rent mean. This all ties back to coming up with an operating budget. We will need to see that to at some point. I do not want staff to get all the way down the road and then you bring back an operating budget that is not doable and the city will have to continue to pay \$2 million every year just to keep it up. I do not want to leave people out and this feels like there have been people left out of this scoping stuff and I am not very happy about that. Keep digging into those pieces and both Commissioner Mata and I have said we do not want to go down this road if you bring back an operating budget and it is not doable because no one has gone out and looked at how much commercial space is. If this is feasible in any shape, way or form at this point then we need to get more people and agencies involved so we get a good mix of kinds of businesses and all our residents in the city.

Kim Berggren stated the reason we included the EDA involvement is to talk through what the expectations are with EDA participation. The strategy we are proposing is to use a steering committee because as there is a lot of detailed information we are going to need to get processed and a lot of decision making to propose this project. We will need to move somewhat fast to secure any available space. Once we start looking at an available space unless we can move relatively fast, we could lose that space. If we are going to be the ones that own and operate the lease space, we will need to be able to move fast through a lot of decisions with a lot of inclusions.

Our strategy is to use a committee approach and we are asking for three volunteers from the EDA. We are proposing that the points of voting for the rest of the board would be minimized to a couple touch points. We would continue to give information so that you are able to provide input as we go. At any point of time the EDA could say we are no longer interested in this project based on what we know today that we did not know before.

Staff is suggesting an initial statement today that yes, we understand this is going to be a project the EDA will have to invested in. The \$2 million is just a plug number because we do not know exactly what the project is yet. We do not have to do that as part of the November budget process but it might be a nice indication of desire to move forward. There would be additional approvals that would be made by the EDA. We have outlined that you would not vote again until we have a project concept drafted that has all the

information you are wanting to understand including a location. The project proforma would be specific to a location. That would be an action of the EDA and then the other point of action would be when we would enter into a lease agreement.

Commissioner Lisa Jacobson stated I know that you have talked to Jeff Alexander, formerly of NDC and former director of Midtown Global Market. I am assuming during that conversation you learned more about how Midtown Global Market was operated. Who holds the lease agreement? Daniela Lorenz responded I believe it is NDC.

Commissioner Lisa Jacobson stated for me I agree with what has already been said. Now COVID is happening and we have businesses pivoting. My own business has had to pivot in these times. We talked about this a long time before COVID as something we wanted to start to look at and now here, we are with no known end in sight. Is this the time to be investing in a project like this? I would say the Denny Walsh property on Zane Avenue and Brooklyn Boulevard is like an incubator now. There are small spaces in there for businesses many of which are diverse people and they are paying \$200, \$300 a month in rent. When I spoke with Jackson George last week, he remembered that his first office Denny rented to him for \$100 a month. We have that space, is that full still through COVID? That would be a question I would like answered. If the light rail does not come, how does that change how we look at this. I am not necessarily interested in getting the city or EDA on the hook for this project. As Commissioner Mata has suggested having investors who having skin in the game. If this succeeds, we all celebrate and if it does not it would not be all on us.

I am on the steering committee and would be interested in us digging into the Midtown Global Market model. Years ago, when I was on the Planning Commission, we were talking about having a mini midtown market on that property on Brooklyn Boulevard, behind where the Pulte Homes are going. It sounded exciting but then the realty came and questions on how it gets funded, how does it get built, how does it sustain, what is the operating budget and what happens when a space is empty because something happens, like a pandemic. I do not know that I am as excited about it as I was back then.

Commissioner Wynfred Russell stated thank you staff for all the work you have put into this project. I love the direction it is taking. I have been interested in this for a long time. Hopefully, it will come to some level of fruition soon. Almost every day I get a message about a business marketplace. Folks are always asking how to support businesses and how to get it up and running. We know about the devastation that has been brought on by this virus. We have a resilient

group of folks out there who are trying to do everything possible to keep their heads above water. A small business center I think is great and is in the right direction. I am in support of this.

Commissioner Wynfred Russell asked staff what criteria did you use to select the organizations and the groups that were invited to be part of this conversation? I do understand that it is almost impossible to get all the groups around the table but a represented sample sounds like what you are going for. Daniela Lorenz responded first we specifically asked ACER and LIBA to join us because they had been part of these conversations before. We wanted to acknowledge the work that they have done around the ethnic marketplace. They have the ear of businesses in our community. Staff has been in conversations with NDC for a few other things as well and we know they are looking at different ways to get better involved in Brooklyn Park. They are really the experts on incubators and small business center space in our region. There is no one else that does what they do. Jeff LaFavre of IAG Commercial helped us facilitate those conversations and was brought to us by WSB because he has a background in real estate brokerage. He had a good process that made a lot of sense to us for getting us through the scoping conversations. Staff brought experts to the table like Brooklyn MIX, who also had interest. They have done a lot of work in their space including the creation of a Brooklyn Center space that Commissioner West-Hafner mentioned. We wanted to acknowledge that work. They too have a group of businesses though they do not pretend to fully represent. However, they can speak of the needs they hear from their networks.

Commissioner Russell asked what would preclude you from bringing in other groups as well with subject matter expertise to the process? Daniela Lorenz responded there is no reason why we would not bring someone in that has interest in being involved and with expertise. We need them certainly. Kim Berggren added at this point the staff has been responding to what we have been hearing from community members about wanting to participate. If commissioners have other people that you think would want to participate, make sure you direct them to staff. Our intention is to gauge, especially early in the project we want the voices of all the people that are wanting to talk about this project to be included. Part of this steering committee's charge will be to make sure that our community engagement process is going forward and is represented of the community. We want the committee to have both elected leaders and some other people that want to be leaders in this space to help ensure that we are including other perspectives in the decision making.

Commissioner Russell stated he would like to be on the committee. Kim Berggren stated President Lunde solicited for representatives at the last EDA meeting. We would like to limit the EDA members to three so that there is no EDA quorum in terms of managing the meetings. I will defer to President Lunde. President Jeff Lunde stated he will send out a note to commissioners so we can have a conversation.

President Jeff Lunde stated here is my concern right now we do not have a vaccine for COVID. Investing in a physical facility and I realize we are talking about a delay; I am not sure. Right now, everything is going virtual and to invest a significant amount of money on a physical location how does that play. What happens if COVID comes back, we open, we still do not have a vaccine, and no one can go into the building for a year. However, we just paid \$2 million for a building. Do I think that is going to happen no but the way 2020 is going that is one of my concerns. Businesses right now are disinvesting in physical space. My own company has moved a third of their employees to home. If we did not have to have sites for distribution, we would be cutting back. The vacancy rate in downtown Minneapolis is going to go through the roof for a variety of reasons. One of the big reasons is that major businesses downtown are saying work from home. Would we be better off spending that money on a virtual space or a different way?

President Jeff Lunde asked do we have DEED and North Hennepin Community College involved? Daniela Lorenz responded at this point no. There could be funding that they could provide us down the line. President Jeff Lunde stated they may want to get involved in more of a virtual space. Helping our young micro businesses prepare for what the future will be, which is not a physical world. I think North Hennepin Community College has an incubator on site. My concern with NDC is I do not want to spend money on them unless it is spent in Brooklyn Park. I do not want to fund, create, or support anything but Brooklyn Park people through NDC. I want to see measurements of success and failure. Regarding sustainability I would be interested to know if this a five year or ten-year plan.

7.2 Housing Update – Erika Byrd highlighted the following:

- Autumn Ridge Apartments earlier this month the key fob and security camera systems were installed and finished. For the next stage Autumn Ridge will be looking at their exterior lighting plans and getting that rebid.
- Huntington Place Apartment is another rehabilitation project the EDA is involved in. I wanted to preview with the EDA that Aeon is looking at requesting some adjustments to their timeline, schedule and plans. I do not have any details yet as staff has been having preliminary conversations. Just based on Aeon being an owner for the last seven months and with COVID they are looking at some slight adjustments around scheduling that would make more sense with their management plan. We will have more details as staff

continues to have those conversations. Staff right now is reviewing some plans for camera installation which Aeon hopes to get going on later this month and working through more of the short-term plans for the investments.

- The next piece of information I wanted to highlight is the COVID19 Emergency Rent Assistance program that Hennepin County and CEAP are administering. In July, the EDA staff had called around to apartments to get some more information about the program and found that it was perhaps being underutilized for several reasons. One of which being that many residents had been receiving extra unemployment assistance. Since that has ended, we know that more residents will be eligible. With that in mind city and EDA staff sent a postcard out to all rental households in Brooklyn Park to remind them about this opportunity. We have also been scheduling some technical assistance events so staff from Community Engagement and the Economic Development and Housing division have been out at Autumn Ridge Apartments and the Willows so far. We will be visiting Eden Park later this week and then we will look at some further technical assistance and engagement in similar ways in September.

Commissioner Lisa Jacobson stated when we talk to Aeon about the guns and violence at Huntington and they discuss what things they are planning on investing in, we need to talk about the root cause. Otherwise, we are going to be right back to where they are today very quickly. Do they need more time and will work with the police department to figure out how to get to the bottom of the root cause? Anything else they do before that will be just a band aid. It was not that long ago the mayor called the previous developer there a slumlord. We may be going back there again. I just needed to say that we cannot continue to invest in the property in other ways until someone gets to the root of the problem and figures that part out.

President Jeff Lunde stated I think I can share a little bit regarding Commissioner Jacobson's comments. I did have a meeting with Aeon, well more like a tour because they asked some questions and I wanted to see if we could meet in person instead of another ZOOM meeting. A couple of things that I think are worth sharing is they have been hiring staff, but everything is moving slower due to COVID. I do agree there are challenges and I do agree we need to keep up pressure. We have not given them any money which is good. Right now, they need to get stuff done before we make an investment. I appreciate staff reminding them of that. Secondly quite plainly the eviction rules have stopped them from making some of the changes they need to because it is too difficult to. There are under threat of eviction due to lack of payment. Then there are people who need to be evicted because they are the ones causing the problems. What Aeon shared and it applies to everyone, it is too difficult to differentiate between the two to go to court, even though the courts say you can, it is very difficult. As the rules are lightened up on evictions it is really going to be about evicting the people that everyone is concerned about that are causing problems for the other 85% of the tenants who just want a home. I would like to remind everyone that we will not invest any money until they get work done. We never pay upfront. The pressure is on Aeon to get the work done or they do not get the money we agreed to.

Commissioner Mark Mata asked every rental unit received a postcard about COVID relief help? Erika Byrd replied that is correct, about 8,200 households received a postcard. Commissioner Mark Mata asked for the ones that call in is there a deadline? Erika Byrd responded the relief will be available through the end of the year. The postcard will be CARES eligible for reimbursement for the city. We are looking to use those costs on our end for promotion. Commissioner Mark Mata asked do we have staff that will be going through all requests? Erika Byrd responded we have heard that the county and the tenant resource center, which is fielding a lot of these calls, is getting a lot of inquiries. They have staffed up and have hired people to work on this to get the turnaround to be faster.

Commissioner Tonja West-Hafner asked what is the schedule for Autumn Ridge to be finished? Erika Byrd stated the contract does not have a deadline for the construction work. The term of repayment is February 2022 when the loan must be paid back. Commissioner Tonja West-Hafner stated that the work seems to continue to go on and on. Kim Berggren added that the key fob and security cameras have now been installed. Staff is continuing to monitor and make sure they stay on track of their investments.

Commissioner Tonja West-Hafner stated regarding the emergency rental assistance, thank you for sending out the postcards. I think that the glitch in the system is that congress only approved funding through the end of the year. All the money needs to get spent by the end of the year. I think the state is November and what came directly from the county and feds is December. If you do not have a loss of income you cannot use the money. I do want to get out as much information as possible in the hopes that people will come and apply for the money when they have the need and they will be eligible for it.

IV. WORK SESSION

8. WORK SESSION ITEMS:

- 8.1 2021 Strategic Investments Discussion was introduced by Executive Director Kim Berggren. Staff wanted to put this item staff before the EDA today because staff is preparing the 2021 budget. In the past the EDA has followed the pattern of including strategic projects as they arise and doing multiple budget amendments through the year in addition to other actions that come to the EDA like contracts, etc. Staff thought we would try to be a bit more planful in the budgeting cycle and see if any of the items listed as ideas next year are of particular interest to the EDA to be in the budget. This would streamline the process and our finance director is encouraging us to be more planful to minimize any budget amendments.

This list was arrived at by the EDA staff on what would move the needle and advance the work the EDA has articulated as goals and bring us towards the BP 2025 Strategic Goals of the community. Some of these items will be the first time you will have seen them and others are items we have had multiple conversations with you previously.

2021 Budget Strategic Investments:

- 1) Marketing Assistance Program for Small Business
- 2) Chamber Partnership
- 3) Business Façade Fix Up Loan
- 4) Community Wealth Building Action Plan
- 5) Community Wide Internet Access Study
- 6) Wayfinding Plan
- 7) Shelter Services on EDA owned land
- 8) Additional Supportive Housing (through purchase of 4 plex)

Each commissioner went over the list and provided feedback responding to the questions staff provided: what their initial reactions were; which projects excited them; which projects are concerning; and if anything is missing. Kim Berggren and Breanne Rothstein responded to questions as they arose from commissioners.

V. ADJOURNMENT:

Meeting adjourned at 10:00 p.m.