

## DEVELOPMENT TOOLS POLICY

### I. PURPOSE AND NEED FOR POLICY

This policy provides the criteria that all business assistance shall be evaluated against. The criteria included in this policy applies to all potential business assistance recipients. In addition to this policy, all business assistance will be subject to the requirements of Minnesota (MN) Statutes.

### II. POLICY

- A. All business assistance shall be subject to the requirements of MN Statutes governing business assistance and every application shall be evaluated according to the criteria included in this Development Tools Policy, which shall apply to all potential recipients. Wherever the term business assistance is used in this policy, its definition shall be that as defined as business subsidy in MN Statutes.
- B. All business assistance must meet a public purpose, which may include, but not be limited to, increasing the tax base. The City of Burnsville (City) and Burnsville Economic Development Authority (Authority) shall consider various public purposes including but not limited to creation or retention of jobs, elimination of blight, neighborhood revitalization, and other development and redevelopment goals established by the City.
- C. Except as described in D and E, business assistance must result in wage increase or the creation or retention of jobs, which will pay at least 150-percent of the federally imposed minimum hourly wage, exclusive of benefits, with the wage goals specifically set forth in the business assistance agreement. The wage goals will be determined as a weighted average on new jobs created as defined in the City of Burnsville Fundability Guidelines for Financial Assistance Form.
- D. Wage increase or job creation or retention is not required for businesses assistance as long as the grantor identifies an alternate public purpose in addition to tax base increase. If after a public hearing, the increase in wages or creation or retention of jobs is determined not to be a goal, the wage and job goals may be set at zero.
- E. In lieu of job creation or retention, other measurable, specific, and tangible goals shall be established. Examples of tangible goals may include redevelopment, or pollution or soil remediation.
- F. If wage increase or job creation or retention is identified as the public purpose, goals must be established for wage increase or the number of jobs created; in cases where job loss is specific and demonstrable, goals must be established for number of jobs retained. As set forth in the business assistance agreement, wage increase or job creation or retention (based on wage floor set forth in the agreement) shall be attained within two years of the benefit date.
- G. The Authority, as authorized by the City, shall hold a public hearing after notice is published in the local newspaper, for all requests for business assistance of \$100,000 or more. The Authority must hold a public hearing for any assistance under \$100,000 that do not include job and wage goals.

- H. The business assistance agreement must stipulate that the recipient will continue operations at the site where the assistance is used for at least five years after the benefit date.
- I. Any development agreement or contract for public assistance as defined in MN Statutes shall contain, at a minimum, the following provisions:
1. Description of the assistance including the amount and type of assistance
  2. Identification of the specific tax increment financing district, if tax increment financing assistance is to be provided
  3. Statement of public purposes for the assistance in addition to tax base increase
  4. Identification of measurable, specific, and tangible goals for the assistance
  5. Description of the financial obligation of the recipient if the goals are not met
  6. Statement of why the assistance is needed
  7. Statement of commitment to continue operations for at least five years in the jurisdiction where the assistance is used - the five year commitment may be waived if the grantor, after a public hearing, approves the recipient's request to move
  8. Identification of the name and address of the parent corporation of the recipient
  9. Identification of all financial assistance by all grantors for the project; and reporting requirements
  10. Identification of specific wage floor for the wages to be paid, if job creation or retention is a goal, of at least the minimum set forth in Item C of this policy, and for at least two years after the benefit date or until the goals are met, whichever is later
- J. When granting business assistance, the City or the Authority may deviate from the criteria in this Policy by documenting in writing the reason for the deviation and filing that explanation with the Department of Employment and Economic Development along with the grantor's next annual report on business subsidies. The City or the Authority will not approve a deviation from these criteria unless the applicant provides a written request describing why the deviation is needed to permit the proposed project to proceed, and the grantor determines in its sole discretion that such deviation is reasonable and necessary.
- K. Each business assistance agreement will require a recipient failing to meet the specified goals by the specified date to pay back the assistance plus interest, or at the request of the City or the Authority, to the account created under MN Statutes, Section 116J.551. Any repayment shall be prorated to reflect partial fulfillment of goals. The interest rate shall be set at no less than the implicit deflator as defined by MN Statutes, Section 116J.994, Subdivision 6. The City or the Authority may after a public hearing, extend the period for meeting job and wage goals for up to one year. The City or the Authority may extend the period for meeting any other goals for any period specified by the City or the Authority, by documenting in writing the reason for the extension and filing that explanation with the Department of Employment and Economic Development along with the grantor's next annual report on business subsidies.
- L. The City and the Authority reserve the right to modify this Policy, from time to time in accordance with MN Statutes.
- M. The following supplemental policies are attached hereto and made part of the Development Tools Policy:
- Attachment 1: Tax Increment Financing Policy (Policy No. 1.137)
  - Attachment 2: Tax Abatement Policy (Policy No. 1.138)

**III. PROCEDURE**

To the extent that a business assistance request requires tax increment financing, it must meet this Development Tools Policy and the Tax Increment Financing Policy. To the extent that a business assistance request requires tax abatement assistance, it must meet this Development Tools Policy and the Tax Abatement Policy. Any other business subsidy must meet this Development Tools Policy.

**IV. RESPONSIBILITY AND AUTHORITY**

The responsibility and authority for the City and the Authority to adopt a Development Tools Policy is established by MN Statutes 116J.993-995, which sets requirements for subsidies allocated to businesses by state or local government agencies. Administrative implementation of this policy shall be the responsibility of the City Manager.

Submitted by: Skip Nienhaus Date: January 16, 2018  
Reviewed by: Jenni Faulkner Date: January 16, 2018

This policy replaces the policy adopted by City Council Resolution No. 5182 on July 21, 2003, amended May 1, 2006 and April 7, 2008. This policy replaces the policy adopted by Economic Development Authority Resolution No. 03-3 on July 21, 2003. This policy replaced the policy adopted by the City Council and Economic Development Authority on December 16, 2008.

## TAX INCREMENT FINANCE POLICY

### I. PURPOSE AND NEED FOR POLICY

This policy is to serve as a guideline for the use of tax increment financing (TIF) within all previously adopted and current TIF Districts as well as the creation of new tax increment districts.

### II. POLICY

#### General Policy Background

The City of Burnsville (City) and Burnsville Economic Development Authority (Authority) recognize that local government plays a critical role in enhancing the vitality of our community. This is particularly true as the city reaches full development.

All reasonable means shall be utilized to leverage private business development and redevelopment in the city consistent with this and other policies. Tax increment financing is an important and useful tool in attracting and retaining businesses.

The fundamental principle that makes tax increment financing viable is that it is designed to encourage development that would not otherwise occur. The Authority, as authorized by the City, shall be responsible to determine that (1) a project would not occur "but for" the assistance provided through tax increment financing; and (2) no other development would occur on the relevant site without tax increment assistance, that could create a larger market value increase than the increase expected from the proposed development (after adjusting for the value of the tax increment).

The Authority shall consider tax increment financing in cases that serve to accomplish targeted city goals for development and redevelopment as they may change over time. These goals include, but are not limited to projects that will (1) foster and support redevelopment; (2) result in the creation or retention of a significant number of jobs that pay wages adequate to support households; or (3) projects that will assist with the retention and expansion of businesses, and projects that will expand the city's tax base.

#### Creation of Tax Increment Financing (TIF) Districts

The Authority shall consider the creation of any of the general types of TIF Districts allowed by MN Statutes or the creation of other types of TIF Districts allowed by Special Legislation, when doing so is consistent with the development and redevelopment goals of the City.

TIF Districts are the specific parcels within a Project Area from which tax increment is captured. MN Statutes currently defines five general types of TIF Districts, which the Authority shall consider:

- 1) Redevelopment District
- 2) Renewal and Renovation District
- 3) Soils Condition District
- 4) Housing District
- 5) Economic Development District

In addition to these five general types of TIF Districts, defined by MN Statutes, the Authority may also consider the creation of TIF Districts as authorized by applicable special tax increment financing legislation.

Tax increment financing is a business subsidy under MN Statutes and is governed by strict legal requirements. Therefore, the City and the Authority shall maintain current Business Subsidy Policies, as required by MN Statutes.

As granted by the City Council, the Authority shall have control and authority over the creation and operation of TIF Districts for the City. The Authority shall consider the creation of a TIF District based on qualifications and term restrictions, as defined in MN Statutes. The Authority shall consider a range of attributes including but not limited to the following:

- Projects consistent with development and redevelopment goals of the city
- Development of office, office/corporate headquarters, office/service/warehouse and manufacturing
- Maximized use of other financial resources
- Projects that provide funding for appropriate public improvements that may benefit numerous development projects
- Low percentage of public investment; high percentage of private investment
- Analysis of detailed business pro forma with reasonable timeline for completion and occupancy
- Project has potential to enhance spin-off development and redevelopment
- Exceeds minimum design standards per Ordinance
- Presents minimal risk to the City of Burnsville
- Maximizes increased tax base and contributes to higher market values
- Number of jobs and pay level of positions will be a consideration but not a requirement if other appropriate public purpose(s) is met
- Redevelopment of aging retail strip center
- Installation of fiber to the premise
- Analysis of Request for Financial Assistance Form (Attachment A)

#### Available Funding for Private Development within a Current TIF District

Applications for tax increment financing for a project within a current TIF Districts shall be considered for approval provided the current TIF District is generating sufficient tax increment revenue to retire bonds supported by tax increment revenue within the TIF District.

#### Costs Eligible for Tax Increment Financing Assistance

The Authority shall consider the use of tax increment financing to cover project costs as allowed for under MN Statutes. The types of project costs that are eligible for tax increment financing are as follows:

- Utilities design
- Earthwork/excavation
- Architectural and engineering fees directly attributable to site work
- Site related permits
- Soils correction
- Utilities (sanitary sewer, storm sewer, and water, fiber to the premise)

- Landscaping
- Streets and roads
- Street/parking lot lighting
- Sidewalks
- Special assessments
- Soils test and environmental studies
- Title insurance
- Landscape design
- Street/parking lot paving
- Curb and gutter
- Land acquisition
- Legal (acquisition, financing, and closing fees)
- Surveys
- Sewer Access Charges (SAC) and Water Access Charges (WAC)
- TIF application deposit

This list of eligible costs is subject to acceptance by the Authority and changes in MN Statutes.

#### Determination of Amount of Assistance

Whether in a new or existing TIF District, the amount of tax increment financing provided to an applicant shall be based on a review of the following:

- Request for Financial Assistance Form (Attachment A)
- Review of Applicants Pro Forma
- Amount of Increment Generated by the Project
- Fundability Guidelines for Financial Assistance Form (Attachment C)

Depending on the public purpose to be met the Fundability Guidelines for Financial Assistance Form may weigh more or less in the review of the application.

The level of assistance shall be evaluated on a case-by-case basis and may reflect an increase or decrease in requested financial assistance. When considering a request for tax increment financing for a project, there shall be consideration of the level of financial assistance provided for other previously approved projects in the TIF District or Project Area.

#### Forms of Assistance

Tax increment financing shall generally be provided on a “pay-as-you-go” basis wherein the Authority compensates the applicant for a predetermined amount for a stated number of years. The Authority shall have the option to issue a TIF Note with or without interest, where the principal amount of the TIF Note is equal to the amount of eligible project costs incurred and proven by the developer. In all cases, semi-annual TIF payments shall be based on available increment generated from the project. TIF payments shall be made after collection of property taxes.

Another form of assistance that shall be considered only in extraordinary circumstances is an “up-front payment” to the applicant. This may be in the form of a revenue or general obligation bond or an internal loan. (The City would consider revenue bond financing where the terms of the financing are satisfactory to the Authority and City.) The tax increment generated from the applicant’s project is a source of revenue for repayment of the bonds or loan. This form of assistance is not one the Authority or City will generally

consider because under this form of assistance the taxpayers assume the risk that the tax increment will be sufficient for repayment of the bonds or interfund loan.

### Other Policy Issues

#### 1. Fiscal Disparities

TIF Districts shall not be exempt from the contribution of fiscal disparities. The percentage of revenues required from the project within the TIF District shall be the responsibility of properties within the district unless there is a compelling economic development reason for the City and the Authority to exempt a property or properties within a TIF District from the contribution of fiscal disparities. Any exemption to this policy will be considered on a case by case basis. An exemption may not be possible if MN Statutes requires that fiscal disparities be paid from within a TIF District, as is the case with Economic Development Districts.

#### 2. School District Funding

Annual requests from Independent School District 191 to release excess tax collections from TIF Districts 1 and 2 (Southcross) resulting from the application of school district referenda tax rates to the captured value in TIF Districts shall be evaluated on a case by case basis. It shall be the general policy of the City and the Authority to honor these requests provided there is sufficient positive cash flow in the Authority reserve fund (that is applicable) in excess of those amounts necessary to meet development contractual obligations within the various TIF Districts and Project Area.

### **III. PROCEDURES**

The Authority will require a fee per city fee schedule from the applicant to investigate the feasibility of providing assistance to the applicant. If the Authority incurs additional expense beyond the fee prior to execution of the Developer's Agreement, the Authority shall notify the applicant in writing and the applicant must deposit additional funds for work on the application to continue.

If the project is approved and the applicant proceeds with the project, the applicant's deposit may be reimbursed as an eligible project cost to the extent permissible under MN Statutes.

In addition to the fee, the applicant must submit the following forms and documentation at time of application for the application to be complete and review of the application to begin:

1. Request for Tax Increment Financing Form (Attachment A)
2. Project Pro Forma Documentation (Developed by Applicant)
3. Fundability Guidelines for Financial Assistance Form (Attachment B)

As required by MN Statutes, the City Council must be the governing body to hold the public hearing and make the findings of fact for creation of a TIF District.

### **IV. APPENDICES**

The City and the Authority shall add Appendices to this Policy to provide targeted policy guidance concerning the creation of future TIF Districts for a targeted development or

redevelopment purpose. An Appendix shall be added, modified, or deleted from time to time based on actions of the City and the Authority.

- A. Redevelopment of Aging Strip Centers

**V. ATTACHMENTS: FORMS**

The following forms are referenced in this policy and are included as attachments to this policy.

- A. Request for Tax Increment Financing Form
- B. Fundability Guidelines for Financial Assistance Form

**VI. RESPONSIBILITY AND AUTHORITY**

MN Statutes, Section 469.174 through 469.179 (Tax Increment Finance Act), as amended authorizes local governments to utilize Tax Increment Financing to assist development and redevelopment of certain parcels within its boundaries.

Submitted by: Skip Nienhaus Date: January 16, 2018  
Reviewed by: Jenni Faulkner Date: January 16, 2018

This policy replaces the policy adopted by City Council Resolution No. 5182 on July 21, 2003, amended May 1, 2006 and April 7, 2008. This policy replaces the policy adopted by Economic Development Authority Resolution No. 03-3 on July 21, 2003. This policy replaces the policy adopted by the City Council and Economic Development Authority on July 5, 2016



## TAX ABATEMENT POLICY

### I. PURPOSE AND NEED FOR POLICY

This policy is to serve as a guideline for the use of tax abatement as a financing tool for projects within the City of Burnsville.

### II. POLICY

#### General Policy Background

The City of Burnsville (City) and Burnsville Economic Development Authority (Authority) recognize that local government plays a critical role in enhancing the vitality of our community. This is particularly true as the city reaches full development. It is the stated goal of the City and the Authority that all reasonable means shall be utilized to leverage private development and redevelopment in the city consistent with the policies described below and the City Council's Ends and Outcomes.

Under Minnesota (MN) Statutes, the City Council is the governing body that must act to approve all tax abatement assistance. It is the policy of the City Council, that for most projects, the Authority shall be asked to make recommendation to the City Council regarding tax abatement assistance.

The tax abatement tool provides the ability to capture and use all or a portion of the property tax revenues within a defined geographic area. In practice, it is a tax "rebate" rather than an exemption from paying property taxes. Tax abatement is an important economic development tool that when used appropriately can be useful to accomplish the city's development and redevelopment goals and objectives. Requests for tax abatement must serve to accomplish the city's targeted goals for development and redevelopment. These goals include, but are not limited to projects that will result in the creation or retention of a significant number of jobs that pay wages adequate to support households, projects that will assist with the retention and expansion of businesses, bring technology (fiber to the premise) as part of redevelopment and projects that will expand the city's tax base. Projects must meet the requirements established by the Business Subsidy Policy of the City and the Authority, to the extent it is applicable, in order to receive abatement.

#### Projects Eligible for Tax Abatement Assistance

Projects eligible for consideration of property tax abatement include but are not limited to the following:

- Mixed use projects including new and redevelopment projects
- Commercial and industrial redevelopment projects
- Commercial and industrial new developments
- Residential business properties (with some restrictions as defined in this policy)

### Tax Abatement Objectives

- A. A property tax abatement must meet at least one of the following public purposes:
  1. Increase or preserve the tax base
  2. Provide employment opportunities in the City of Burnsville
  3. Provide or help acquire or construct public facilities
  4. Help redevelop or renew blighted areas
  5. Help provide access to services for residents of Burnsville
  6. Finance or provide public infrastructure
- B. Projects that include fiber to the premise are deemed to be fulfilling an overall objective of the city to have sites with the best technology available.
- C. The developer/landowner shall be able to demonstrate a market demand for a proposed project.
- D. Tax abatement shall not be used for projects that would place extraordinary demands on city services or for projects that would generate significant environmental impacts.
- E. Because it is not possible to anticipate every type of project, which may in its context and time present desirable community building, development, or redevelopment goals and objectives, the City of Burnsville retains the right in its discretion to approve projects and tax abatements that may vary from the principles and criteria of this policy.

### Determination of Amount of Assistance

Tax abatement assistance available shall generally be limited to the incremental taxes generated on the improvements to the property. The City and the Authority may consider a greater level of financial assistance, up to the maximum allowed under MN Statutes, in limited circumstances. The level of assistance will be evaluated on a case-by-case basis and may reflect an increase or decrease in requested financial assistance from the applicant.

The amount of tax abatement assistance provided to an applicant shall be based on a review of the following:

- Request for Financial Assistance Form (Attachment A)
- Review of Applicants Pro Forma
- Amount of Increment (Property Tax Revenue) Generated by the Project
- Fundability Guidelines for Financial Assistance Form (Attachment C)

In any year, the total amount of property taxes abated (citywide) may not exceed (1) ten percent of the - net tax capacity for the taxes payable year to which the abatement applies, or (2) \$200,000, whichever is greater, provided that these limitations are imposed by Minnesota Statutes Section 469.1813, subd. 8, and if such limitations are increased by any future legislation, the City may approve abatements up to the maximum amount permitted by law at the time the abatement is approved. The limit does not apply to an uncollected abatement from a prior year that is added to the abatement levy.

The developer/landowner must adequately demonstrate, to the City's sole satisfaction, an ability to complete the proposed project based on past development experience, general reputation, and credit history, among other factors, including the size and scope of the proposed project. The developer/landowner must provide adequate financial guarantees to ensure completion of the project, including, but not limited to: assessment agreements and

letters

of

credit.

### Forms of Assistance

Tax abatement shall generally be provided on a “pay-as-you-go” basis wherein the City compensates the applicant for a predetermined amount for stated number of years. In all cases, semi-annual abatement payments are based on available (as approved by agreement) tax revenue from the property and issued to the applicant after payment of property taxes by the applicant.

Another form of assistance that shall be considered only in extraordinary circumstances is an “up-front payment” to the applicant. This may be in the form of a revenue or general obligation bond or an internal loan. (The City would consider revenue bond financing where the terms of the financing are satisfactory to the City.) The tax abatement generated from the applicant’s project is a source of revenue for repayment of the bonds or loan. This form of assistance is not one the City will generally consider because under this form of assistance the taxpayers assume the risk that the tax increment will be sufficient for repayment of the bonds or the interfund loan.

### Duration and Restrictions

- A. The City may grant an abatement for a period no longer than 15 years, except as provided under (B). The City may specify in the abatement resolution a shorter duration.
- B. The City, when proposing to abate taxes for a parcel, may make a written request to Dakota County or a school district in which a parcel is located to grant an abatement of county or school taxes for the property. If one of the other political subdivisions declines, in writing, to grant an abatement or if 90 days pass after receipt of the request to grant an abatement without a written response from one of the political subdivisions, the duration limit for an abatement for the parcel may be increased to 20 years.
- C. The City may not enter into a property tax abatement agreement that provides for abatement of taxes on a parcel, if the abatement will occur while the parcel is located in a tax increment financing district.
- D. Tax Abatement consideration for residential business properties:

Tax abatement requests shall be considered for redevelopment of residential business properties or redevelopment of an aging retail strip center that includes a residential component. In no other case shall tax abatement be considered for new residential property (property that does not presently exist).

If a request for abatement includes redevelopment of residential property, consideration shall be given to the following:

- Redevelopment of rental housing that is over 25 years old
- Mixed use development that includes housing (must be owner occupied)
- No less than an 80 / 20, Private-Public match for total reinvestment, compared with the total cost of all local tax abatement. (Private sources represent any non-local government source; not including federally approved affordable housing tax credits.)
- The case made for the overall public purpose/benefit
- Justification for why the project cannot proceed without public assistance via tax abatement
- Preserves or enhances the quality, aesthetics and management of workforce/affordable housing in the community
- Projects that are approved for abatement by another local taxing jurisdiction (i.e., Dakota County or a local school district)

### **III. PROCEDURE**

The City shall require a fee per the city fee schedule from the applicant to investigate the feasibility of providing assistance to the applicant. If the City incurs additional expense beyond the fee prior to execution of the Developer's Agreement, the City shall notify the applicant in writing and the applicant must deposit additional funds for work on the application to continue.

If the project is approved and the applicant proceeds with the project, the applicant's deposit may be reimbursed to the extent permissible under MN Statutes.

In addition to the fee, the applicant must submit the following forms and documentation at time of application for the application to be complete and review of the application to begin:

1. Request for Financial Assistance Form (Attachment A)
2. Fundability Guidelines for Financial Assistance Form (Attachment B)
3. Project Pro Forma Documentation (Developed by Applicant)

For the purposes of underwriting the proposal, the developer must provide any requested market, financial, environmental, or other data requested by the City or its consultants.

The City Council must hold a public hearing on the tax abatement, after notice is published in the local newspaper. A resolution shall be adopted that will specify the terms of the abatement.

### **IV. APPENDICES**

The City and the Authority shall add Appendices to this Policy to provide targeted policy guidance concerning the use of tax abatement assistance for a targeted development or redevelopment purpose. An Appendix shall be added, modified, or deleted from time to time based on actions of the City and the Authority.

- A. Redevelopment of Aging Strip Centers

### **V. ATTACHMENTS: FORMS**

The following forms are referenced in this policy and are included as attachments to this policy.

- A. Request for Financial Assistance Form
- B. Fundability Guidelines for Financial Assistance Form

### **VI. RESPONSIBILITY AND AUTHORITY**

MN Statutes, Sections 469.1812 through 469.1815, authorizes a political subdivision to utilize property tax abatement on certain parcels of land within its boundaries. Administrative implementation of this policy shall be the responsibility of the City Manager.

Submitted by: Skip Nienhaus Date: January 16, 2018  
Reviewed by: Jenni Faulkner Date: January 16, 2018

This policy replaces the policy adopted by City Council Resolution No. 5182 on July 21, 2003, amended May 1, 2006 and April 7, 2008. This policy replaces the policy adopted by Economic

Development Authority Resolution No. 03-3 on July 21, 2003. This policy replaces the policy adopted by the City Council and Economic Development Authority on July 5, 2016

**APPENDIX A**  
**Redevelopment of Aging Retail Strip Centers**

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In 2005, the City completed a Governance Process to consider the City's role in redevelopment of aging retail strip centers. The outcome of the Governance Process was the Council identified some key policy statements to guide City involvement in any future redevelopment of an aging retail strip centers. These policy statements are included in this Appendix for reference.

**I. GENERAL POLICY GUIDELINES**

*Creation of Tax Increment Financing (TIF) Districts*

The City of Burnsville (City) and Burnsville Economic Development Authority (Authority) shall consider the creation of a TIF District for the purpose of redeveloping an aging retail strip center. Projects eligible for the creation of a TIF District shall have attributes that are consistent with those identified in the Development Tools and Tax Increment Financing Policy.

*Use of Tax Abatement Financing*

The City shall consider the abatement of incremental property taxes for the purpose of redeveloping an aging retail strip center. Projects eligible for abatement of incremental property taxes shall have attributes that are consistent with those identified in the Development Tools and Tax Abatement Policy.

*Land/Lease Acquisition*

In limited circumstances, the City or the Authority may consider the acquisition of an aging retail strip center property/and or leases for the purpose of redevelopment when an owner approaches the City or the Authority requesting this consideration. This would require a funding source and site-specific plan and/or objective. The acquisition for this purpose shall occur through negotiated terms and not through eminent domain.

The City and the Authority shall bring private developers and property owners together to facilitate the consideration of redevelopment of an aging retail strip center when doing so would be consistent with City and the Authority development and redevelopment policies. Facilitation shall involve education of the City's policies, including possible financial assistance options.

*Specific Land Uses*

The City and the Authority shall consider applications for tax increment financing or tax abatement for redevelopment of an aging retail strip center into a mixed-use project, even if the project shall result in increased density.

The City and the Authority shall consider applications for tax increment financing or tax abatement for redevelopment of an aging retail strip center where the project will not change the intensity or type of use of the property after the improvements (e.g., façade or site improvements of existing buildings or building tear downs for rebuilds – commercial to commercial).

The City and the Authority shall consider as part of an application for tax increment financing or tax abatement assistance to redevelop an aging retail strip center suggestions by the applicant for possible relief from existing City Ordinances to assist in the financial feasibility of the project. Specific requests shall be considered on a case-by-case basis. Approval of a specific request shall not set a precedent for consideration of other requests.

*Forms of Assistance*

The City and the Authority shall not use the City's bonding capacity, in the form of an "up-front payment" to the applicant, to support redevelopment of aging retail strip center. Any assistance provided for redevelopment of an aging retail strip center shall be on a "pay-as-you-go" basis.

**ATTACHMENT A: FORM  
REQUEST FOR FINANCIAL ASSISTANCE FORM**

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**CITY OF BURNSVILLE  
AND  
BURNSVILLE ECONOMIC DEVELOPMENT AUTHORITY  
REQUEST FOR FINANCIAL ASSISTANCE**

**TAX INCREMENT FINANCING (TIF)  
OR  
TAX ABATEMENT**

**FORM**

**FOR**

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**NAME OF APPLICANT**



**CITY OF BURNSVILLE  
REQUEST FOR FINANCIAL ASSISTANCE FORM**

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**REQUIRED INFORMATION**

1. Provide a brief project description
  
2. Provide business information  
    Business Name:  
    Address:  
    Telephone:  
    Contact Name:
  
3. Provide brief description of the business
  
4. Provide information on the present ownership of the site  
    Name:  
    Address:  
    Phone Number:  
    Contact Name:
  
5. Provide information on the proposed project  
    Building square footage:  
    Size of property:  
    Description of building:  
    Materials and other additional relevant building information:
  
6. Provide total estimated project costs

Land Acquisition	\$ _____
Site Development	\$ _____
Building Cost	\$ _____
Equipment	\$ _____
Architectural & Engineering Fees	\$ _____
Legal Fees	\$ _____
Financing Costs	\$ _____
Broker Costs	\$ _____
Contingencies	\$ _____
Other (please specify)	\$ _____
Total	\$ _____
  
7. Describe amount and purpose for which financing (either tax increment financing or tax abatement financing) is required
  
8. State specific reasons why the use of tax increment financing or tax abatement assistance is necessary for the project (the "but for" test)

9. List project costs that may be eligible for assistance. Costs that may be eligible for assistance include:

- Utilities Design
- Architectural And Engineering Fees Directly Attributable To Site Work
- Earthwork/Excavation
- Landscaping
- Streets And Roads
- Curb And Gutter
- Land Acquisition
- Legal Costs Associated With Acquisition
- Soil Tests And Environmental Studies
- Title Insurance
- Landscape Design
- Site Related Permits
- Soils Correction
- Utilities (Sanitary Sewer, Storm Sewer and Water, fiber to the premise)
- Parking Lot Paving and Parking Lot Lights
- Sidewalks
- Special Assessments
- Legal Costs Associated With Financing/Closing Attributable To Site
- Surveys
- City/Met Council SAC and WAC Charges
- Application Deposit

10. Provide market value information

Current market value (from Dakota County Assessor): \$ \_\_\_\_\_

Proposed market value at completion: \$ \_\_\_\_\_

11. Provide real estate property tax information

Existing real estate taxes of property: \$ \_\_\_\_\_

Estimated real estate taxes of property upon completion: \$ \_\_\_\_\_

12. Provide source of financing information

Equity \$ \_\_\_\_\_

Bank Loan \$ \_\_\_\_\_

Tax increment assistance (TIF or Abatement) \$ \_\_\_\_\_

Revenue Bonds \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

13. Provide name and address of architect, engineer, and general contractor for the project

14. Provide project construction schedule

Estimated construction start date:

Estimated construction completion date:

If phased project: \_\_\_\_\_ Year \_\_\_\_\_ % Complete

\_\_\_\_\_ Year \_\_\_\_\_ % Complete

15. Describe how the project will meet one or more of the following City of Burnsville or Burnsville Economic Development Authority goals (in addition to increasing tax base).

Please provide measurable, specific, and tangible goals. Goals may include the following: increased wages; creation of jobs that pay wages adequate to support households; and/or job retention where job loss is specific and demonstrable; and/or development or redevelopment projects that are consistent with the City of Burnsville's goals and objectives.

16. Provide a reference from another municipality (if applicable)

17. Provides names of any other municipalities wherein the applicant, or other corporations the applicant has been involved with, has completed developments within the last five years

18. Provide the following required supplemental information:

- Project Pro Formas (one showing with assistance and one without assistance)
- Legal description of the property
- Application fee of \$5,000 payable to the City of Burnsville
- Site plan and building rendering

### **SUBJECTIVE ANALYSIS**

In addition to the required information from above (items 1-19), the following information is requested and will be considered as part of the application approval process:

19. Provide number of years in business

20. Provide number of years located in the City of Burnsville (if applicable)

21. Describe potential for business growth or future development

22. Explain whether the building will be owner-occupied (Yes/No)

23. If rental space, provide the targeted retail rates

24. If building is non-owner occupied, explain whether the lessee will be required to capitalize this lease

25. Provide land costs per acre or square foot

26. Describe the location of proposed facility within Burnsville

27. Describe the general quality of the development

28. Provide the size of parcel being developed

29. Provide the projected building cost per square foot

30. Additional comments

**ATTACHMENT B: FORM  
FUNDABILITY GUIDELINES FORM**

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**CITY OF BURNSVILLE  
AND  
BURNSVILLE ECONOMIC DEVELOPMENT AUTHORITY**

**REQUESTS FOR  
TAX INCREMENT FINANCING (TIF)  
OR  
TAX ABATEMENT ASSISTANCE**

**FUNDABILITY GUIDELINES FORM**

**FOR**

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**NAME OF APPLICANT**

1. **Ratio of Public versus Private Investment**

\$ \_\_\_\_\_ Private Investment  
 \$ \_\_\_\_\_ EDA/Public Investment  
 \$ \_\_\_\_\_ Total Investment  
 \_\_\_\_\_ Ratio of public versus private investment

<u>Point Value</u>	<u>Private</u>	<u>Public</u>
+1	Less than \$3	To \$1
+2	Over \$3	To \$1
+3	Over \$4	To \$1
+4	Over \$6	To \$1
+5	Over \$8	To \$1

2. **Number of Current and Estimated New Employees**

<u>Point Value</u>	<u>Number</u>
+1	1 - 15
+2	> 16 - 30
+3	> 31 - 45
+4	> 46 - 75
+5	> 75 Plus

\_\_\_\_\_ \*Current Number of Employees  
 \_\_\_\_\_ \*Estimated New Employees (within next 2 - years)  
 \_\_\_\_\_ Total Number of Current and Estimated New Employees  
 \*Employees should be computed as full-time equivalent positions

3. **Public Investment Per Current Employees**

<u>Point Value</u>	<u>Investment</u>
0	\$7,500+
+1	\$6,000 - \$7,500
+2	\$4,500 - \$6,000
+3	\$3,000 - \$4,500
+4	\$1,500 - \$3,000
+5	\$ 0 - \$1,500

Public Investment (Tax Abatement/Tax Increment) \$ \_\_\_\_\_  
 \*Current Number of Employees \$ \_\_\_\_\_  
 Investment Per Employee = \$ \_\_\_\_\_

\*Employees should be computed as full-time equivalent positions

4. **Pay Level of Jobs Created**

<u>Point Value</u>	<u>Pay Range</u>	<u>Dollar Weighting</u>	<u>Total Employees</u>	<u>Weighted Dollar Amount</u>
0	\$0 - 14,999	\$10,000	_____	\$ _____
+1	\$15,000 - 24,999	\$20,000	_____	\$ _____
+2	\$25,000 - 29,999	\$27,500	_____	\$ _____
+3	\$30,000 - 44,999	\$37,500	_____	\$ _____
+4	\$45,000 - 59,999	\$52,000	_____	\$ _____
+5	\$60,000 and Over	\$60,000	_____	\$ _____
		*TOTAL	_____	\$ _____
		WEIGHTED AVERAGE =		\$ _____

\*Employees should be computed as full-time equivalent positions. New Employees over and above the number required to be added shall be exempt from this section.

5. **Real Estate/Property Taxes Generated**

<u>Point Value</u>	<u>*Projected Tax Revenues</u>
+ 1	Below \$25,000
+2	\$ 25,000 - \$49,999
+3	\$ 50,000 - \$99,999
+4	\$100,000 - \$249,999
+5	\$250,000 and Over

Projected Tax Revenues \$ \_\_\_\_\_

\*Projected Tax Revenues should be based on the existing property tax system and rates plus legislative future changes if subject to estimation.

6. **Service Impact**

<u>Point Value</u>	<u>Type of Development</u>
+1	Retail
+2	Office Warehouse
+3	Office
+4	Mixed Use
+5	Hi-Tech/Manufacturing
+2	Installation of fiber to the premise

Type of Use \_\_\_\_\_

7. **Redevelopment Age Multiplier**

<u>Point Value</u>	<u>Age of Building</u>
1.0	New Development
1.0	0 – 5 Years Redevelopment*
1.1	6 – 10 Years Redevelopment*
1.2	11 – 15 Years Redevelopment*
1.3	16 – 20 Years Redevelopment*
1.4	21 – 25 Years Redevelopment*
1.5	26+ Years Redevelopment*

\* Redevelopment is defined as the development of a property again to a better condition.

8. **Significant Impact Multiplier**

<u>Point Value</u>	<u>Type of Use</u>
3.0	Mixed Use New Development or Redevelopment
2.5	Commercial/Industrial Redevelopment
2.0	Industrial New Development
1.5	Commercial New Development

**WORKSHEET SUMMARY**

<u>Worksheet Breakdown</u>	<u>Total Points</u>
1. Ratio of Public versus Private Investment	_____ (1 to 5)
2. Number of Current and Estimated New Employees	_____ (1 to 5)
3. Public Investment per Current Employee	_____ (0 to 5)
4. Pay Level of Positions	_____ (0 to 5)
5. Real Estate/Property Taxes Generated	_____ (1 to 5)
6. Service Impact	_____ (0 to 5)
	<b>SUBTOTAL</b> _____
<u>Multiplier's</u>	
7. Redevelopment Age Multiplier	_____ (1.0 to 1.5)
8. Significant Impact Multiplier	_____ (1.5 to 3.0)
	<b>TOTAL SCORE</b> _____

\* To determine the **total score** multiply the Subtotal x Redevelopment Age Multiplier x Service Impact Multiplier.

The information provided herein is true and accurate to the best of my knowledge:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Fundability Rating for Tax Abatement

The total score on the project analysis sheet on previous page determines the general term of assistance. The City of Burnsville or Burnsville Economic Development Authority will make any final decision on term.

<u>Point Value</u>	<u>Term of Assistance*</u>
0 - 25	0 Years
26 – 35	3 Years
36 – 45	5 Years
46 – 59	7 Years
**60 and over	10 Years

\* Assistance amount will be the incremental taxes only.

\*\* The City or the Authority may consider between 15 – 20 years for projects that score 60 and over.



**APPENDIX B**  
**Expansion/Relocation of a Business outside the City of Burnsville**

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**I. PURPOSE AND NEED FOR CRITERIA**

The City of Burnsville has periodically received requests from the Department of Employment and Economic Development (DEED) to issue a letter of support to allow a business subsidy for a business needing to expand or relocate to another city from the City of Burnsville.

This appendix provides the criteria that will be utilized when a request is received.

**II. GENERAL GUIDELINES**

*Resolution of support*

The City of Burnsville may adopt a Resolution of Support for a Burnsville business to receive a business subsidy to allow for expansion or relocation in another city if the following criteria exist:

- The Department of Employment and Economic Development (DEED) has made a written request.
- The City to which the business will expand or relocate will also make a written request.
- The business subsidy is part of the DEED Business Financing Program.
- The business has met with the City of Burnsville to explore all options within the City for the expansion before exploring options outside the City.
- The business subsidy will be granted to retain the business in the State of Minnesota.
- The business subsidy will have stated job, wage, or tax increase goals.
- The business subsidy agreement must stipulate that the recipient will continue operations at the site where the subsidy is used for at least five years after the benefit date.
- The business subsidy would be available if suitable expansion opportunities existed in the City of Burnsville.
- The City of Burnsville will receive a copy of the application for the business subsidy, stating the amount and type of subsidy, to incorporate in the staff report for the Resolution of Support.

*Criteria Deviations*

The City of Burnsville may deviate from the criteria by documenting the reason for the deviation in the resolution. The City of Burnsville will not approve a deviation from these criteria without a written request describing why the deviation is needed from DEED, the business, and the requesting city.

*Resolution Adoption*

The Resolution of Support will be adopted at a regularly scheduled council meeting.