



AGENDA
Port Authority Regular Meeting
Tuesday, April 15, 2025
6:00 PM
Council Chambers, City Hall

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ADDITIONS OR CORRECTIONS TO AGENDA**
 - a. Election of Chair, Vice Chair and Treasurer
- 3. CONSENT AGENDA**
 - a. March 18, 2025 regular meeting minutes
- 4. CHAIRPERSON’S REPORT**
- 5. REPORTS FROM PORT AUTHORITY COMMISSIONERS**
- 6. NEW BUSINESS**
 - a. Fair Housing Month Proclamation
 - b. Annual Report
 - c. Port Authority Bylaws Review
- 7. OLD BUSINESS**
- 8. DISCUSSION**
- 9. ADJOURNMENT**

[MEET_FOOT]

Port Authority Regular Meeting: April 15, 2025

AGENDA ITEM: Election of Chair, Vice Chair and Treasurer	AGENDA SECTION: ADDITIONS OR CORRECTIONS TO AGENDA
PREPARED BY: Eric Van Oss, Economic Development Coordinator	AGENDA NO. 2.a.
ATTACHMENTS:	APPROVED BY: LJM
RECOMMENDED ACTION: Elect a Chairperson, Vice Chairperson and Treasurer for the Port Authority for the year 2025.	

BACKGROUND

The Bylaws of the Port Authority require the election of the Chairperson, Vice Chairperson and Treasurer at its annual meeting, which is the first meeting in April. After the 2024 elections, the Chairperson was Paul Essler, Vice Chairperson was Tami Klimpel and Treasurer Paul Theisen.

RECOMMENDATION

Elect a Chairperson, Vice Chairperson and Treasurer for the Port Authority for the year 2025.

**ROSEMOUNT PORT AUTHORITY
REGULAR MEETING PROCEEDINGS
MARCH 18, 2025**

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Pursuant to due call and notice thereof, a regular meeting of the Rosemount Port Authority was held on Tuesday, March 18, 2025, at 6:00 PM. in Rosemount Council Chambers, 2875 145th Street West.

Chairperson Essler called the meeting to order with Commissioners, Weisensel, Freske, Beaudette, Ober, Theisen and Klimpel.

ADDITIONS OR CORRECTIONS TO AGENDA

Motion by Essler **Second by** Theisen

Motion to approve agenda

Ayes: 7.

Nays: None. Motion Carried.

CONSENT AGENDA

Motion by Freske **Second by** Klimpel

Motion to approve consent agenda

Ayes: 7.

Nays: None. Motion Carried.

CHAIRPERSON'S REPORT

None.

REPORTS FROM PORT AUTHORITY COMMISSIONERS

None.

NEW BUSINESS

Rebecca Kurtz of Ehlers highlighted the overview of the request for Atlas Six for a new coffee shop project adjacent to the existing Rosemount Floral location. This project would take place on a nearby parcel currently owned by Ron Clark Development. The Developer requested \$500,000 in excess, unobligated tax increment assistance (TIF Spending Plan) to pay for site improvement costs to offset the high costs of construction and bring a desirable use to the downtown area. The Port is being asked to approve a Business Subsidy Agreement with Atlas Six Properties, LLC. This request is over \$250,000 and requires a public hearing per state statute. The temporary legislation allows unencumbered TIF balances to be spent through December 2025. The City's spending plan allows a minimum of \$25,000 and no more than \$500,000 in financing assistance.

The current funds need to be spent by December 31, 2025. In 2026, there will be more restrictions on

how the funds will be used. The request for this project is 20% of the total cost.

Chairperson Essler questioned if the coffee shop does not remain in business for five years as stated in the agreement, what will happen? Ehlers and staff noted in the agreement reviewed by our City Attorney, it is defined the steps to take in certain circumstances like no longer being profitable. If the standards are not met, our City Attorney would advise on the next steps and staff would bring back a proposal to Port Authority.

Commissioner Weisensel questioned when the funds would be distributed? Ms. Kurtz stated payment wouldn't be made until a certain portion is built and then a lump sum payment is made to get the development to where it needs to be, and the Port Authority is not obligated to make payment if certain requirements are not met.

Commissioner Ober questioned the costs and whether the current tariffs were taken into consideration? Ms. Kurtz stated the numbers were ran ahead of the tariffs However, contingencies are built in to cover any uncertainties. Staff noted whether the contingency would be enough to cover any uncertainties, would be part of the risk the Port would be taking for funding this project.

Commissioner Ober, Freske and Klimpel also noted their concerns regarding have a drive-thru and how the high volume may impact traffic. Commissioner Klimpel also noted her concern on the shop being close to a main intersection and how the drive-thru will be a major pain point.

Staff stated the traffic and site plan will be reviewed by the planning commission and if the City Council does not approve the plans, the project does not move forward.

Staff stated due to the size of the site, it is unrealistic that a restaurant will go into this location due to the parking limitations.

Commissioner Beaudette stated Starbucks has a similar issue with people trying to make a left on highway 3 at certain points of the day and people learn to adapt or take different routes if turning left is impossible.

The project will be completed by November.

Chairperson Essler opened the public hearing at 6:29 p.m.

Susan Gjemse
14589 S Robert Trail

Ms. Gjemse expressed her concerns regarding parking and how the current parking situation at the Morrison is tight and a challenge especially with larger vehicles coming in and out. Ms. Gjemse also expressed her concern regarding the drive-thru being an option especially with highway 3.

Ms. Gjemse is also concerned about the public notice in the paper as the notice did not state what the project was about as well as the address didn't clearly define this property.

Chairperson Essler confirmed the public notice would have been for the Port Authority acting tonight and not for the actual site plan that is reviewed by the Planning Commission. Staff confirmed

when the project goes to the planning commission, notices will be mailed out to properties within 500 feet of the project, a notice will be published in the paper and on the city website and will include the specific details of the address and project.

Motion by Essler Second by Theisen

Motion to close the public hearing

Ayes: 7.

Nays: None. Motion Carried.

Commissioner Freske confirmed she is in favor of funding the \$500,000 however not in favor of the drive-thru and believes it is a public safety issue.

Commissioner Klimpel also confirmed she is concerned about the drive-thru but will wait to see what the Planning Commission determines as the site plan is under their purview.

Commissioner Ober is not comfortable funding the amount of \$500,000 as stated at the last Port Authority meeting and is not in favor of a drive-thru at this site.

Motion by Theisen Second by Beaudette

Motion to approve the Contract for Private Development between Rosemount Port Authority and Atlas Six Properties, LLC

Ayes: 6.

Nays: Ober. Motion Carried.

OLD BUSINESS

Commissioner Theisen questioned the status of The Clover and staff confirmed there are several interests, but nothing solid yet.

Commissioner Klimpel noted Speedway is now on the market and questioned the next steps. Staff confirmed the city requested an appraisal for market rate value. Once an appraisal has been completed, staff will bring the findings to Port Authority to determine next steps. Staff has been in communication with the broker to further discuss the site in terms of its uses.

Commissioner Freske questioned the status of Kwik Trip and Willie McCoy's. Staff confirmed Kwik Trip just began digging dirt and Willie McCoy will likely be considered at the April Planning Commission meeting. Staff also noted a restaurant user has been selected by First State Bank called Copperfield. Commissioner Theisen thanked First State Bank for waiting and allowing a sit-down restaurant at that site.

Staff also noted the lot across Count Road 42 from Dakota County Technical College has been sold to a developer and is proposing a mixed use with housing and retail.

Community Development Director Kienberger noted there is a lot of momentum in this area moving forward due to having Lifetime in the area.

Economic Development Coordinator Van Oss invited the Port Authority to the Real Estate Awards on

May 1st where Rosemount, projects and staff have been nominated.

DISCUSSION

None.

ADJOURNMENT

There being no further business to come before the City Council at the regular council meeting and upon a motion by Essler the meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Erin Fasbender
City Clerk

Port Authority Regular Meeting: April 15, 2025

AGENDA ITEM: Fair Housing Month Proclamation	AGENDA SECTION: NEW BUSINESS
PREPARED BY: Adam Kienberger, Community Development Director	AGENDA NO. 6.a.
ATTACHMENTS: Proclamation	APPROVED BY: LJM
RECOMMENDED ACTION: Motion to approve the proclamation.	

BACKGROUND

The Fair Housing Act, the final legislative achievement of the Civil Rights Era, prohibits discrimination concerning the sale, rental and financing of housing based on race, religion, sex or national origin, and in 1988 was amended to include disability and family status.

Before this legislation was passed, in Minnesota and throughout the country, the real estate industry prevented many people from access to quality housing, and wealth accumulation via homeownership. The Fair Housing Act was the first step to remedying this injustice.

Since its passage in 1968 the Fair Housing Act has contributed to the country’s continued integration and has increased access to quality housing and homeownership for protected classes. Although there has been significant improvement in these areas, there are still issues of discrimination in housing. The Saint Paul Area Association of Realtors is encouraging local governments in our territory to sign our Fair Housing Month Proclamation.

RECOMMENDATION

Motion to approve the proclamation.

PROCLAMATION

Whereas, The Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

Whereas, The Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

Whereas, the City of Rosemount is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

Whereas, Our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

Whereas, More than fifty years after the passage of the Fair Housing Act, discrimination persists, and many communities remain marginalized; and

Whereas, Acts of housing discrimination and barriers to equal housing opportunity do not foster a common sense of decency and fairness.

Now, Therefore, hereby proclaim that the Port Authority of Rosemount does hereby declare the month of April, 2025 as Fair Housing Month in Rosemount as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of Rosemount.

Dated this 15th day of April, 2025.

Mayor _____

Port Authority Regular Meeting: April 15, 2025

AGENDA ITEM: Annual Report	AGENDA SECTION: NEW BUSINESS
PREPARED BY: Eric Van Oss, Economic Development Coordinator	AGENDA NO. 6.b.
ATTACHMENTS: Building Activity Report	APPROVED BY: LJM
RECOMMENDED ACTION: Information Item	

BACKGROUND

Background

The annual Port Authority report highlights a list of projects, accomplishments, and progress made on initiatives between April 2024 and April 2025. The project type is categorized by activity for ease of review. As shown below, last year was very active and several important projects were accomplished. Staff appreciates the leadership and direction received from the Port Authority throughout the past year.

Permit Activity: 2024 was a record year for building activity in Rosemount. The total permit valuation for new projects hit a record \$432 million dollars, a 42% increase from 2023's \$305 million valuation. Commercial construction powered valuation gains, jumping from \$45 million to \$204 million between 2024 and 2025. Residential projects were the second-largest valuation category. The total valuation decreased to \$133 million from \$218 million, largely due to a decrease in large apartment projects. Single-family and townhome projects showed significant growth and drove residential activity. Multifamily in 2024 added a more typical 96 units when compared to the record 795 units in 2023. Major projects broke ground in Rosemount's designated Business Park and Light Industrial areas. Strong commercial and industrial demand is expected to continue into 2025.

Housing was the second-largest sector of activity, representing the third straight year residential valuations have exceeded \$100 million. Unlike 2023, the valuation and unit type were driven by increases in townhomes and single-family projects. Single-family homes showed healthy growth, with 260 units in 2024, up 20 units from 2023. 2024 saw the addition of 517 total housing units added between single-family (260), townhome (161) and multifamily developments (96). Housing development in Rosemount has dramatically increased year over year since 2010 when only 80 units were brought online. 2025 is shaping up to be another strong year for housing and will include further development of Amber Fields and potentially more multifamily projects.

Meta: In March of 2024, Meta held a groundbreaking ceremony in Rosemount and announced their intentions to open a new data center in Rosemount in 2026. Ground broke on the facility shortly after and a sufficient amount of work has been completed on the site since then. The Port was able to tour the site and see some of the work in progress in the fall of 2024. The Meta project has had a huge

impact on Rosemount, especially within the eastern areas of the city.

The new facility has helped spur local development in infrastructure advancements and job creation. The \$800 million center has roughly 1,000 construction jobs on site and will host 100 long-term technology jobs. Meta partnered with the city and Xcel Energy on local infrastructure projects, including energy upgrades and new transmission lines in the UMore area. One major infrastructure project will involve the development of water lines. These infrastructure projects will extend our development capabilities further east, towards 52. This investment is already spurring new development on nearby parcels, namely the Ames site to the north and Project Falcon to the south.

The data center in UMore is just the first development in what will eventually become a light industrial business park. The adjacent areas are poised to host campuses for advanced industries, which will bring more skilled jobs and greatly expand the tax base of our community. In winter 2025, Meta purchased the Ames site directly to the north of the Umore site. Once the data center begins operations, Meta will launch the Community Action Grants program. This is a grant program that provides funding to nonprofits and public schools committed to improving STEM education. Meta has been an active community parent within Rosemount and is in regular contact with city staff.

Project Falcon: North Wind is teaming with the University of Minnesota on a plan to build an aerospace research center in Rosemount on roughly 60 acres in UMore. This site represents the leveraging of Meta's infrastructure investments to access new parcels within Rosemount. North Wind, which has an existing facility in Plymouth, would do aerospace research, development and testing at the new complex in partnership with the University of Minnesota's College of Science and Engineering. A preliminary site plan reveals multiple buildings with a combined 245,000-plus square feet of space, including an 80,500-square-foot Aero-Thermal Tunnel, a 60,000-square-foot U of M engineering facility, and a 46,500-square-foot Aerodynamic Tunnel Building. Also included are maintenance and storage facilities, a heating and cooling plant and more. The Planning Commission recommended approval of a rezoning request and a preliminary and final plat for the project. The project has been awarded federal funding by the Department of Defense and state funding through DEED. Staff is working with the company to apply for cleanup grants through DEED and the Dakota County Brownfields Unit. When completed, this facility will host a significant daytime office component as well as a large business travel component.

Life Time/Akron 42 Commercial: Since 2012, the City of Rosemount has been exploring options for bringing more recreation spaces to town. These years of planning culminated on April 4, 2023, when the Rosemount City Council approved the lease agreement for a state-of-the-art Life Time Recreation Center. In July of 2023, the City and Life Time broke ground on the future location of the Life Time Rosemount and the new 92,000 square-foot athletic club opened in December 2024. The facility also has an adjacent 60,000-square-foot outdoor aquatics area and pickleball court.

The opening of Life Time was the anchor project to develop the Akron intersection into a thriving commercial node. This project and concurrent apartment development has spurred the growth of the Akron commercial area. Roers opened a 212-unit building (Wicklows) across from the Life Time site, and Shafer Richardson is constructing 336 units between two buildings (Croft) directly north of Life Time. A third 160-unit multifamily project by Real Estate Equities opened in fall 2024 (The Landing at Amber Fields). These projects create a major population base that, in conjunction with Life Time, will

greatly boost the local activity within the corridor—metrics that desirable commercial developers value when evaluating future sites.

These projects have given businesses and developers the confidence to move forward with retail development. The Lennar commercial sites all are under development or have LOIs. New businesses will include Sweet Kneads Bakery, First State Bank of Rosemount, O2B Childcare, Kwik Trip and an additional restaurant. Willy McCoy's will be developing a new 12,000 square foot restaurant with a rooftop next to Life Time. The project was awarded a city Business Subsidy and will apply for site approvals this April. Life Time is working with other prospective users to develop the remainder of the eastern intersection. In January 2025, Jerry's Foods purchased the 10 acres for commercial development located within Amber Fields for a potential future grocery and retail development.

The Morrison: In March 2023, the City and Ron Clark Development restarted the search for a new commercial user after Tap Society did not move forward. Ron Clark found a user to develop a coffee shop and wine bar on the site. This project was awarded a business subsidy through the city's TIF Spending Plan, and is currently in site plan review. If approved, staff expects the parcel to develop by the 2025 deadline outlined in the Development Agreement.

School District 196: Independent School District 196 is now the 4th largest district in Minnesota with the current Rosemount schools serving over 4,500 students. In recognition of the need for safety and security and space for growth around the school district, ISD 196 proposed a combined \$493 million dollar bond referendum in 2023. The first portion of the referendum was for \$374 million dollars, which would include safety and security improvements at all district schools, a new elementary school, a new Rosemount middle school, and repurposing the current school. Additions were also proposed for various other schools within the district and Rosemount High school. The second portion of the referendum was for \$119 million dollars, which was to include improvements and an activity center at each of the district's four high schools. The referendum ultimately was approved and was the state's largest successful public school funding request in Minnesota history.

In spring 2024 the city granted approval for a new elementary school to be built on a 34.51 acre site located west of Akron Ave and south of Bonaire Path West. Ground broke in the summer of 2025 and construction is progressing on time and on budget. Anticipated completion is summer 2025.

Additionally, following a prolonged search, District 196 purchased property from the University of Minnesota at Boulder Trail and Biscayne Avenue in fall 2024. The new middle school will replace the current Rosemount Middle School, the oldest building in the district dating back to 1918. The district broke ground on this site in fall 2024 and construction will continue this winter. The anticipated completion date is fall 2027. Both school projects represent major investments in Rosemount and will help drive growth within the commercial areas in the Akron corridor.

Spectro Alloys: In April 2024 Spectro Alloys broke ground on a \$71 million expansion to add new aluminum recycling capabilities to Spectro's campus. Spectro Alloys will produce recycled billet and sheet ingot in a new 90,000-square-foot building along Highway 55. The first phase of the project will result in nearly 120 million pounds per year of additional recycling capacity and create up to 50 new full-time jobs. The facility will include state-of-the-art equipment for sorting, melting, casting, sawing, homogenizing and packaging with industry-leading automation and the best available pollution control

technology. Spectro's plant will also provide energy use and carbon emission reductions of 95% when compared to new aluminum production. Staff worked with Spectro to secure MIF and JCF funding through DEED. The facility is expected to begin production in mid-2025.

Scannell/FedEx: The project was completed in spring 2024 and full build-out would total approximately 1,500,000 square feet of industrial/warehouse uses (FedEx is 557,000 square feet). The site is currently idle as FedEx waits for demand for the facility to be brought online. Staff has been informed the site should be operational this year. The FedEx facility is expected to employ 400-600 people.

OMNI: Omni opened their farm winery in early 2023. The facility has been overwhelmingly well-received and is incredibly popular with residents. This success has sped up the company's expansion plans. Omni plans to buy the lot directly north and spin off the winery into an event center, while the existing facility becomes a standalone brewpub. The site plan and entitlements were approved this spring, and Omni was awarded a business subsidy from the TIF Spending Plan grant program.

Rosewood Commons/KJ Walk: The development was replatted in 2023. Two developments have been completed so far - Suite Living Senior Care and New Horizon Academy. My Credit Union and Today's Life Childcare are currently under construction.

Amber Fields: Over 1,800 units have been approved in the Amber Fields development. Notably, in 2025, Jerry's Foods purchased the commercial site on the southwest corner of Akron and 42 for a future building development that would include a grocery store. As Amber Fields begins to fill in, the next phase of development is being eyed to the west (along the 42 "curve"). Work began this year on environmental reclamation and moving mining operations south, which would allow this land to be brought to market within the next several years.

Dakota East Area: The AUAR study area encompasses an area totaling approximately 447 acres on 8 parcels in eastern Rosemount. MNLCO Dakota County, LLC is proposing to develop the study area from existing farmland as one of the scenarios being proposed. Three scenarios are proposed for evaluation in the AUAR. Scenario 1 proposes uses that are consistent with the Rosemount Comprehensive Plan, which includes 1,450 residential units and commercial buildings for a total of 500,000 square feet. It is anticipated that some of the 229 acres will remain in agricultural land as part of Scenario 1. Scenario 2 includes multiple buildings for a total of 2,300,000 square feet for mixed business campus uses. Scenario 3 includes multiple buildings for a total of 2,500,000 square feet for mixed-business campus, involving light industrial uses. The proposed development within the AUAR study area is anticipated to begin construction in 2025. This will be considered by the Council in spring 2025.

Site Development

Throughout 2024 major steps were taken to market and attract development for larger industrial and commercial sites in Rosemount. Staff completed over 30 RFIs and inquiries for commercial and industrial sites in 2024. The Department of Employment and Economic Development recently launched a new platform, Lasso, a property data collection application that provides corporate location decision makers the tools to streamline RFI responses. With DEED as a partner, staff was able to submit multiple sites for future prospects on Lasso.

Staff formed a strong partnership with Xcel Energy to certify sites in a Shovel Ready program. Meta

purchased the 260 UMore site in 2024, leaving the following two sites enrolled in the program:

160 acres controlled by the OPUS Group adjacent to County Road 42. This site would be ideal for a large industrial user.

145 acres in the Rosemount Business Park of which 52 acres are designated DEED Shovel Ready. This site is suited for industrial, distribution, or office uses.

Ames Industrial: Ames assembled a roughly 250-acre parcel directly north of the Meta site across County Road 42. An AUAR for the property was completed in fall 2023 and the city rezoned the site as Business Park in fall 2024. The site is served by infrastructure extended to Meta at UMore and will also be utilized by future users of the Ames site. In December 2025, Meta purchased the site from Ames; however, there are not any current land use applications submitted.

Redevelopment: As Rosemount grows, infill and redevelopment projects will become more frequent. Staff have begun to identify and market sites that would be prime candidates for redevelopment/infill within the existing core of Rosemount.

Speedway: The property was placed in a receivership that lasted for almost 3 years. During this time, the storage tanks were removed in late 2022, and the Minnesota Pollution Control Agency requested further environmental investigation and mediation. The MCPA released the site from further cleanup in the spring of 2024. This allowed the property to go to auction in December 2024, where it was ultimately retained by the mortgage lender and placed on the market in February 2025. Due to the site being vacant for over a year, non-conforming uses will no longer be allowed. This means the site cannot be a gas station as it is out of compliance with our new zoning standards. Staff is working with the broker to determine next steps.

South Metro Auto: Staff identified this non-conforming use as an ideal area for redevelopment. It is near Downtown but located away from the intersection at 145th and Highway 3. Staff have been working throughout 2024 with a potential developer for the site. There was an initial apartment developer interested in this site and the parcel directly north; however, those plans ultimately fell through in mid-2024.

Legion: The Legion represents the largest site within the traditional Downtown. This site is not adjacent to any single-family residential or is set off Highway 3, making this an appealing multifamily or mixed-use site. Staff began initial conversations with the Legion leadership on a potential redevelopment scenario. Three developers have approached them within the last year, but they are not interested in selling at this time.

Existing 42 Corridor: Several additional sites exist along the current main commercial corridor along 42. Additional acreage at Merchant's Bank, Fairview, and several parking lots could accommodate further infill.

Multifamily Housing: As Rosemount grows and the industrial base expands, life-cycle and multifamily housing have been identified as a priority. Staff have worked to recruit high-quality multifamily developers to the city. Projects that were given approvals, broke ground or opened in 2024 include:

Schafer Richardson (Croft): The first of two buildings is nearing directly north of the new Life Time facility. This initial building will have 164 affordable units. The second building broke ground in March 2025 and will have 132 market-rate units.

Roers (Wicklows): Roers completed a 212-unit building near the intersection of Akron and County Road 42 in December 2024. This building is partially leased.

Real Estate Equities (The Landing at Amber Fields): A 160-unit affordable multifamily project in the Amber Fields development area in fall 2024 and is largely leased.

DCTC site: This site was purchased by Vita Attiva in late 2024. Applications have not been submitted at this time, but the developer has indicated there will be a mix of residential and commercial uses on this 10-acre parcel.

Emerald Isle: This site was acquired by DevCo. They were given approval for a 192-unit apartment building in October 2024.

New Business Openings and Groundbreakings:

Beirut Restaurant
New Horizon Academy
Meta (forthcoming)
Life Time
Milani Salon Suites
Sola Salon Suites
Spectro Alloys (expansion)
Suite Living Senior Care of Rosemount
First State Bank of Rosemount (forthcoming)
Sweet Kneads Bakery/Coffee (forthcoming)
Kwik Trip (forthcoming)
My Credit Union (forthcoming)

TIF Spending Plan: In 2021, the Legislature enacted expanded, temporary authority to transfer unobligated tax increments for purposes of assisting private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities, if doing so will create or retain jobs in the state. The new law temporarily permits a development authority (Rosemount Port Authority) to elect, by resolution, to transfer unobligated increment for certain specified purposes provided the following criteria are met: It consists of the construction or substantial rehabilitation of buildings and ancillary facilities; It creates or retains jobs in the state, including construction jobs; and construction commences before December 31, 2025 and would not have commenced before that date without the assistance. City staff have advocated for an extension of this program and joined other cities in April 2025 to lobby the legislature for the continuation of the Temporary TIF.

The City Council approved the TIF Spending Plan in 2022, allowing the City to transfer approximately \$2.857 million from the Downtown Brockway TIF District to a separate account by December 31st, 2022. The funds must be allocated to projects by December 31st, 2025 or they will revert to the

originating district. The Port Authority is the body that will approve (by resolution) the transfer of funds for specific projects. Upon the approval of the TIF Spending Plan, staff began drafting implementation criteria in anticipation of forthcoming projects. This allows the City to add another “tool” within our economic development toolbox. To best utilize these funds, minimum project criteria will draw from existing City policies, goals, and strategic documents. So far, the Port has approved grants of \$500,000 to Willy McCoy's, Omni Farm Winery, and Atlas Six Coffee. Staff continues to work with prospective developers that would be a good fit for this program. Current applications include a financial assistance request by the Copperfield.

SAC Grants: The Port has emphasized a desire to attract more dining options in town, especially tap houses and restaurants that utilize patios and rooftops. Staff has been identifying barriers that restaurants face when entering the market. Outside of available or desirable space, one of the biggest costs restaurants potentially face is Sewer Availability Charges (SAC). SAC fees are determined by the Met Council and businesses are charged both a Met Council and City SAC charge, which are currently \$2,485 and \$1,200 per SAC credit, respectively. In response to these realities, the Port Authority authorized a \$20,000 pilot program to offset a portion of these costs. The program covers up to 50% of City SAC fees when payment is submitted with the building permit. The program began on January 1, 2022. This program has been well received and staff has continued the program beyond the pilot. Willy McCoy's, Sweet Kneads, Atlas Six Coffee, Omni Winery (expansion) and Beirut Restaurant are 2024/2025 projects that will qualify for the SAC grants.

Open to Business: The City renewed its partnership with Open to Business. The business advisor and staff work closely together on local issues. The long-term placement of the business advisor has been an incredibly positive development in terms of business engagement and resources for small businesses.

Greater MSP: 2024 was a strong year of partnership with Greater MSP. The organization played a key role in the Meta project and is deeply involved in Project Falcon. Staff continues to join regional endeavors spearheaded by Greater MSP. Greater MSP is a strong voice and aligns with our legislative efforts on behalf of Rosemount and our local industries. Greater MSP continues to be a vital partner in attracting new and cutting-edge business to Rosemount.

Rosemount Expo: The revamped Rosemount Community Expo was a success. There were over 500 attendees this year, which is on track with the highest number observed for this event. This year it took place at the High School, which allowed us to have 66 total vendors (due to more space). Overall, the vendors and workshop organizers gave positive feedback. Survey results are still being collected. Looking towards next year, staff would like to build upon this success and continue to transition the Business Expo to a Community Expo focused on local businesses, community groups and performances/classes. Next year, the Expo plans to return to the Community Center.

Zoning Code Update: Staff contracted with HKGi to update the city's zoning code. Over 2023 and the beginning of 2024, staff and project consultants worked to modernize the code with the input from elected officials and commissioners. The Zoning & Subdivision Code Update project is required to ensure consistency between the zoning/subdivision codes and the 2040 Comprehensive Plan. The City Council adopted the 2040 Comprehensive Plan Update in March 2020. This project did not make any changes to the 2040 Comprehensive Plan and the 2040 Future Land Use Map remains in place. The

intent of this update is to address the aspects of the zoning/subdivision codes that are in conflict with the 2040 Comprehensive Plan or have not been updated to address the City's current development market trends/changes. The project's intent is also to create zoning and subdivision regulations that are modern, consistent, and user-friendly. While both the zoning and subdivision codes are part of this project, there were not major updates to the subdivision code since it was recently updated in 2020. The City Council approved the zoning code update in spring of 2024, and the changes went into effect starting July 1, 2024. All projects submitted after that date have been required to adhere to the new zoning standards.

Commercial Visioning Update: In 2020 and 2021, the City of Rosemount embarked on an effort to build upon its comprehensive plan by creating focused development visions for key nodes along its rapidly growing Highway 42 corridor east of Highway 3. The goal of the vision plans was to give city leadership a set of graphic tools that illustrated their vision when working with developers, residents, and other stakeholders during the development review process. The vision for each node began as a set of principles, which then evolved into 2D concepts, then 3D renderings, and eventually an animated video of select sites that showed both bird's-eye and ground-level views. Since 2021, there are several projects that have been developed or are undergoing development along the Highway 42 corridor. These new projects are demonstrations of the success of the 2021 vision plans. However, enough new development has occurred since 2021 that the vision plans themselves could be revised to better reflect existing conditions and to conceptualize new nodes that have been identified along the corridor.

The City contracted with the original project team at Stantec for the updating of site concept visions for key nodes along Highway 42. Stantec will prepare 2D conceptual plans for 10 sites at five nodes. The original 5 nodes will be updated with current and planned developments. Additionally, two more commercial areas will be included: the Sunbelt Rental corner, and the intersection of 42 and Highway 55. Both of these new visioning sites will incorporate future road improvements by Dakota County. Stantec met with staff and presented to the Port over the course of 2024 and 2025 to gather insight and refine the commercial concepts. This project will be completed and presented to the Port in May 2025.

RECOMMENDATION

Informational update only

Port Authority Regular Meeting: April 15, 2025

AGENDA ITEM: Port Authority Bylaws Review	AGENDA SECTION: NEW BUSINESS
PREPARED BY: Adam Kienberger, Community Development Director	AGENDA NO. 6.c.
ATTACHMENTS: Port Authority Bylaws	APPROVED BY: LJM
RECOMMENDED ACTION: Review and discuss the bylaws of the Rosemount Port Authority and direct staff to bring any changes to the next regular meeting of the Port Authority.	

BACKGROUND

As part of the Port Authority's annual organizational meeting, it is occasionally good practice to review the bylaws of the Port and determine if any changes are necessary. The Port has not done a comprehensive review of these materials nor made any changes in recent memory. This is typically an indication of a well-functioning organization that is generally seen as operating efficiently and conducting their business in an ethical manner.

From what staff was able to find, the Port Authority bylaws were last amended in 2014 to provide minor text changes regarding date of their annual meeting (April), and an additional provision to add or remove meetings from their schedule.

The current bylaws are attached for review. Staff will run through the different sections and highlight a few areas for suggested changes. Current suggestions include revising the roles within the Administrative Structure, clarifying language within Meetings of the Port Authority (time and place of meetings), and proposed changes to the Order of Business to better align with current practices.

Based on discussion and direction of the Port Authority, staff will prepare any agreed-upon changes, provide notice to the commissioners within two weeks of your next meeting, and plan to have this as an item on your regular agenda in May.

RECOMMENDATION

Review and discuss the bylaws of the Rosemount Port Authority and direct staff to bring any changes to the next regular meeting of the Port Authority.

**BYLAWS
OF
ROSEMOUNT PORT AUTHORITY
A DEVELOPMENT AGENCY**

Article I. Established

There is hereby created by the City Council of the City of Rosemount, in accordance with Minnesota Statutes, 469.0813 and City of Rosemount Enabling Resolution No. 1991-53, the Rosemount Port Authority, a Development Agency.

Article II. Purpose

The purpose of the Port Authority, a Development Agency, is to carry out economic development and redevelopment within the City by acting as the development authority for the City on behalf of the City's interest in continued new job development and increased tax base.

Article III. Port Authority Members

The Port Authority Commission shall consist of seven (7) members appointed in accordance with the provisions of Enabling Resolution 1991-53, Section 6.

Article IV. Seal of Port Authority

The seal of the Port Authority shall be in the form of a circle and shall bear the name of the Port Authority, the year established and contain the logo of the City of Rosemount.

Article V. Officers

Section 1. Chairperson. The Chairperson shall preside at all meetings and shall have the duties and powers usually attendant upon such officer. The Chairperson shall be elected by the Commission members at the annual meeting.

Section 2. Vice Chairperson. The Vice Chairperson shall, in the absence or disability of the Chairperson, exercise all the powers and perform the duties of the Chairperson. The Vice Chairperson shall be elected by the Commission members at the annual meeting.

Section 3. Executive Secretary. The City Clerk shall act as Executive Secretary to the Port Authority and shall keep a record of all proceedings of Commission meetings. The Secretary shall also give notice of all meetings of the Commission and shall perform such other duties as prescribed by the Commission.

Section 4. Treasurer. The Treasurer shall receive and be responsible for all monies from whatever source derived and the same shall be deemed public funds. Monies shall be disbursed only on checks signed by the Executive Director or the City Finance Director. The Port Authority Treasurer, when the Chairperson and Vice Chairperson are absent, shall be responsible for chairing the meeting.

The City Finance Director will serve as the Port Authority Assistant Treasurer and be responsible for accounting, investment, fund maintenance and disbursement consistent with the city procedures under the direction and control of the Commissioners. Other accounting procedures shall be in accordance with Minn. Stat. 469.049, et seq. and Enabling Resolution No. 1991-53.

Article VI. Administrative Structure

Section 1. Executive Director. The Port Authority shall employ an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Port Authority. He/she shall be charged with the management of the development projects of the Port Authority. This person will be the City Administrator of the City of Rosemount.

Section 2. Assistant Director. The Port Authority may employ an Assistant Director who shall assist the Executive Director in the administration of its business and affairs of the Port Authority. The Assistant Director shall have the responsibility to coordinate meetings with public and private developers, pursuant to development/redevelopment projects and general business of the Port Authority.

The Assistant Director shall also be responsible for reviewing and updating the Redevelopment Plan and written reviews of all development proposals which come before the Port Authority. Said reviews and other memorandums shall be directed to the Port Authority through an Executive Director.

The Assistant Director shall sit at regular or special meetings of the Port Authority in absence of the Executive Director, and shall attend other meetings as requested by the Port Authority or Executive Director.

Section 3. Additional Personnel. The Port Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by law.

Article VII.

Meetings of the Port Authority

Section 1.

Meeting Place. The meetings shall be at such a place in Rosemount, Minnesota, as the Commissioners shall from time to time designate. All meetings, except otherwise authorized or provided by law, shall be open to the public. The Chairperson may change the meeting place by giving five (5) days written notice to Commission members.

Section 2.

Time of Meetings.

A. Regular Meetings. Regular meetings shall be held twice each month at the time and date specified by the Port Authority. By motion, the Port Authority may add or cancel meetings from their meeting schedule.

B. Special Meetings. A special meeting may be called by the Chairperson, the Executive Director, or by any three (3) Commissioners by written request filed with the Executive Director who shall mail or personally deliver to all members notice of the time and place of such meeting at least twenty-four (24) hours in advance of the scheduled meeting time. Special meeting notices must be posted and shall state time, place and purpose of the meeting and no other business shall be considered.

C. Executive Session. Any business, properly before the Port Authority, which qualifies as attorney client or otherwise meets the legal standards for closed (Executive) session meetings, shall, following procedures established for convening such meetings, be in order. Only that business, for which the session was convened shall be in order.

D. Annual Meeting. The Annual Meeting shall be the first meeting in April and held with the regular meeting at the time and date specified by the Port Authority.

Section 3.

Quorum. A majority of the commissioners is required to constitute a quorum. When a quorum is in attendance at a meeting, action may be taken upon a vote of a majority in attendance. No voting shall be done by proxy.

Section 4. Governance of Meetings. The meetings of the Port Authority shall be governed by Robert's Rules of Order, provided that said rules shall be construed liberally to afford the Port Authority flexibility in the conduct of its meetings.

The Chairperson will at his/her prerogative control discussion among board members and regulate public comment to facilitate adequate discussion, consideration, and decision making.

Section 5. Conflict of Interest. Personal viewpoints are not to be represented to outside organizations or individuals as being those of the authority, city, or city operating departments. Special or personal interests, which may not represent the betterment of the community must remain separate from the commissioners' obligations and actions. Conflicts of interest shall be avoided by all commissioners at all times.

City Policy AD-1, Committee Selection Policy, shall apply to all actions of the authority's members.

Article VIII. Manner of Voting

The voting on all questions coming before the Port Authority shall be by roll call, and the yea and nay votes shall be entered upon the minutes of such meeting.

Article IX. Order of Business

1. Call to Order
2. Consent
 - A. Approval of Minutes
 - B. Bills and Communications
 - C. Other Items Not Requiring Discussion
3. Old Business
4. New Business
5. Chairperson's Report
6. Executive Director's Report
7. Adjournment

Article X. Committees

The Chairperson shall appoint such advisory committees and subcommittees as he/she determines are necessary and select its members. No committee shall consist of more than five (5) members. Committee and subcommittee members shall consist of commissioners and/or other person selected by the Chairperson.

The Chairperson shall define the purpose of the committee and subcommittee and the expected length of time necessary to complete a report. At any time these members may be replaced or removed as deemed necessary by the Chairperson.

Article XI. Annual Budget and Annual Report

The Rosemount Port Authority, a Development Agency, shall develop an annual budget consistent with the requirements of Enabling Resolution No. 1991-53 Rosemount City Code and Minnesota Statutes, Chapter 469, et seq.

An Annual Report shall be presented by the Port Authority to the City Council each year during the month of April reviewing Port Authority plans, projects and expenditures of the previous year.

All other reports shall be kept and distributed in accordance with various statutes and Enabling Resolution No. 1991-53.

Article XII. Powers

The Port Authority may exercise all of the powers contained in the Minnesota Statutes, Chapter 469, as modified by Section 469.0813, and according to Enabling Resolution No. 1991-53.

Article XIII. Amendments to Bylaws

The Bylaws may be amended by a vote of a majority of the Commissioners only when the proposed amendment has been submitted in writing to all Commissioners two weeks prior to the meeting at which the amendment to be considered.

Article XIV. Approval of Bylaws

These Bylaws and any amendments to them shall be subject to the approval of the Rosemount City Council.

Adopted: April 15, 2014, at a regular meeting of the Rosemount Port Authority, a Development Agency.

Chairperson

ATTEST:

Executive Director