



# WHITE BEAR TOWNSHIP

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RAMSEY COUNTY  
MINNESOTA

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Board of Supervisors  
ED M. PRUDHON, *Chair*  
STEVEN A. RUZEK  
SCOTT E. MCCUNE

## AGENDA ECONOMIC DEVELOPMENT ADVISORY BOARD SEPTEMBER 8, 2020

1. **5:00 p.m.** Call Meeting to Order at Administrative Office Conference Room, 1281 Hammond Road.
2. Approval of September 8, 2020 Agenda
3. Approval of August 17, 2020 Minutes (Additions/Deletions).
4. CARE Act Program – Update.
5. Added Agenda Items.
6. Adjournment.

### White Bear Township's

#### Mission:

To provide White Bear Township residents, businesses and visitors with reliable, high quality municipal services while serving as open and responsible stewards of the public trust.



recycled paper

**To All Commission Members, please follow the below instructions for calling into your meeting:**

**Call 763.717.4037**

When prompted for the meeting number enter **72760**.

Ignore the meeting host prompt if asked.

When prompted for the **Attendees Code** enter **1281**.

You are now placed in the conference call.

Please wait until the start time of your meeting before dialing in to allow for Pat to dial in first.

Thank you!



**EDAB Meeting  
September 8, 2020**

**Agenda Number:** 1 - 2 - 3

**Subject:** Call to Order – 6:40 p.m.  
Township Administrative Offices

Approval of September 8, 2020 Agenda &  
Minutes of August 17, 2020

**Documentation:** September 8, 2020 Agenda  
August 17, 2020 Minutes

**Action / Motion for Consideration:**

Call meeting to order:	6:00 p.m.
Approval of Agenda:	September 8, 2020 (additions/deletions)
Approval of Minutes:	August 17, 2020 Minutes

**MINUTES  
JOINT EDAB/EDA MEETING  
AUGUST 17, 2020**

The meeting was called to order at 6:00 p.m.

Present: Artner, Brunner, Keleher, Stofferahn; Commissioners: Prudhon, Ruzek, McCune;  
Clerk/Treasurer: Christopherson; Attorney: Chad Lemmons; Town Finance  
Officer: Tom Kelly

Absent: Akenson, Town Planner: Tom Riedesel, Town Engineer: Larry Poppler, with notice

**APPROVAL OF AGENDA (Additions/Deletions):** Brunner moved approval of the agenda as submitted. Artner seconded. Ayes all.

**APPROVAL OF JUNE 9, 2020 EDAB MINUTES & JULY 20, 2020 EDA MINUTES:** Brunner moved approval of the EDAB minutes of June 9, 2020. Artner seconded. Ayes all.

Ruzek moved approval of the EDA minutes of July 20, 2020. McCune seconded. Ayes all.

**STABLE PROPERTY – BIDDING UPDATE:** The Town Clerk reported that zero bids came in. Staff has been in touch with a few who have given interest in the past and they didn't state 'why', they simply stated that they didn't bid. There was some speculation that maybe the election year has something to do with the non-response. So the Clerk went over some options the Town has now: can sit on the property for a while because it isn't much of a financial or resources burden; or the Town can reach out to folks in the community, like real estate marketers or developers, for some advice on how the Town could better develop and market the property; they could also change the use easement and sell the lot as 2, 3-acre lots for single family homes. There was discussion on each of these options. There was discussion on the timing. It was noted that if the Town sold the lots as the 2 larger lots, it would be a private sale, versus selling to a developer, so TIF would not be a factor. However, the TIF countdown hasn't started because the blighted buildings remain. There was discussion on the timing of removing those buildings, noting spring next year, they should come down for safety reasons. There was consensus that Town staff will work on gaining input from the community and will have more to update at the next meeting or in the fall with what the Town should do.

**CARES ACT FUNDING:** The Town Clerk reported that the Town is receiving \$835,000 worth of funds to reimburse for expenses unbudgeted due to COVID-19. The deadline is November 15<sup>th</sup>, when all the funds have to be used. He noted that there has been a proposal put forth from the City of Shoreview to the League of Minnesota Cities and the Department of Revenue that they feel confident will pass, that all expenses from police, public safety, etc. expenditures will become reimbursable from March 1, 2020 to November 15, which will end up being about a \$600,000 value. From there, the Town is looking into some HVAC systems that will decrease recyclable air. This system will be about \$35,000-\$50,000 which will leave about \$150,000 left. The Town would like the EDAB and EDA to decide on a type of grant proposal for Township businesses to be able to apply for some funding. The trouble is that it is not for lost revenue, so any business that was shut down for a period of time but didn't have expenditures do not have grounds for application. There was discussion over the examples of what constitutes as expenditures: like Plexiglas shields, PPE, etc. There was some discussion

**MINUTES  
JOINT EDAB/EDA MEETING  
AUGUST 17, 2020**

of other communities doing similar things programs. It was noted that the businesses would have to be able to pass an audit as this is an auditable expense. Staff directive is to get guidelines in place and determine what the proposal will look like for residents once staff is made clear on the public safety reimbursement. Staff will send out a memorandum to the Boards so they know the legality and there will be more discussion at the Town Board Executive meeting regarding the HVAC discussion, and more discussion at the next EDA and EDAB meetings. The PR will start in September and will give businesses until mid-October to apply. From there, staff will be working on granting monies to businesses.

**ADDED AGENDA ITEMS:** There were no added agenda items.

**RECEIVE ALL AGENDA MATERIALS & SUPPLEMENTS FOR TODAY'S MEETING:** Ruzek made the motion to receive all agenda materials and supplements for today's meeting. McCune seconded. Ayes all.

Artner motioned to adjourn the meeting at 6:48 p.m. Brunner seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh  
Recording Secretary



## EDAB Meeting September 8, 2020

**Agenda Number:** 4

**Subject:** CARE Act Program - Update

**Documentation:**

**Action / Motion for Consideration:**

### Report at Meeting

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**Minutes**  
**Joint EDAB/EDA Meeting**  
**August 17 2020**

**CARES ACT FUNDING:** The Town Clerk reported that the Town is receiving \$835,000 worth of funds to reimburse for expenses unbudgeted due to COVID-19. The deadline is November 15<sup>th</sup>, when all the funds have to be used. He noted that there has been a proposal put forth from a the City of Shoreview to the League of Minnesota Cities and the Department of Revenue that they feel confident will pass, that all expenses from police, public safety, etc. expenditures will become reimbursable from March 1, 2020 to November 15, which will end up being about a \$600,000 value. From there, the Town is looking into some HVAC systems that will decrease recyclable air. This system will be about \$35,000-\$50,000 which will leave about \$150,000 left. The Town would like the EDAB and EDA to decide on a type of grant proposal for Township businesses to be able to apply for some funding. The trouble is that it is not for lost revenue, so any business that was shut down for a period of time but didn't have expenditures do not have grounds for application. There was discussion over the examples of what constitutes as expenditures: like Plexiglas shields, PPE, etc. There was some discussion of other communities doing similar things programs. It was noted that the businesses would have to be able to pass an audit as this is an auditable expense. Staff directive is to get guidelines in place and determine what the proposal will look like for residents once staff is made clear on the public safety reimbursement. Staff will send out a memorandum to the Boards so they know the legality and there will be more discussion at the Town Board Executive meeting regarding the HVAC discussion, and more discussion at the next EDA and EDAB meetings. The PR will start in September and will give businesses until mid-October to apply. From there, staff will be working on granting monies to businesses.

## MEMORANDUM

**DATE:** August 3, 2020  
**TO:** White Bear Town Board  
**FROM:** Chad D. Lemmons  
**RE:** Use of State Grant Money to Support Local Businesses

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At this time the State is still working on a model and U.S. Office Management Budget is working on a compliance supplement which should be due out in September. As a result, there are no detailed guidelines as to what expenses are or are not allowed. In the meantime, the State has established some general rules.

- A) The expense must be incurred between March 1, 2020 and November 15, 2020.
- B) The expense for which the business is seeking reimbursement cannot be part of a budget established prior to March 1, 2020.
- C) The business must have been in operation prior to March 1, 2020.
- D) The business must demonstrate a need. If the business is liquid and can self-fund it should not be eligible for grant.
- E) The cost must be related to COVID. As the expense would not have been incurred but for the virus.
- F) Direct per capita grants (per employee) are not allowed.
- G) Reimbursement must be for public purpose and within the Town's authority.
- H) No double dipping. What business has been reimbursed for an expense under another program, it can not seek reimbursement under this grant.

The following are examples of what expenses the grant program can reimburse a business for:

- A) Personal protection equipment (masks, face shields, gloves). One point the Town cannot purchase protection equipment and then distribute it to business. The State Office monitoring the grants was asked if a city could purchase washing stations and hand them out to businesses. The State was clear that such a program was not allowed as it was not for a public purpose and not within the city (or Town's) authority. The business has to purchase the protective equipment itself and then seek reimbursement.
- B) Shields to separate employees from the public.
- C) Software to operate during the pandemic. This would include additional hardware such as routers, servers or computers.
- D) Tents or temporary barricades rented by a business to operate outside. Typically this would be a restaurant or a bar; however, I do not see why a retail store that operates an outside pickup station could not be allowed.

Hennepin County already established its grant program and according to its website, allows reimbursement for the following:

- A) Rent or mortgage payments;
- B) Utility payments;
- C) Inventory costs; and
- D) Paying other direct business related bills.

I question whether these expenses can be reimbursed. Most if not all, would have already been budgeted for before the pandemic was declared. In addition, these expenses would be incurred whether or not the virus existed.

Some additional requirements a business applying for a grant should meet:

- A) The business must be locally owned and permanently established in the Township;
- B) Must be registered and in good standing with the State. This would not apply to sole proprietorships.
- C) Must have one employee other than the owner, but not more than 50 employees.
- D) Must have generated revenue prior to March 1, 2020.

One of the concerns would be a local branches of a national business. Based on the assumption that a national business would be adequately capitalized, the local branches should not receive grants. However, in the case of franchises such as McDonalds, Burger King or Caribou Coffee, they are not considered branches of a national corporation. Instead they are independent businesses and should be judged based on the size of the local store.

With lack of clear guidance from federal or state authorities the Town needs to be careful in what grants its makes.

## OVERVIEW

The federal Coronavirus Aid, Relief and Economic Security (CARES) Act established a \$150 billion Coronavirus Relief Fund for distribution to state and local government.

Minnesota was allocated \$853 million, from which White Bear Township will receive approximately \$835,000.00. This funding must be used to support services and grants to businesses, hospitals and individuals impacted by the pandemic. Of the White Bear Township allocation, \$750,000.00 will be used for grants to White Bear Township businesses to reimburse expenditures in response to COVID-19.

The White Bear Township EDAB will provide recommendations to the Township EDA to administer the grant program.

The grant program Application and Guidelines can be found on the Township website at [www.whitebeartownship.org](http://www.whitebeartownship.org) under the tab “Programs & Projects”.

### **Guidelines to apply for a grant**

For-and-Non-Profit businesses that employ fewer than \_\_ Full Time Equivalents (FTEs) are eligible to apply. To determine the number of FTEs add total hours worked by all employees in 2019 (full and part time) and divide by 2080.

- Preference will be given to those businesses that have applied for and not received COVID-19 grants or loans from federal and state governments.
- Grant requests must be between \$1000.00 and \$5,000.00.
- Expenses must be in response to COVID-19. Business expenses including, but not limited to, such items as computers, software and other hi-tech goods, linens, protective gear, cleaning equipment, alterations to building structure and grounds, Plexiglass barriers, and new outdoor seating, as examples.
- Applications must include copies of invoices or receipts for expenditures that have already been incurred. If these expenditures are planned for future purchase, include cost estimates or quotes and timeline for purchase. If applications are approved for planned purchases, funds will be released when invoices and receipts are submitted.

### **Non-eligible Expenses**

- Lost Revenue
- Expenses for which you have received other reimbursement (“Double-Dipping” is not allowed)
- Property taxes
- Payroll Expense

## **Grant Program Timeline**

Grant program announced and open for applications	September 9th, 2020
Applications must be received by EDA by 5:00 PM	October 12th, 2020
Grant awards announced	October 15th, 2020
All funds must be spent	November 15, 2020

If there are funds remaining available after October 31, 2020 the Township EDA may announce a second round. ALL EXPENSES MUST HAVE OCCURRED BETWEEN MARCH 1<sup>st</sup>, 2020 and NOVEMBER 15<sup>th</sup>, 2020.

## **Contact for Questions**

**Patrick Christopherson**

**651-747-2768**

## Business Relief During COVID 19 APPLICANT DATA

Name of Business	Phone number (include area code)
Business address	City, State, Zip
Name of Owner(s)	Phone number (include area code)
Home address	City, State, Zip
Description of business	Email address
Date established	

### SIGNATURES

I declare that any statement in this application and all information provided herein is true and complete to the best of my knowledge. By signing, I agree that I understand that this application will be provided to the White Bear Township EDA and that the entire contents of the application is considered public information and is subject to MN Government Data Practices Act, Minnesota Statutes Chapter 13.

Name of business \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Provide the number of Full Time Equivalents (FTEs), including yourself (10 FTEs or less):**

\_\_\_\_\_

**To determine FTEs, add the total hours worked by all employees in 2019 (full and part time) and divide by 2080.**

**Please address these items on a separate piece of paper:**

**Provide the number of Full Time Equivalents (FTEs), including yourself (10 FTEs or less):**

\_\_\_\_\_

**To determine FTEs, add the total hours worked by all employees in 2019 (full and part time) and divide by 2080.**

**Please address these items on a separate piece of paper:**

**1. Provide the amount of grant requested between \$500.00 and \$2,500.00**

**2. Provide detailed information about the expenses this grant will reimburse. Explain how these expenses are in response to the COVID-19 pandemic.**

**3. If these expenditures have already been made, include invoices and receipts.**

**If these expenditures are planned for future purchase, include cost estimates or quotes and a proposed timeline for the purchases to be made. If your grant application is approved, the funds will be released after you submit receipts and invoices.**

**4. Have you applied for State or Federal aid programs? If yes, was your request approved or denied? If no, do you need help applying?**

**5. Do you have business interruption insurance or other insurance that will cover these expenses? If yes, have you filed a claim?**

**6. This is taxable income. Include a completed IRS Form W-9, attached in this**

**By signing this document, you are attesting that your business has not received any funding by any other Local, State, or Federal source specific to your request within this program.**

**\*White Bear Township reserves the right to reject all applications if the applicants do not meet the criteria set forth by the EDA.**



**EDAB Meeting  
September 8, 2020**

**Agenda Number:** 5 – 6 - 7

**Subject:** Added Agenda Items  
Receipt of Agenda Materials / Supplements  
Adjournment

**Action / Motion for Consideration:**

Receive Added Agenda Items

Receive All Agenda Materials & Supplements for Today's Meeting

Adjourn Meeting