



**ECONOMIC DEVELOPMENT AUTHORITY**  
City Hall—Shared Vision Room, 3989 Central Ave NE  
Monday, May 06, 2024  
5:00 PM

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## **AGENDA**

### ***ATTENDANCE INFORMATION FOR THE PUBLIC***

Members of the public who wish to attend may do so in-person, or by using Microsoft Teams and **entering meeting ID 212 740 385 445 and passcode 32jnSy** . For questions please call the Community Development Department at 763-706-3670.

### **CALL TO ORDER/ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **CONSENT AGENDA**

- 1. Approve April 1st, 2024, Regular EDA Meeting Minutes**
- 2. Approve Financial Reports and Payment of Bills for March 2024**  
**MOTION:** Move to approve the Consent Agenda as presented.

### **BUSINESS ITEMS**

- 3. Façade Improvement Grant Report Heights Grand Ballroom, 2201 37th Ave**  
  
**MOTION:** Move to waive the reading of Resolution 2024-13, there being ample copies available to the public.  
  
**MOTION:** Move to adopt Resolution 2024-13, a resolution approving the form and substance of the façade improvement grant agreement, and approving authority staff and officials to take all actions necessary to enter the authority into a façade improvement grant agreement with Heights Grand Ballroom.
- 4. Façade Improvement Grant Report for 4024-4026 Central Ave**  
  
**MOTION:** Move to waive the reading of Resolution 2024-14, there being ample copies available to the public.  
  
**MOTION:** Move to adopt Resolution 2024-14, a resolution approving the form and substance of the façade improvement grant agreement, and approving authority staff and officials to take all actions necessary to enter the authority into a façade improvement grant agreement with the owner of 4024-4026 Central Ave.
- 5. CEE Home Energy Squad Extension**

**MOTION:** Move to waive the reading of Resolution 2024-15, there being ample copies available to the public.

**MOTION:** Move to adopt Resolution 2024-15, a resolution authorizing authority staff and officials to take all actions necessary to enter the authority into a Home Energy Squad extension agreement until the end of Q3 2024.

**BUSINESS UPDATES**

**ADJOURNMENT**

*Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.*



# ECONOMIC DEVELOPMENT AUTHORITY

City Hall—Council Chambers, 3989 Central Ave NE

Monday, April 01, 2024

5:00 PM

Item 1.

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## MINUTES

The meeting was called to order at 5:00 pm by President Szurek.

### CALL TO ORDER/ROLL CALL

Members present: Connie Buesgens; Kt Jacobs; Rachel James; Amada Márquez-Simula; Justice Spriggs; Marlaine Szurek; Lamin Dibba

Staff Present: Andrew Boucher, City Planner; Aaron Chirpich, Community Development Director; Kevin Hansen, Interim City Manager; Sarah LaVoie, Administrative Assistant;

### PLEDGE OF ALLEGIANCE

### CONSENT AGENDA

1. Approve the minutes of the regular EDA Meeting of March 4, 2024.
2. Approve financial reports and payment of bills for February 2024 – Resolution No. 2024-07.

*Motion by Buesgens, seconded by James, to approve the Consent Agenda as presented. All ayes of present. MOTION PASSED.*

### RESOLUTION NO. 2024-07

#### **A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTH OF FEBRUARY 2024 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF FEBRUARY 2024.**

**WHEREAS**, the Columbia Heights Economic Development Authority (the “EDA”) is required by Minnesota Statutes Section 469.096, Subd. 9, to prepare a detailed financial statement which shows all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the EDA's credits and assets and its outstanding liabilities; and **WHEREAS**, said Statute also requires the EDA to examine the statement and treasurer's vouchers or bills and if correct, to approve them by resolution and enter the resolution in its records; and

**WHEREAS**, the financial statements for the month of February 2024 have been reviewed by the EDA Commission; and

**WHEREAS**, the EDA has examined the financial statements and finds them to be acceptable as to both form and accuracy; and

**WHEREAS**, the EDA Commission has other means to verify the intent of Section 469.096, Subd. 9, including but not limited to Comprehensive Annual Financial Reports, Annual City approved Budgets, Audits and similar documentation; and

**WHEREAS**, financial statements are held by the City’s Finance Department in a method outlined by the State of Minnesota’s Records Retention Schedule,

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Columbia Heights Economic Development Authority that it has examined the referenced financial statements including the check history, and they are found to be correct, as to form and content; and

**BE IT FURTHER RESOLVED** the financial statements are acknowledged and received and the check history as presented in writing is approved for payment out of proper funds; and

**BE IT FURTHER RESOLVED** this resolution is made as part of the permanent records of the Columbia Heights Economic Development Authority.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 1<sup>st</sup> of April 2024

Offered by: Connie Buesgens  
Seconded by: Rachel James  
Roll Call: All ayes of present. MOTION PASSED.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

**BUSINESS ITEMS**

**3. Façade Improvement Grant Report The Golden Nuts, 4801 Central Ave NE**

Forney reported that the item pertains to The Golden Nuts 2024 Façade Improvement Grant application for their new location at 4801 Central Ave NE. The nuts, candy and international market seeks to add a sign to their storefront and has obtained three bids, with the lowest being \$10,551.81. At this cost, they are eligible for the full \$5,000 grant. Community Development Staff recommend funding the project in full. The addition of The Golden Nuts will bring increased foot traffic to the area and fill one of the City’s recently vacated store fronts. Renderings of the proposed sign and bids are included in the attached application. The EDA has received a couple of Façade applications for 2023 and 2024. Staff will look into Installing cameras later this year on priority businesses. The EDA has already approved \$4,750 this year with \$15,000 being asked for at this meeting. This leaves \$30,250 in Façade Grant funds for the remainder of the year.

Questions/Comments from Members:

Buesgens asked if security cameras would be installed. Forney replied that he believed the

applicant marked that they would be open for a police camera. Since there are a large number of applicants, Staff will work with the Police Department to determine how to prioritize those cameras.

Buesgens asked how much the cameras were. Forney replied last time cameras were installed, five businesses received cameras and it cost \$32,000 for all five. It is roughly \$6,000 per business.

Szurek asked if the cameras would need to be put off since there are so many applicants for the façade improvement grant and there is not enough funding. Forney replied that it was a possibility but noted that there are still funds available. Szurek noted that there is only \$30,000 in the grant funds for the remainder of the year. Forney explained that the \$30,000 is what is left of the \$50,000 that was budgeted for the year. There are still funds in the 408 fund that were not used in previous years.

*Motion by Buesgens, seconded by Jacobs, to waive the reading of Resolution No. 2024-08, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by Buesgens, seconded by Jacobs, to approve Resolution No. 2024-08, a Resolution of the Columbia Heights Economic Development Authority, approving the form and substance of the façade improvement grant agreement, and approving authority staff and officials to take all actions necessary to enter the authority into a façade improvement grant agreement with The Golden Nuts. All ayes of present. MOTION PASSED.*

#### **RESOLUTION NO. 2024-08**

#### **A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FAÇADE IMPROVEMENT GRANT AGREEMENT, AND APPROVING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO FAÇADE IMPROVEMENT GRANT AGREEMENT WITH THE GOLDEN NUTS**

**WHEREAS**, the City of Columbia Heights (the “City”) and the Columbia Heights Economic Development Authority (the “Authority”) have collaborated to create a certain Façade Improvement Grant Program (the “Program”); and

**WHEREAS**, pursuant to guidelines established for the Program, the Authority is to award and administer a series of grants to eligible commercial property owners and/or tenants for the purposes of revitalizing existing store fronts, increasing business vitality and economic performance, and decreasing criminal activity along Central Avenue Northeast, in the City’s Business districts, pursuant to a Façade Improvement Grant Agreement with various property owners and/or tenants; and

**WHEREAS**, pursuant to the Program, the City is to coordinate a surveillance camera monitoring program by placing surveillance cameras on some of the storefronts that are part of the Program for the purposes of improving public safety in and around the Central Business District; and

**WHEREAS**, the Authority has thoroughly reviewed copies of the proposed form of the Grant

Agreement.

**NOW, THEREFORE BE IT RESOLVED** that, after appropriate examination and due consideration, the Authority

1. approves the form and substance of the grant agreement, and approves the Authority entering into the agreement with The Golden Nuts
2. that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered, and directed for and on behalf of the Authority to enter into the grant agreement.
3. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as they deem necessary and appropriate to carry out the purpose of the foregoing resolution.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 1<sup>st</sup> of April 2024

Offered by: Connie Buesgens  
Seconded by: Rachel James  
Roll Call: All ayes of present. MOTION PASSED.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

**4. Façade Improvement Grant Report 852 40th Ave NE**

Forney reported that this item pertains to the 2024 Façade Improvement Grant application for 852 40th Ave NE. The new owners are applying for the façade grant to restore the buildings openings in preparation for a coffee shop. The previous owner had boarded up the windows and doors of the building, which now need to be replaced. The bid to replace the windows and doors came in at \$24,142.94 which is well above the amount needed for a full \$5,000 grant. Community Development Staff recommend funding the project in full. Getting a business in to 852 40th, which has been vacant for a long time, is a great addition to the corridor. Improving the windows and doors will have an immediate effect on the look of that corner. The EDA has received a couple of Façade applications for 2023 and 2024. Staff will look into installing cameras later this year on priority businesses. The EDA has already approved \$4,750 this year with \$15,000 being asked for at this meeting. This leaves \$30,250 in Façade Grant funds for the remainder of the year.

*Motion by Jacobs, seconded by Spriggs, to waive the reading of Resolution No. 2024-09, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by Jacobs, seconded by Spriggs, to adopt Resolution No. 2024-09, a Resolution of the Economic Development Authority of Columbia Heights, Minnesota, approving the form and substance of the façade improvement grant agreement, and approving authority staff and officials to take all actions*

*necessary to enter the authority into a façade improvement grant agreement with Holly and Nicole Tuhake. All ayes of present. MOTION PASSED.*

**RESOLUTION NO. 2024-09**

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FAÇADE IMPROVEMENT GRANT AGREEMENT, AND APPROVING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO FAÇADE IMPROVEMENT GRANT AGREEMENT WITH HOLLY AND NICOLE TUHAKE**

**WHEREAS**, the City of Columbia Heights (the “City”) and the Columbia Heights Economic Development Authority (the “Authority”) have collaborated to create a certain Façade Improvement Grant Program (the “Program”); and

**WHEREAS**, pursuant to guidelines established for the Program, the Authority is to award and administer a series of grants to eligible commercial property owners and/or tenants for the purposes of revitalizing existing store fronts, increasing business vitality and economic performance, and decreasing criminal activity along Central Avenue Northeast, in the City’s Business districts, pursuant to a Façade Improvement Grant Agreement with various property owners and/or tenants; and

**WHEREAS**, pursuant to the Program, the City is to coordinate a surveillance camera monitoring program by placing surveillance cameras on some of the storefronts that are part of the Program for the purposes of improving public safety in and around the Central Business District; and **WHEREAS**, the Authority has thoroughly reviewed copies of the proposed form of the Grant Agreement.

**NOW, THEREFORE BE IT RESOLVED** that, after appropriate examination and due consideration, the Authority

1. approves the form and substance of the grant agreement, and approves the Authority entering into the agreement with Holly and Nicole Tuhake
2. that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered, and directed for and on behalf of the Authority to enter into the grant agreement.
3. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as they deem necessary and appropriate to carry out the purpose of the foregoing resolution.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 1<sup>st</sup> of April 2024

Offered by: KT Jacobs

Seconded by: Justice Spriggs

Roll Call: All ayes of present. MOTION PASSED.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Buesgens noted that it would be nice to have the grand opening posted on the City’s website or social media pages. Forney agreed.

**5. Façade Improvement Grant Report Sarna’s Classic Grill, 3939 University Ave**

Forney reported that this item pertains to Sarna’s Classic Grill 2024 Façade Improvement Grant application for 3939 University Ave NE. The Restaurant is looking to replace their current awning with a mor sophisticated one. The proposed awning is electric and has boards that can rotate to block the sun or on cooler days be moved to allow for much needed sunlight. Due to the technical specification the Awning is offered by one company which has made it difficult for them to obtain additional bids. The bid comes in at \$54,260, which is well above the amount needed for the full \$5,000 grant. Community Development Staff recommend funding the project in full as it is a major upgrade to one of the City’s cornerstone businesses. Renderings of the proposed awning and its bid are included in the attached application. The EDA has received a couple of Façade applications for 2023 and 2024. Staff will look into Installing cameras later this year on priority businesses. The EDA has already approved \$4,750 this year with \$15,000 being asked for at this meeting. This leaves \$30,250 in Façade Grant funds for the remainder of the year.

*Motion by Spriggs, seconded by James, to waive the reading of Resolution No. 2024-10, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by Spriggs, seconded by James, to adopt Resolution No. 2024-10, a Resolution of the Economic Development Authority of Columbia Heights, Minnesota, approving the form and substance of the façade improvement grant agreement, and approving authority staff and officials to take all actions necessary to enter the authority into a façade improvement grant agreement with Sarna’s Classic Grill, Inc. All ayes of present. MOTION PASSED.*

**RESOLUTION NO. 2024-10**

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FAÇADE IMPROVEMENT GRANT AGREEMENT, AND APPROVING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE**



**AUTHORITY INTO FAÇADE IMPROVEMENT GRANT AGREEMENT WITH SARNA’S CLASSIC GRILL, INC**

**WHEREAS**, the City of Columbia Heights (the “City”) and the Columbia Heights Economic Development Authority (the “Authority”) have collaborated to create a certain Façade Improvement Grant Program (the “Program”); and

**WHEREAS**, pursuant to guidelines established for the Program, the Authority is to award and administer a series of grants to eligible commercial property owners and/or tenants for the purposes of revitalizing existing store fronts, increasing business vitality and economic performance, and decreasing criminal activity along Central Avenue Northeast, in the City’s Business districts, pursuant to a Façade Improvement Grant Agreement with various property owners and/or tenants; and

**WHEREAS**, pursuant to the Program, the City is to coordinate a surveillance camera monitoring program by placing surveillance cameras on some of the storefronts that are part of the Program for the purposes of improving public safety in and around the Central Business District; and

**WHEREAS**, the Authority has thoroughly reviewed copies of the proposed form of the Grant Agreement.

**NOW, THEREFORE BE IT RESOLVED** that, after appropriate examination and due consideration, the Authority

1. approves the form and substance of the grant agreement, and approves the Authority entering into the agreement with Sarna’s Classic Grill, Inc
2. that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered, and directed for and on behalf of the Authority to enter into the grant agreement.
3. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as they deem necessary and appropriate to carry out the purpose of the foregoing resolution.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 1<sup>st</sup> of April 2024

Offered by: Justice Spriggs  
 Seconded by: Rachel James  
 Roll Call: All ayes of present. MOTION PASSED.

\_\_\_\_\_  
 President

Attest:

\_\_\_\_\_  
 Secretary

**6. 2024 Outstanding Business of the Year Award**

Forney clarified that this item is the 2024 award and not the 2023 and that it was a forward looking

program.

Forney reported that in November of 2022, the EDA approved the establishment of the Business of the Year Award. This award set out to recognize local businesses for noteworthy accomplishments, long-standing contributions to the community, and significant community service efforts. The criteria for nomination are based on a variety of notable accomplishments, such as being a long-standing business within the City of Columbia Heights reaching a milestone year, a major business expansion, remodel, exterior renovation, landscaping improvements, or relocation to a new facility within the City, environmentally friendly or sustainability-related initiatives or improvements, a major contribution to the community, or other major accomplishments or contributions worthy of recognition. However, it is important to note that the EDA reserves the right to make no selection if nominations do not meet the standard of recognition.

Forney noted this year, the EDA received three nominations all of them for Heights Pizza Man. All three nominations were submitted by various community members. The reasoning behind the submissions includes the owner's dedication to the community and the businesses partnerships with nonprofit organizations. Heights Pizza Man is known for their philanthropic work, be it supplying food and water to those who cannot afford a meal, fundraising for the local food shelf, or working to give its employees good benefits. In addition to all their philanthropic work, Heights Pizza Man was recently highlighted in the news when the business offered rides home to those who were out late on New Year's Eve.

Forney added that if selected as the Business of the Year, the winning business will be honored with a plaque during a brief presentation at a City Council Meeting, marketing of the achievement at City events and on City reader board signs, and a recognition article posted on the City's website and newsletter.

Questions/Comments from Members:

Márquez-Simula mentioned that the Mayor did a recognition for Heights Pizza Man's efforts in 2022.

*Motion by Márquez-Simula, seconded by Jacobs, to approve Heights Pizza Man as the 2024 Columbia Heights Business of the Year. All ayes of present. MOTION PASSED.*

**7. Purchase of 4416 Central Ave NE, Purchase Agreement and Budget Amendment approval**

Forney reported that Staff are bringing forth, for consideration, the purchase of the property located at 4416 Central Avenue NE. In early March, one of the owners of the property reached out to the city to see if we would be interested in purchasing the property. As the property is zoned general business, the acquisition of the property falls within the confines of the EDA's Commercial Revitalization program. Community Development staff set up a time to tour the property and found the small house to be in generally poor shape. The owners have begun the process of clearing out the house so its condition will be better than the ones that have previously been

purchased. After negotiating with the owners, staff settled on an offer of \$225,000. The Commercial Revitalization program allows staff to negotiate and enter into a purchase agreement contingent on approval by the EDA. This gives staff the ability to move quickly on strategically important properties. The house itself has just over 1,300 sq/ft of living space. The lot holds most of its value since it is in an important area with the redevelopment of 4300 Central Avenue underway. The corner of 44th and Central has a small contingent of owners and densely packed single-family, multifamily, and commercial buildings. By purchasing 4416 Central Avenue the City will have more influence over future redevelopment efforts in this area and may hold the property for the redevelopment of the Northwest corner of 44th and Central. Community development Staff believe this property is a good candidate for redevelopment due to its commercial possibilities and parcel location.

Forney explained that each year the EDA budgets \$200,000 for the Commercial Revitalization program. Since the purchase of 4416 Central falls within the program, most of the purchase price is covered under this year's budget. With that being said, a budget amendment is still needed. Resolution 2024-11 approves the purchase of the property while amending the 2024 budget to reflect the additional money needed to cover the acquisition and demolition of the property. The related project costs that are covered by the budget amendment are closing costs, hazardous material abatement costs (asbestos and trash removal), and demolition costs (demolition, grading, and utility disconnects). Fund 408 has about \$518,000 available after accounting for the projected 2024 budget and recent loan. This is more than sufficient to fund the project. As stated in the resolution, \$55,000 will go to the related costs described above. Excess money will be returned to fund 408 after the demolition and grading have been completed. This resolution allocates money for and allows staff to purchase 4416 Central Ave. The EDA will be involved in approving all future aspects of the project.

Questions/Comments from Members:

Márquez-Simula asked if the City was focusing on single-family homes or if they would look into acquiring something like the apartment buildings. Forney replied that the focus is on single family homes but if something huge came along, it would be a possibility to look into it.

James noted that there are four owners listed in the purchase agreement and asked what the timeline and process looked like with going through escrow. Forney explained that the deed was transferred to all four new owners since they are siblings. All owners have signed the agreement.

Buesgens noted that there are six houses on the block. She asked if in the future if the City could look into being strategic on what blocks to look at for development. Forney stated that if the EDA would like to look at specific properties, Staff can reach out with a letter to see if the property owner is willing to sell.

Buesgens asked if the EDA should share what blocks to look at now or wait to come up with a strategy. Chirpich replied that Staff would like to have more time to come up with a strategy.

Szurek asked if the owners were looking for relocation benefits. Forney replied that they were no

Spriggs commented that he would like to EDA to look into increasing the fund for the future. Chirpich explained that they could adjust the cap for the fund.

*Motion by Jacobs, seconded by Dibba, to waive the reading of Resolution No. 2024-11, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by Jacobs, seconded by Dibba, to adopt Resolution No. 2024-11, a Resolution of the Economic Development Authority of Columbia Heights, Minnesota, approving the purchase agreement between the Economic Development Authority of Columbia Heights, Minnesota, and the owners of 4416 Central Ave, and amending the fund 408's budget for the fiscal year 2024. All ayes of present. MOTION PASSED.*

### RESOLUTION NO. 2024-11

#### **A RESOLUTION APPROVING THE PURCHASE AGREEMENT BETWEEN THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, AND THE OWNERS OF 4416 CENTRAL AVE, AND AMENDING FUND 408'S BUDGET FOR THE FISCAL YEAR 2024.**

**BE IT RESOLVED BY** the Board of Commissioners ("Board") of the Columbia Heights Economic Development Authority (the "Authority") as follows:

#### **SECTION 1. RECITALS.**

**1.01.** The Authority and The Collection of the Current Property owners ("Seller") desire to enter into a purchase agreement (the "Purchase Agreement") pursuant to which the Authority will acquire certain property in the City located at 4416 Central Avenue NE (the "Property") from the Seller for economic redevelopment purposes. The Property is described in Exhibit A attached hereto.

**1.02.** Pursuant to the Purchase Agreement, the Authority will purchase the Property from the Seller for a purchase price of \$225,000 plus related closing costs.

**1.03.** The Authority finds that acquisition of the Property is consistent with the City's Comprehensive Plan and will result in redevelopment of the substandard property located at 4416 Central Ave NE. Such acquisition of this Property, for subsequent resale, best meets the community's needs and will facilitate the economic redevelopment and revitalization of this area of the City.

**1.04.** The Authority also finds that this redevelopment project is consistent with the purpose of the Economic Development Authority Redevelopment Fund 408. The current 2024 budget for Economic Development Authority Redevelopment Fund 408 does not include this redevelopment project and must be amended as the property was not available on September 26, 2023, when the Authority adopted this budget. The available balance of the Economic Development Authority Redevelopment Fund 408, beyond that committed for the existing 2024 budget, is approximately \$518,000, which is more than sufficient to fund the redevelopment project.

**SECTION 2. PURCHASE AGREEMENT AND BUDGETT AMENDMENT APPROVED.**

**2.01.** The Authority hereby ratifies and approves the actions of Authority staff and of Kennedy Graven (“Legal Counsel”) in researching the Property and preparing and presenting the Purchase Agreement. The Authority approves the Purchase Agreement in the form presented to the Authority and on file at City Hall, subject to modifications that do not alter the substance of the transaction and that are approved by the President and Executive Director, provided that execution of the Purchase Agreement by those officials shall be conclusive evidence of their approval.

**2.02.** The Authority herby amends the 2024 budget for Economic Development Authority Redevelopment Fund 408 to appropriate \$55,000 for additional estimated project costs.

**2.03.** Authority staff and officials are authorized to take all actions necessary to perform the Authority’s obligations under the Purchase Agreement as a whole, including without limitation execution of any documents to which the Authority is a party referenced in or attached to the Purchase Agreement, and any deed or other documents necessary to acquire the Property from the Seller, all as described in the Purchase Agreement

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 1 <sup>st</sup> of April 2024	
Offered by:	Kt Jacobs
Seconded by:	Lamin Dibba
Roll Call:	All ayes of present. MOTION PASSED.
	_____ President
Attest:	
_____ Secretary	

**8. Deconstruction of 941 44th, 3851-3853 Central Ave**

Forney reported when purchasing previous properties, the EDA had contemplated recycling and deconstructing some of or part of the homes in which it purchases. At a recent City Council meeting a resident gave Staff the contact information for a company that would be able to complete such a task. Staff reached out and met on site with Better Futures Minnesota, to get bids on the deconstruction and reuse of materials from 941 44th, 3851 and 3853 Central Ave.

Forney explained in brief, Better Futures Minnesota is a nonprofit organization dedicated to transforming the lives of men who have faced incarceration, homelessness, and unemployment. Through their comprehensive program, they provide a range of supportive services including

transitional housing, employment training, job placement assistance, personal development workshops, mental health counseling, and substance abuse support. They support this mission through offering deconstruction services. These deconstruction services involve the dismantling and repurposing of buildings, which provide valuable job skills training while also promoting sustainable practices.

Forney noted attached are the bids that Staff received. 941 44th qualifies for a full deconstruction with minimal materials being able to be reused. The house was built in 1951 and due to the poor condition, the useful items have been removed or are damaged. A full deconstruction means that Better Futures would remove the house stud by stud leaving nothing but the foundation remaining. After which, the EDA would partner with a demolition contractor to remove the foundation and utility lines. 3851 Central Ave, being a concrete block building, would only qualify for the removal of certain internal finishes and materials. A list of items that would be removed from the building was included in the meeting packet. The block structure would then be demolished by a separate contractor. 3853 Central is the house that the fire department will be burning down. Due to it being burned only internal materials and finishes would be able to be reused or recycled. Better Futures will also board up the windows that are removed to prep the building for training. Attached are specification and bid sheets for the properties. 941 44th does not have a specification sheet as it is a full tear down. As you can see from the bid table below, deconstruction can be expensive. The EDA has budgeted \$50,000 for the demolition of 941 44th, and \$80,000 for 3851-3853 Central, with \$17,000 across all three already having been spent on Asbestos Abatement. While the money would cover deconstruction additional funds may be needed for the actual demolition. Specifically regarding 941 44th, deconstruction adds significant costs to the demolition of the properties.

**Bids:**

941 44<sup>th</sup>: \$24,914

3851 Central: \$11,657

3853 Central: \$11,657

Forney stated Better Futures is a great organization which not only offers deconstruction services but utilizes them for job training. By utilizing deconstruction, the EDA can keep items and finishes that are as good as new from ending up in the land fill. With that being said, deconstruction is an added cost in the demolition of a property. Increasing the amount the EDA needs to spend on each project. Staff recommend considering the projects on a case-by-case basis as the EDA deliberates if it wants to go the deconstruction route. Upon agreement of the EDA staff can make the calculations to edit the motion based on the decision.

Questions/Comments from Members:

Szurek asked if Staff knew what the demolitions would cost. Forney replied that previous demolitions were about \$20,000 per building. Buesgens noted it would be about \$60,000 and asked how much money was set aside for demolitions. Forney replied \$80,000 was set aside for the two properties on Central Avenue and \$50,000 set aside for the 941 44<sup>th</sup> property. Chirpich added that the cost also includes asbestos abatement and environmental work.

Buesgens asked if the EDA could pick and choose what could be utilized for more value when deconstructing the homes. Forney replied that it was a possibility to change the scope of work for the bid. For example, the EDA could say they do not want to deconstruct the garage of a house but have everything taken from within the garage. Buesgens asked if that would change the bid price. Forney replied that it would. Buesgens noted that some points of value would be the windows, copper, doors and other metals.

Szurek asked what would be done with the items that are retrieved. Forney replied that Better Futures would recycle the items, reuse them in their projects or sell them for their benefit.

Chirpich explained that it is a value proposition. He added that the EDA and the City Council wanted Staff to look into suitability practices to see if it was something that was valued to put into place in the future. It will cost the City more to deconstruct versus demolish the homes. It is a better cause to extract valuable materials from a property that are reusable.

Jacobs agreed with Chirpich's comments and added that the benefit is the employment aspect of what Better Futures is doing. She added as long as the City does not get too deep in the hole of paying more to do this.

James noted that the 3853 Central Avenue property was the one that began the discussion and has the most interest in investing in it as a pilot project. She added that she would be in favor of doing one property this time around to see how it goes and then if it is valuable to look into it as a future policy.

Buesgens asked if the windows were new on the 3851 Central Avenue property. Forney replied that a couple are new and a couple are old.

Forney stated 3853 Central Avenue is a time sensitive property since the Fire Department will be burning it on May 4, 2024. It is possible to have a bidder come out and provide a more specified scope of work and bring it back to the EDA.

Buesgens explained that she would be interested in seeing if there was anything of value such as metals and windows in the 3851 Central Avenue property.

Buesgens asked if the \$11,000 would be taken from a different fund if the EDA decided to go through with the bid. Forney replied that the money was budgeted from the 408 Fund to pay for the Commercial Revitalization Program. Any money that is not used will go back into the 408 Fund. For the Central Avenue properties, the any money that is not used after the demolitions and utilities will go back into the Anoka County Economic Development levy. Chirpich added that for the two Central Avenue properties, Staff sought reimbursement from Anoka County in their Economic Development levy funds.

Buesgens stated she would like to see a large media blitz so that tax payers could see what is going on. She added that it could be a way to promote what the City is doing.

Márquez-Simula asked if the efforts could be added to the Green Step Cities plan as well as add media exposure for it.

James suggested having a bid for the 3853 Central Avenue property and then wait on the other two properties for the EDA to decide at a future time.

*Motion by James, seconded by Buesgens, to accept the proposal(s) from Better Futures Minnesota, in the amount of \$11,657 for deconstruction work on the properties located at 3835 Central Avenue; and furthermore, to authorize the President and Executive Director to enter into an agreement or agreements for the same. All ayes of present. MOTION PASSED.*

### **BUSINESS UPDATES**

Forney explained that the time of sale would be coming up and has the first reading during the next City Council meeting.

Forney stated that the Affordable Housing Trust Fund is being work on by the City's attorneys. They are currently working on a document with an Ordinance that the City Council will pass to create the trust fund to hold the sales tax funds. The attorneys are also making it so that it is eligible for the Minnesota Housing grant match. Staff thinks the EDA should handle and administer the trust fund.

Szurek asked if the program was connected to a project or if it was an overall project the Council wanted to do. Forney replied that the City is receiving extra money from the State that the City has to use. The fund would allow the money to be put somewhere and then determine what to do with it at a later date.

Spriggs asked if the funds would be available this year or next year. Forney replied that they would be available this year and expect to receive the funds in June or July.

Szurek asked if there was an update on the old Rainbow site. Chirpich replied that there are no updates. Jacobs asked what was stalling the project. Chirpich replied that the primary barrier is interest rates. Jacobs asked what would happen if the interest rates do not come down. Chirpich explained that if the City can have the grocery store commit, it will help overcome some of the concerns related to interest rates for the investors. There is still a viable project in the absence of a grocery store  
But it may change the strategy of housing.

Márquez-Simula asked if there was any interest in purchasing the property on the corner of 47<sup>th</sup> Avenue and Central Avenue. Forney replied that Staff could reach out to the property owner.

Dibba asked if there were other options if the grocery store fell through. Chirpich replied that it would be the same project without the grocery store.

### **ADJOURNMENT**

*Motion by Jacobs, seconded by Buesgens, to adjourn the meeting at 5:55 pm. All ayes. MOTION PASSED.*



Respectfully submitted,

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Sarah LaVoie, Recording Secretary

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS  
 EXP CHECK RUN DATES 03/01/2024 - 03/31/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 1154 204.6314.44030	MICROSOFT OFFICE 365 G3 020724-0 SHI INC		02/07/24	B17932462	1,069.20
			Total For Check 1154		1,069.20
Check 198219 204.6314.44600	HOME ENERGY AUDIT 1023-1223	CENTER FOR ENERGY & ENVIRC	01/16/24	23906	385.00
			Total For Check 198219		385.00
Check 198226 204.6314.43250	021524 934571297 COMM DEV ADMIN COMCAST		02/15/24	194889718	24.30
			Total For Check 198226		24.30
Check 198236 392.7000.43050	NE BUSINESS CENTER REDEVELOPMENT EHLERS & ASSOCIATES INC		02/12/24	96794	155.00
			Total For Check 198236		155.00
Check 198262 204.6314.43210	022624 10013121 PHONE COMMDEV AD POPP.COM INC		02/26/24	992822452	18.30
			Total For Check 198262		18.30
Check 198285 204.6314.43250	COMM DEV ADMIN (2.3%) INTERNET 0 ARVIG ENTERPRISES, INC		03/01/24	030124	16.54
			Total For Check 198285		16.54
Check 198335 408.6314.44600	FACADE IMPROVEMENT GRANT	RAIL WERKS BREWING DEPOT I	03/07/24	030724	4,600.00
			Total For Check 198335		4,600.00
Check 198337 228.6317.44000	TRASH CLEANUP- VANBUREN RAMP	RTD POWER WASHING, INC	02/27/24	6-VB	1,050.00
			Total For Check 198337		1,050.00
Check 198341 408.6414.43050	DEMOLITON OF 841 49TH AVE & 4243 SEMPLE EXCAVATING & TRUCKI		02/20/24	14673	50,261.00
			Total For Check 198341		50,261.00
Check 198394 228.6317.42012	ONCOM 360 CAMERA	MARCO, INC	09/27/23	INV11676365	1,114.25
			Total For Check 198394		1,114.25
Check 198413 204.6314.43210	022924 -10010429 COM DEV ADMINI POPP.COM INC		02/29/24	992823545	12.85
			Total For Check 198413		12.85
Check 198423 204.6314.42000	PAPER TRAY	STAPLES ADVANTAGE	03/02/24	3561208520	19.70
204.6314.42000	MARKER TRAY	STAPLES ADVANTAGE	03/02/24	3561208521	26.19
204.6314.42000	STEP STOOL	STAPLES ADVANTAGE	03/09/24	3561704792	20.29
			Total For Check 198423		66.18
Check 198495 228.6317.43810	ELECTRIC	XCEL ENERGY (N S P)	03/12/24	1094724368	1,023.42
			Total For Check 198495		1,023.42

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
				Fund 204 EDA ADMINISTRATION	1,592.37
				Fund 228 DOWNTOWN PARKING	3,187.67
				Fund 392 TIF BB2 ALATUS 40TH AV	155.00
				Fund 408 EDA REDEVELOPMENT PROJE	54,861.00
Total For All Funds:					59,796.04
--- TOTALS BY GL DISTRIBUTION ---					
204.6314.42000				PAPER TRAY	66.18
204.6314.43210				022924 -10010429 COM DEV ADMINI:	31.15
204.6314.43250				COMM DEV ADMIN (2.3%) INTERNET 0:	40.84
204.6314.44030				MICROSOFT OFFICE 365 G3 020724-0:	1,069.20
204.6314.44600				HOME ENERGY AUDIT 1023-1223	385.00
228.6317.42012				ONCOM 360 CAMERA	1,114.25
228.6317.43810				ELECTRIC	1,023.42
228.6317.44000				TRASH CLEANUP- VANBUREN RAMP	1,050.00
392.7000.43050				NE BUSINESS CENTER REDEVELOPMENT	155.00
408.6314.44600				FACADE IMPROVEMENT GRANT	4,600.00
408.6414.43050				DEMOLITON OF 841 49TH AVE & 4243	50,261.00

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 03/31/24	YTD BALANCE 03/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
204.0000.31011	EDA CURRENT AD VALOREM	220,000.00	0.00	0.00	1,443.10	218,556.90	0.66
204.0000.31014	AREA WIDE TAX	90,000.00	0.00	0.00	(110.75)	90,110.75	(0.12)
204.0000.31020	DELINQ. AD VALOREM	0.00	0.00	0.00	(3,870.85)	3,870.85	100.00
204.0000.31910	PENALTIES & INTEREST	0.00	0.00	0.00	(112.86)	112.86	100.00
TAXES		310,000.00	0.00	0.00	(2,651.36)	312,651.36	(0.86)
CHARGES FOR SERVICES							
204.0000.34112	ADMINISTRATIVE FEES	0.00	0.00	30.00	30.00	(30.00)	100.00
CHARGES FOR SERVICES		0.00	0.00	30.00	30.00	(30.00)	100.00
MISCELLANEOUS							
204.0000.36210	INTEREST ON INVESTMENTS	3,700.00	0.00	0.00	0.00	3,700.00	0.00
MISCELLANEOUS		3,700.00	0.00	0.00	0.00	3,700.00	0.00
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Total Dept 0000 - NON-DEPARTMENTAL		313,700.00	0.00	30.00	(2,621.36)	316,321.36	(0.84)
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TOTAL REVENUES		313,700.00	0.00	30.00	(2,621.36)	316,321.36	(0.84)
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Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
PERSONNEL SERVICES							
204.6314.41010	REGULAR EMPLOYEES	203,800.00	0.00	16,679.13	46,291.07	157,508.93	22.71
204.6314.41210	P.E.R.A. CONTRIBUTION	15,300.00	0.00	1,250.92	3,739.74	11,560.26	24.44
204.6314.41220	F.I.C.A. CONTRIBUTION	15,800.00	0.00	1,404.76	3,929.77	11,870.23	24.87
204.6314.41300	INSURANCE	23,400.00	0.00	2,128.28	6,370.29	17,029.71	27.22
204.6314.41510	WORKERS COMP INSURANCE PREM	1,600.00	0.00	139.87	422.28	1,177.72	26.39
PERSONNEL SERVICES		259,900.00	0.00	21,602.96	60,753.15	199,146.85	23.38
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SUPPLIES							
204.6314.42000	OFFICE SUPPLIES	200.00	0.00	66.18	66.18	133.82	33.09
204.6314.42010	MINOR EQUIPMENT	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.42171	GENERAL SUPPLIES	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.42175	FOOD SUPPLIES	200.00	0.00	0.00	0.00	200.00	0.00
SUPPLIES		800.00	0.00	66.18	66.18	733.82	8.27
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OTHER SERVICES & CHARGES							
204.6314.43050	EXPERT & PROFESSIONAL SERV.	2,500.00	2,310.00	247.25	1,169.50	(979.50)	139.18
204.6314.43105	TRAINING & EDUCATION ACTIVITIES	3,000.00	0.00	0.00	700.00	2,300.00	23.33
204.6314.43210	TELEPHONE	700.00	0.00	30.63	449.18	250.82	64.17
204.6314.43220	POSTAGE	500.00	0.00	202.44	202.44	297.56	40.49
204.6314.43250	OTHER TELECOMMUNICATIONS	400.00	0.00	40.84	98.70	301.30	24.68
204.6314.43310	LOCAL TRAVEL EXPENSE	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.43320	OUT OF TOWN TRAVEL EXPENSE	1,500.00	0.00	0.00	0.00	1,500.00	0.00
204.6314.43500	LEGAL NOTICE PUBLISHING	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.43600	PROP & LIAB INSURANCE	3,200.00	0.00	266.67	800.01	2,399.99	
204.6314.44000	REPAIR & MAINT. SERVICES	500.00	0.00	0.00	0.00	500.00	
204.6314.44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	1,100.00	0.00	0.00	1,069.20	30.80	

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 03/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 03/31/24	YTD BALANCE 03/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Expenditures							
204.6314.44040	INFORMATION SYS:INTERNAL SVC	9,100.00	0.00	758.33	2,274.99	6,825.01	25.00
204.6314.44330	SUBSCRIPTION, MEMBERSHIP	500.00	0.00	0.00	0.00	500.00	0.00
204.6314.44380	COMMISSION & BOARDS	700.00	0.00	0.00	0.00	700.00	0.00
204.6314.44600	LOANS & GRANTS	0.00	0.00	0.00	385.00	(385.00)	100.00
OTHER SERVICES & CHARGES		24,100.00	2,310.00	1,546.16	7,149.02	14,640.98	39.25
CONTINGENCIES & TRANSFERS							
204.6314.47100	OPER. TRANSFER OUT - LABOR	28,900.00	0.00	2,408.33	7,224.99	21,675.01	25.00
CONTINGENCIES & TRANSFERS		28,900.00	0.00	2,408.33	7,224.99	21,675.01	25.00
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		313,700.00	2,310.00	25,623.63	75,193.34	236,196.66	24.71
TOTAL EXPENDITURES		313,700.00	2,310.00	25,623.63	75,193.34	236,196.66	24.71
Fund 204 - EDA ADMINISTRATION:							
TOTAL REVENUES		313,700.00	0.00	30.00	(2,621.36)	316,321.36	0.84
TOTAL EXPENDITURES		313,700.00	2,310.00	25,623.63	75,193.34	236,196.66	24.71
NET OF REVENUES & EXPENDITURES		0.00	(2,310.00)	(25,593.63)	(77,814.70)	80,124.70	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 03/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 03/31/24	YTD BALANCE 03/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 228 - DOWNTOWN PARKING							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TRANSFERS & NON-REV RECEIPTS							
228.0000.39247	TRANSFER IN-SPECIAL PROJ REV	56,600.00	0.00	0.00	0.00	56,600.00	0.00
	TRANSFERS & NON-REV RECEIPTS	56,600.00	0.00	0.00	0.00	56,600.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL		56,600.00	0.00	0.00	0.00	56,600.00	0.00
TOTAL REVENUES		56,600.00	0.00	0.00	0.00	56,600.00	0.00
Expenditures							
Dept 6317 - DOWNTOWN PARKING							
PERSONNEL SERVICES							
228.6317.41070	INTERDEPARTMENTAL LABOR SERV	1,500.00	0.00	0.00	0.00	1,500.00	0.00
	PERSONNEL SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	0.00
OTHER SERVICES & CHARGES							
228.6317.43600	PROP & LIAB INSURANCE	3,100.00	0.00	258.33	774.99	2,325.01	25.00
228.6317.43800	UTILITY SERVICES	2,000.00	0.00	0.00	226.57	1,773.43	11.33
228.6317.43810	ELECTRIC	13,000.00	0.00	1,023.42	2,481.54	10,518.46	19.09
228.6317.44000	REPAIR & MAINT. SERVICES	35,000.00	614.30	0.00	4,204.00	30,181.70	13.77
228.6317.44020	BLDG MAINT CONTRACTUAL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00	0.00
	OTHER SERVICES & CHARGES	55,100.00	614.30	1,281.75	7,687.10	46,798.60	15.07
Total Dept 6317 - DOWNTOWN PARKING		56,600.00	614.30	1,281.75	7,687.10	48,298.60	14.67
TOTAL EXPENDITURES		56,600.00	614.30	1,281.75	7,687.10	48,298.60	14.67
Fund 228 - DOWNTOWN PARKING:							
TOTAL REVENUES		56,600.00	0.00	0.00	0.00	56,600.00	0.00
TOTAL EXPENDITURES		56,600.00	614.30	1,281.75	7,687.10	48,298.60	14.67
NET OF REVENUES & EXPENDITURES		0.00	(614.30)	(1,281.75)	(7,687.10)	8,301.40	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 03/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 03/31/24	YTD BALANCE 03/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 372 - HUSET PARK AREA TIF (T6)							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
372.0000.31010	CURRENT AD VALOREM	850,000.00	0.00	0.00	14,428.78	835,571.22	1.70
372.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	281,513.10	(281,513.10)	100.00
TAXES		850,000.00	0.00	0.00	295,941.88	554,058.12	34.82
MISCELLANEOUS							
372.0000.36210	INTEREST ON INVESTMENTS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
MISCELLANEOUS		5,000.00	0.00	0.00	0.00	5,000.00	0.00
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Total Dept 0000 - NON-DEPARTMENTAL		855,000.00	0.00	0.00	295,941.88	559,058.12	34.61
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TOTAL REVENUES		855,000.00	0.00	0.00	295,941.88	559,058.12	34.61
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Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
372.7000.44600	LOANS & GRANTS	550,000.00	0.00	0.00	0.00	550,000.00	0.00
OTHER SERVICES & CHARGES		550,000.00	0.00	0.00	0.00	550,000.00	0.00
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CAPITAL OUTLAY							
372.7000.46010	PRINCIPAL	140,000.00	0.00	0.00	140,000.00	0.00	100.00
372.7000.46110	INTEREST	50,200.00	0.00	0.00	26,150.00	24,050.00	52.09
372.7000.46200	FISCAL AGENT CHARGES	1,500.00	444.00	0.00	575.00	481.00	67.93
372.7000.46210	MISCELLANEOUS FISCAL CHARGES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL OUTLAY		192,700.00	444.00	0.00	166,725.00	25,531.00	86.75
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Total Dept 7000 - BONDS		742,700.00	444.00	0.00	166,725.00	575,531.00	22.51
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TOTAL EXPENDITURES		742,700.00	444.00	0.00	166,725.00	575,531.00	22.51
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Fund 372 - HUSET PARK AREA TIF (T6):							
TOTAL REVENUES		855,000.00	0.00	0.00	295,941.88	559,058.12	34.61
TOTAL EXPENDITURES		742,700.00	444.00	0.00	166,725.00	575,531.00	22.51
NET OF REVENUES & EXPENDITURES		112,300.00	(444.00)	0.00	129,216.88	(16,472.88)	114.67

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 03/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 03/31/24	YTD BALANCE 03/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 392 - TIF BB2 ALATUS 40TH AV							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
392.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	155.00	(155.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	155.00	(155.00)	100.00
CAPITAL OUTLAY							
392.7000.46200	FISCAL AGENT CHARGES	0.00	176.00	0.00	0.00	(176.00)	0.00
CAPITAL OUTLAY		0.00	176.00	0.00	0.00	(176.00)	0.00
Total Dept 7000 - BONDS		0.00	176.00	0.00	155.00	(331.00)	100.00
TOTAL EXPENDITURES		0.00	176.00	0.00	155.00	(331.00)	100.00
Fund 392 - TIF BB2 ALATUS 40TH AV:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	176.00	0.00	155.00	(331.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(176.00)	0.00	(155.00)	331.00	100.00



REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 03/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 03/31/24	YTD BALANCE 03/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 393 - TIF BB6 ALATUS 4300 CENTRAL							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
MISCELLANEOUS							
393.0000.36216	LOAN INTEREST	63,700.00	0.00	0.00	0.00	63,700.00	0.00
MISCELLANEOUS		63,700.00	0.00	0.00	0.00	63,700.00	0.00
TRANSFERS & NON-REV RECEIPTS							
393.0000.39310	BOND PROCEEDS	5,885,000.00	0.00	0.00	0.00	5,885,000.00	0.00
TRANSFERS & NON-REV RECEIPTS		5,885,000.00	0.00	0.00	0.00	5,885,000.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL							
		5,948,700.00	0.00	0.00	0.00	5,948,700.00	0.00
TOTAL REVENUES							
		5,948,700.00	0.00	0.00	0.00	5,948,700.00	0.00
Expenditures							
Dept 7000 - BONDS							
CAPITAL OUTLAY							
393.7000.46010	PRINCIPAL	5,935,000.00	0.00	0.00	0.00	5,935,000.00	0.00
393.7000.46110	INTEREST	13,400.00	0.00	0.00	0.00	13,400.00	0.00
393.7000.46210	MISCELLANEOUS FISCAL CHARGES	0.00	0.00	0.00	1,000.00	(1,000.00)	100.00
CAPITAL OUTLAY		5,948,400.00	0.00	0.00	1,000.00	5,947,400.00	0.02
Total Dept 7000 - BONDS							
		5,948,400.00	0.00	0.00	1,000.00	5,947,400.00	0.02
TOTAL EXPENDITURES							
		5,948,400.00	0.00	0.00	1,000.00	5,947,400.00	0.02
Fund 393 - TIF BB6 ALATUS 4300 CENTRAL:							
TOTAL REVENUES		5,948,700.00	0.00	0.00	0.00	5,948,700.00	0.00
TOTAL EXPENDITURES		5,948,400.00	0.00	0.00	1,000.00	5,947,400.00	0.02
NET OF REVENUES & EXPENDITURES		300.00	0.00	0.00	(1,000.00)	1,300.00	333.33

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 03/31/24	YTD BALANCE 03/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
408.0000.31012	HRA CURRENT AD VALOREM	235,000.00	0.00	0.00	5,079.18	229,920.82	2.16
408.0000.31014	AREA WIDE TAX	75,000.00	0.00	0.00	(353.25)	75,353.25	(0.47)
408.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	(4,613.07)	4,613.07	100.00
TAXES		310,000.00	0.00	0.00	112.86	309,887.14	0.04
Total Dept 0000 - NON-DEPARTMENTAL		310,000.00	0.00	0.00	112.86	309,887.14	0.04
TOTAL REVENUES		310,000.00	0.00	0.00	112.86	309,887.14	0.04
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
408.6314.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	219.00	(219.00)	100.00
408.6314.44300	MISC. CHARGES	0.00	0.00	0.00	298.89	(298.89)	100.00
408.6314.44600	LOANS & GRANTS	0.00	0.00	4,600.00	4,600.00	(4,600.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	4,600.00	5,117.89	(5,117.89)	100.00
CAPITAL OUTLAY							
408.6314.45110	LAND	0.00	0.00	0.00	15,000.00	(15,000.00)	100.00
CAPITAL OUTLAY		0.00	0.00	0.00	15,000.00	(15,000.00)	100.00
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		0.00	0.00	4,600.00	20,117.89	(20,117.89)	100.00
Dept 6414 - COMMERCIAL REVITALIZATION							
OTHER SERVICES & CHARGES							
408.6414.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	66,411.00	(66,411.00)	100.00
408.6414.44600	LOANS & GRANTS	100,000.00	0.00	0.00	0.00	100,000.00	0.00
OTHER SERVICES & CHARGES		100,000.00	0.00	0.00	66,411.00	33,589.00	66.41
CAPITAL OUTLAY							
408.6414.45110	LAND	210,000.00	0.00	0.00	0.00	210,000.00	0.00
CAPITAL OUTLAY		210,000.00	0.00	0.00	0.00	210,000.00	0.00
Total Dept 6414 - COMMERCIAL REVITALIZATION		310,000.00	0.00	0.00	66,411.00	243,589.00	21.42
TOTAL EXPENDITURES		310,000.00	0.00	4,600.00	86,528.89	223,471.11	27.91
Fund 408 - EDA REDEVELOPMENT PROJECT FD:							
TOTAL REVENUES		310,000.00	0.00	0.00	112.86	309,887.14	
TOTAL EXPENDITURES		310,000.00	0.00	4,600.00	86,528.89	223,471.11	
NET OF REVENUES & EXPENDITURES		0.00	0.00	(4,600.00)	(86,416.03)	86,416.03	1

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 03/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 03/31/24	YTD BALANCE 03/31/2024	UNENCUMBERED BALANCE	% BDGT USED
TOTAL REVENUES - ALL FUNDS		7,484,000.00	0.00	30.00	293,433.38	7,190,566.62	3.92
TOTAL EXPENDITURES - ALL FUNDS		7,371,400.00	3,544.30	31,505.38	337,289.33	7,030,566.37	4.62
NET OF REVENUES & EXPENDITURES		112,600.00	(3,544.30)	(31,475.38)	(43,855.95)	160,000.25	42.10

**RESOLUTION NO. 2024-12**

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTH OF MARCH 2024 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF MARCH 2024.**

**WHEREAS**, the Columbia Heights Economic Development Authority (the “EDA”) is required by Minnesota Statutes Section 469.096, Subd. 9, to prepare a detailed financial statement which shows all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the EDA's credits and assets and its outstanding liabilities; and

**WHEREAS**, said Statute also requires the EDA to examine the statement and treasurer's vouchers or bills and if correct, to approve them by resolution and enter the resolution in its records; and

**WHEREAS**, the financial statements for the month of March 2024 have been reviewed by the EDA Commission; and

**WHEREAS**, the EDA has examined the financial statements and finds them to be acceptable as to both form and accuracy; and

**WHEREAS**, the EDA Commission has other means to verify the intent of Section 469.096, Subd. 9, including but not limited to Comprehensive Annual Financial Reports, Annual City approved Budgets, Audits and similar documentation; and

**WHEREAS**, financial statements are held by the City’s Finance Department in a method outlined by the State of Minnesota’s Records Retention Schedule,

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Columbia Heights Economic Development Authority that it has examined the referenced financial statements including the check history, and they are found to be correct, as to form and content; and

**BE IT FURTHER RESOLVED** the financial statements are acknowledged and received and the check history as presented in writing is approved for payment out of proper funds; and

**BE IT FURTHER RESOLVED** this resolution is made as part of the permanent records of the Columbia Heights Economic Development Authority.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 6<sup>th</sup> day of May 2024

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary



<b>AGENDA SECTION</b>	<b>BUSINESS ITEMS</b>
<b>MEETING DATE</b>	<b>05/06/2024</b>

<b>ITEM:</b>	<b>Façade Improvement Grant Report Heights Grand Ballroom, 2201 37<sup>th</sup> Ave</b>	
<b>DEPARTMENT:</b>	Community Development	<b>BY/DATE:</b> Mitchell Forney 3/14/24

**BACKGROUND:**

This report pertains to Heights Grand Ballroom 2024 Façade Improvement Grant application for 2201 37<sup>th</sup> Ave. The ballroom is looking to install a new sign for the new business. A rendering of the proposed sign has been included in the packet. The lowest bid for the sign came in at \$10,385, which is above the amount needed for the full \$5,000 grant. Community Development Staff recommend funding the project in full as it is a major upgrade to one of the City’s vacant commercial spaces and assists bringing a new business to the City.

The EDA has approved 4 façade improvement grant applications, approving \$19,750 this year with \$10,000 being asked for at this meeting. This leaves \$20,250 in Façade Grant funds for the remainder of the year.

<b>RECOMMENDED MOTION(S):</b>
<b>MOTION:</b> Move to waive the reading of Resolution 2024-13, there being ample copies available to the public.
<b>MOTION:</b> Move to adopt Resolution 2024-13, a resolution approving the form and substance of the façade improvement grant agreement, and approving authority staff and officials to take all actions necessary to enter the authority into a façade improvement grant agreement with Heights Grand Ballroom.

**ATTACHMENT(S):**

1. Resolution 2024-13
2. Sample Façade Improvement Grant Agreement
3. Heights Grand Ballroom Application

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FAÇADE IMPROVEMENT GRANT AGREEMENT, AND APPROVING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO FAÇADE IMPROVEMENT GRANT AGREEMENT WITH THE HEIGHTS GRAND BALLROOM**

**WHEREAS**, the City of Columbia Heights (the “City”) and the Columbia Heights Economic Development Authority (the “Authority”) have collaborated to create a certain Façade Improvement Grant Program (the “Program”); and

**WHEREAS**, pursuant to guidelines established for the Program, the Authority is to award and administer a series of grants to eligible commercial property owners and/or tenants for the purposes of revitalizing existing store fronts, increasing business vitality and economic performance, and decreasing criminal activity along Central Avenue Northeast, in the City’s Business districts, pursuant to a Façade Improvement Grant Agreement with various property owners and/or tenants; and

**WHEREAS**, pursuant to the Program, the City is to coordinate a surveillance camera monitoring program by placing surveillance cameras on some of the storefronts that are part of the Program for the purposes of improving public safety in and around the Central Business District; and

**WHEREAS**, the Authority has thoroughly reviewed copies of the proposed form of the Grant Agreement.

**NOW, THEREFORE BE IT RESOLVED** that, after appropriate examination and due consideration, the Authority

1. approves the form and substance of the grant agreement, and approves the Authority entering into the agreement with Heights Grand Ballroom
2. that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered, and directed for and on behalf of the Authority to enter into the grant agreement.
3. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as they deem necessary and appropriate to carry out the purpose of the foregoing resolution.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Adopted this 6<sup>th</sup> day of May, 2024

Offered by:  
Seconded by:  
Roll Call:

\_\_\_\_\_  
Vice President

Attest:  
\_\_\_\_\_  
Secretary

## FAÇADE IMPROVEMENT GRANT AGREEMENT

THIS FAÇADE IMPROVEMENT GRANT AGREEMENT (“**Agreement**”), dated this \_\_\_ day of May, 2024 (the “**Effective Date**”), is entered into by and between Heights Grand Ballroom, the tenant (the “**Grantee**”), and the Columbia Heights Economic Development Authority (the “**EDA**”).

### RECITALS

WHEREAS, Grantee is the owner of certain Property located at 2201 37<sup>th</sup> Ave NE in the City of Columbia Heights (the “**City**”), Anoka County, Minnesota, and legally described in Exhibit A hereto (the “**Property**”);

WHEREAS, the EDA, in cooperation with the City and its police department, has instituted a Façade Improvement Grant Program (the “**Program**”) for the purpose of revitalizing existing store fronts, increasing business vitality and economic performance, and decreasing criminal activity;

WHEREAS, as part of the Program, the EDA has proposed to make grants of money in the maximum amount of \$5,000.00 per parcel of real property, to property owners, tenants, or nonprofit organizations, in order to revitalize, rehabilitate, and restore exterior store fronts within the Central Business District in the City (the “**CBD**”), increase business vitality and economic performance in the CBD, and in certain instances, to provide monitored surveillance within the CBD; and

WHEREAS, Grantee desires to participate in the Program, on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the premises and of the agreements hereinafter contained, the parties agree as follows:

1. Property Improvements: Grantee agrees to complete the improvements at the Property that are identified on Exhibit B attached hereto (the “**Improvements**”), subject to the following terms and conditions:
  - a. If requested by the EDA, Grantee shall provide plans and specifications to the EDA, detailing the Improvements to be constructed (the “**Plans**”). If Grantee wishes to revise the Plans, Grantee must submit the revised Plans to the EDA at the address provided herein. The EDA shall give written notice of its approval or disapproval of the revisions to the Plans, and if the EDA does not give such written approval or disapproval within ten (10) business days after receipt of Grantee’s revised Plans, the EDA shall be deemed to have approved the revisions to the Plans.
  - b. The Improvement shall be constructed consistently with the Plans, as the same may be revised pursuant to Section 1(a) herein. The cost to complete

construction of the Improvements shall be defined as the “**Improvement Costs.**” The Improvements shall be completed in a first-class manner, consistent with the Plans, if any, and in compliance with all applicable laws, rules, and regulations. Grantee shall obtain all required permits and approvals from the City and any other governing authority with jurisdiction over the Property related to the construction of the Improvements. The out-of-pocket costs for such permitting and approvals shall be the responsibility of Grantee, provided the same shall be included in the definition of “Improvement Costs,” and subject to the provisions of Section 2 of this Agreement.

- c. Grantee agrees to commence the Improvements within sixty (60) days following the Effective Date, and to complete the Improvements within six (6) months following the issuance of all necessary building permits, but in no event later than eight (8) months following the Effective Date.
2. Payment of Grant Funds: Grantee shall be responsible for making initial payment to all contractors involved in the construction of the Improvements. Upon final completion of the Improvements, Grantee shall make a written request to the EDA for reimbursement of one-half (1/2) of the actual Improvement Costs incurred by Grantee, but in no event shall the reimbursement exceed Five Thousand Dollars (\$5,000.00). The written request shall include:
- a. Proof of final inspection of the Improvements by the City building inspector;
  - b. Before and after photographs of the Property, reflecting the Improvements made (as well as follow-up transmission of electronic files of such photographs), and reflecting that the Improvements were completed consistently with any approved Plans;
  - c. A copy of the final invoice(s) received from the contractor(s) who completed the Improvements; and
  - d. Proof of payment of invoice(s) that comprised the Improvement Costs.

Following Grantee’s written request for reimbursement, Grantee shall cooperate with the EDA in delivering to the EDA such follow-up information as is reasonably requested by the EDA in order to review the Improvements and Improvement Costs reimbursement request. Within twenty-one (21) days following receipt of Grantee’s written request for reimbursement of Improvement Costs, the EDA shall: (i) make payment of the reimbursement, (ii) send Grantee written explanation of such other items of information as are needed by the EDA to evaluate the reimbursement request, or (iii) send Grantee written explanation of the EDA’s reasons for denial of repayment of any of Grantee’s requested reimbursement.

3. Liability for Improvements: Neither the City nor the EDA shall in any event be liable to the Grantee, nor to any of its agents, employees, guests or invitees at the Property for, and the Grantee shall indemnify, save, defend, and hold harmless the City and the EDA from, any claims or causes of action, including attorney’s fees incurred by the City or the EDA, arising from defect or claimed defect of any of the Improvements,



or arising from any action of the City or the EDA under this Agreement. This section shall survive the termination or expiration of this Agreement.

- 4. Written Notice: Wherever any notice is required or permitted hereunder, such notice shall be in writing. Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered when actually received by the designated addressee or regardless of whether actually received or not, when deposited in the United States Mail, postage prepaid, certified mail, return receipt requested, addressed to the parties hereto at their respective addresses, as set forth below, or at such other address as they may subsequently specify by written notice.

<u>If to the EDA:</u>  Columbia Heights EDA Community Development Department 590 40 <sup>th</sup> Avenue N.E. Columbia Heights, MN 55421	<u>If to Grantee:</u>  Heights Grand Ballroom Attn: Mohamed Abdulle 22014 37 <sup>th</sup> Ave NE Columbia Heights, MN 55421
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- 5. Captions; Choice of Law; Etc. The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement. This Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the subject matter contained herein. There are no verbal agreements that change this Agreement. This Agreement binds and benefits the parties hereto and their successors and assigns. This Agreement has been made under the laws of the State of Minnesota, and such laws will control its interpretation.

*[Signatures to Appear on Following Page]*

IN WITNESS WHEREOF, Grantee and the EDA have signed this Agreement as of the day and year first above written.

**GRANTEE:**

Heights Grand Ballroom  
A Minnesota Corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**EDA:**

COLUMBIA HEIGHTS ECONOMIC  
DEVELOPMENT AUTHORITY

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**LEGAL DESCRIPTION OF PROPERTY**

WALTON'S SUNNY ACRES 2ND ADDITION LOTS 8 THRU 12, BLK 2, WALTON'S SUNNY ACRES 2ND ADD(SUBJ TO EASEFOR WATERMAIN TO CITY OF COL HTS ON LOT 12 PER Q.C.D. 5/15/68) (SUBJ TO EASE FOR PARKING ON PART OF LOTS 8 THRU 12) TOGETHER WITH EASE FOR PARKING ON PART OF LOTS 13, 14, 15, 16 & 17, BLK 2, WALTON'S SUNNY ACRES 2ND ADDITION.

**EXHIBIT B****PROPERTY IMPROVEMENTS SUBJECT TO 50% REIMBURSEMENT**

This attachment contains a summary of the project identified in the application for the Façade Improvement Grant Program. The Summary reflects the Grantee's proposed project as approved by the EDA on May 6<sup>th</sup>, 2024, and may reflect minor changes to the total cost and minor changes in the proposed project that occurred subsequent to application submission. The application is incorporated into this grant agreement by reference and is made a part of this grant agreement as follows. If the application or any provision in this application conflicts with or is inconsistent with other provisions of this agreement or the project summary contained in this Attachment B, the terms and descriptions contained in this grant agreement and the project summary shall prevail.

Project summary: furnish and install a large sign on the façade of 2201 37<sup>th</sup> Ave NE totaling an amount equal to \$10,386.

THE CITY OF COLUMBIA HEIGHTS

FACADE IMPROVEMENT GRANT PROGRAM

COMMUNITY DEVELOPMENT

FOR OFFICE USE ONLY:

DATE RECEIVED:	AMOUNT REQUESTED:
DATE REVIEWED:	TAX ID NUMBER:

PROPERTY OWNER INFORMATION  Check if Applicant

Name: Mohamed Abdulle Year Purchased: June, 2022  
 Address: 2201 37th AVE NE Columbia Heights, MN 55421  
 Telephone: 612-396-3762 Email Address: Mabdulle08@gmail.com

BUSINESS INFORMATION  Check if Applicant

Business Name: Heights Grand Ball Room  
 Primary Contact: Mohamed Adur  
 Address: 2201 37th AVE NE, Columbia Heights, MN 55421  
 Telephone: 612-483-3499 Email Address: awcadur@gmail.com  
 Type of Business: Wedding Hall

Check the appropriate type of ownership:

- The business owns the property
- The business leases the property

PROPOSED IMPROVEMENTS

Describe the Storefront Façade Improvements:

We will have a Lightbox 4' X 13'

Describe any other improvements, if applicable:

Estimated Cost of Improvements: 10,385.23

Have you engaged the services of a Contractor, Designer, or Architect:  Yes  No

Would you be able to complete the improvements this year:  Yes  No

Would you allow the placement of surveillance cameras on your property or business:  Yes  No

**APPLICATION PROCESS**

**1. The following documents must accompany a completed application:**

- a. Proof of property ownership or lease. ✓
- b. Written consent from the property owner giving permission to conduct the façade improvements. ✓
- c. Color photographs of existing storefront façade conditions. ✓
- d. Two or more competitive proposals from contractors.
- e. Other supporting documentation deemed necessary by the Columbia Heights Economic Development Authority (the "EDA"), the Columbia Heights Police Department, or the Applicant.

**2. Process after application submission:**

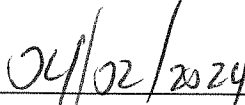
- a. A meeting will take place to go over the submitted improvement proposal to discuss grant expectations and to address grant concerns.
- b. The grant recipient or its contractor must commence the improvements sixty (60) days after an approved Grant Agreement.
- c. After façade improvements are complete, the grant funds will be disbursed for reimbursement to the applicant after all of the following pieces of information have been submitted: Proof of Final Inspection by the Building Official or his or her designee, A copy of the Final Invoice Received from Contractor, Photographs of improvements, Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)

**APPLICANT ACKNOWLEDGEMENTS**

- 1. The Applicant shall hold the EDA, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Grant Program or its Application, including but not limited to, any legal or actual violations of any State or Federal laws.
- 2. The Applicant recognizes and agrees that the EDA retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.
- 3. The Applicant acknowledges that they have read the Façade Improvement Grant Program and Design Guidelines, and understands that if the proposal is approved, they will make the above referenced improvements to the property within the specific time allowed. Additionally, if identified by the Police Department that an Applicant qualifies for the installation of surveillance cameras, the Applicant shall be required to allow the City to place surveillance cameras on the front façade of certain buildings.

The undersigned, a duly authorized representative of the Applicant, hereby certifies that the foregoing information is true, correct, and complete as of the date hereof and agrees that the Applicant shall be bound by the terms and provisions herein.

  
APPLICANT'S SIGNATURE

  
DATE

  
PROPERTY OWNER'S SIGNATURE

04/2-2024  
DATE

## PROGRAM OVERVIEW

In a collaborative effort with the Columbia Heights Police Department (the "CHPD"), the Columbia Heights Economic Development Authority (the "EDA") offers a Façade Improvement Grant Program (the "Grant Program"). The purpose of the Grant Program is to encourage businesses and commercial property owners to revitalize, rehabilitate, and restore exterior store fronts, but also for the CHPD to provide monitored surveillance in the City to reduce the incident rate of criminal activity, as well as increase business vitality and economic performance. The Grant Program reimburses businesses or commercial property owners for eligible improvements up to fifty percent (50%) of the total project cost; for a maximum reimbursement of \$5,000. Moreover, if determined by the CHPD that an exterior surveillance system is warranted, the EDA will install surveillance equipment to monitor adjacent businesses and properties, as well as parks and open spaces.

### ELIGIBLE APPLICANTS

Applicants must be an owner of a commercial property, a commercial tenant with approval from the property owner(s), or a 501(c)(3) organization in the City of Columbia Heights (the "City") located along 37<sup>th</sup> Avenue NE, 37<sup>th</sup> Place NE, 40<sup>th</sup> Avenue NE, University Avenue NE, or Central Avenue NE. Applicants must be in good standing with the City, including but not limited to, legally operating with proper licensure; and current on property taxes, utility bills, and special assessments.

### ELIGIBLE FAÇADE IMPROVEMENTS

Façade improvements must be visible from a public street, completed by a licensed contractor, and comply with one or more of the following eligible façade improvements:

- Architectural Improvements
- Canopy or Awning Installation or Repair
- Exterior lighting
- Exterior Painting, Re-siding, or Professional Cleaning
- Green Façade Improvement (i.e. Living Wall, ecofriendly [non-VOC] paint, reclaimed wood, etc.)
- Installation of New or Renovated Attached Signage (Excluding LED)
- Masonry Repairs or Tuck-pointing
- Replacement of Windows and Doors
- Restoration of Exterior Finishes and Materials
- Any other exterior façade improvement physically attached to the primary structure approved by the EDA

Please note: Labor costs of a contractor, including necessary design work are eligible costs for reimbursement through the Grant Program. Ineligible costs include, but are not limited to, new construction, interior renovations, repair or replacement of a roof, improvements to an alley façade, improvements started prior to receiving a signed grant agreement from the EDA, and any other improvements not listed above.

### EXTERIOR SURVEILLANCE SYSTEM IMPROVEMENTS

The CHPD shall review all Grant Program applications submitted to determine if the installation of an exterior surveillance system is warranted. If it is determined that an exterior surveillance system is warranted, the applicant will then be required to enter into a Lease Agreement with the EDA. The Lease Agreement will allow the EDA to (1) install security cameras on the exterior of the primary structure; (2) install recording equipment

inside of the primary structure in a locked and secured location to prevent destruction or tampering; and (3) allow for annual maintenance inspections for a period of five (5) years. All surveillance system equipment shall be installed by a consultant selected by the EDA, and reviewed by the CHPD. Since specifications of the surveillance system equipment may vary based on desired coverage, configuration, and size of the commercial property, the following are minimum specifications to be installed:

**Cameras:**

- IP - Enabled
- Ability to operate in all resolutions up to HDTV 720p/ 1MP
- Ability to record thirty (30) frames per second
- Capable of recording optimal images in all lighting conditions
- Vandal-resistant
- Weather-proof in extreme temperatures from -40° to 131 °F

**Network Video Recorder:**

- Sufficient memory to retain data from all cameras for a period of fifteen (15) days
- Capacity to deliver thirty (30) frames per second, per camera
- Ability to produce a DVD-R copy of desired data

## APPLICATION PROCESS

1. Applications will be open and accepted until annual allocation of funding is exhausted.
2. Grants will be awarded, and applicants will be notified via email correspondence. A Grant Agreement and if necessary a Lease Agreement for the exterior surveillance system must be approved and signed before commencement of any improvements. Please be sure to obtain all necessary Building Permits.
3. Upon being awarded, a meeting will be established to go over the submitted improvement plan to discuss grant expectations and to address grant concerns.
4. The grant recipient or its contractor must commence the improvements sixty (60) days after an approved Grant Agreement. The façade improvements must be completed within six (6) months after the issuance of the necessary Building Permits.
5. After façade improvements are complete, the grant funds will be disbursed for reimbursement to the applicant after all of the following pieces of information have been submitted:
  - a. Proof of Final Inspection by the Building Official
  - b. A Copy of the Final Invoice Received from the Contractor
  - c. Before and After Photographs
  - d. Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)

## ADDITIONAL INFORMATION

**Required Application Materials:**

- A complete application sent to the attention of the Columbia Heights Economic Development Authority at following location: **590 40th Ave NE, Columbia Heights, MN 55421**
- Clear and colored BEFORE photographs of exterior building
- A detailed improvement plan of new exterior façade improvements including design (sketches), color scheme, materials, project execution timeline, and overall budget for plan
- Proof of good standing with the City
- Submit 2 or more competitive proposal from licensed and bonded contractors. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive detailed estimate may be used. Contractors cannot be changed unless new proposals have been submitted and approved by the EDA.



## DESIGN GUIDELINES

This Design Guidelines outline the standards, which must be followed when renovating buildings using a façade grant. These design guidelines take into consideration a building's historic significance in determining what would be appropriate treatment and the overall vision for the City. Architectural styles are diverse, from historic commercial or Mediterranean Revival to 20th century modern. The vision for the district is a commercial area that highlights the historical nature of Columbia Heights that stays in touch with dynamic changes of the City and is always pedestrian-friendly.

### FAÇADE IMPROVEMENTS ENCOURAGED

#### Windows & Doors:

- Window and door openings shall comprise at least 30% of the area of the ground floor of the primary street façade
- No tinted windows, only clear glass
- Windows and doors free of clutter and obstructions, allowing clear views between the business and the street

#### Historical Preservation:

- Historic building repair or replacement should match current design of building
- Stay traditional to the character of the building
- Maintain similar color scheme

#### Structure & Materials:

- Use durable materials such as brick, stone, stucco, etc.
- The base (ground floor) should appear visually distinct from the upper stories of the building

#### Painting & Lighting:

- Unpainted brick stay unpainted, previously painted masonry may be painted
- Use of non-VOC paint encouraged
- No more than two principal colors (neutral or muted colors like browns, grays, dark blue) may be used on a façade or individual storefront
- Bright or primary colors should be used only as accents
- Spot or flood lighting to highlight the architectural detailing of a building should be inconspicuous and blend with the wall on which it is mounted
- Lighting recessed doorways is encouraged
- Energy saving light bulbs encouraged
- Light fixtures that complement the entire façade

#### Awnings/Signage:

- Attach awnings to the building at or below the lower edge of the sign band
- Awnings made of canvas and waterproof cloth designed to resist fading and tearing
- Colors that coordinate with the building and area

- Awning that's proportional to the building
- Awnings with thin profiles that do not obscure the building and storefront

**Signs:**

- Projecting/hanging signs: are double-sided and project from a building over the sidewalk
- Wall signs: are attached to the primary façade and best viewed looking straight at the building from across the street
- Are encouraged to be rectangular shaped
- Type fonts and colors that legible from a distance

**FAÇADE IMPROVEMENTS PROHIBITED**

- Covering, obscuring, or removing cornices, trim, or other architectural details
- Alterations that have no historical basis for historical buildings
- Covering brick or stone with vinyl, aluminum, or wood siding
- Sandblasting brick, which removes a protective exterior
- Reducing existing window size to accept standard residential window sizes
- Replacing windows with wall surface, wood, metal, or other materials
- Rigid materials like aluminum, vinyl, fiberglass, asphalt, or plastics that are sensitive to weather conditions
- No lights should move, flash or make noise
- Signs that are: blocking storefront windows, too large, small font making it difficult to read, using banners as permanent signage

Nice Guys Corporation  
1406 W Lake St Ste C  
MN 55408 US  
+1 6128080474  
sales@niceguyscorporation.com



**NICE GUYS**  
CORPORATION



# Estimate

**ADDRESS**  
Bela hall

**SHIP TO**  
Bela hall

**ESTIMATE #** 1019  
**DATE** 04/16/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Logo Lighted Box Sign</b>	Lightbox 4' x 13' Custom Lightbox - Part Qty: 1 Text: Copy: Bela Hall (logo) Color: Full Color on White Font: TBD Height: 4 Ft Length: 13 Ft Depth: 6 In	1	7,000.00	7,000.00T
		Clear Calendared Vinyl - Part Qty: 1 Width: 156.00" Height: 48.00" Text: Copy: TBD Color: Full Color on White Font: TBD			
	<b>Installation</b>	Installation with Bucket/Boom Truck - - Install Address & Directions: 2201 37th PI NE Columbia Heights, MN 55421 Text: note: electrical work not included with this estimate	1	3,000.00	3,000.00T
	<b>Set up</b>	Graphic Setup Charge	1	25.00	25.00T
	<b>Permit</b>		1	80.00	80.00T

-----

SUBTOTAL 10,105.00  
TAX 280.23

TOTAL

**\$10,385.23**

Accepted By

Accepted Date

# ESTIMATE

## 2152E-97843

Payment Terms: Payment Due

Created Date: 4/15/2024

**DESCRIPTION:** Lightbox 4' x 13'

**Bill To:** Bela Hall  
2201 37th NE  
Columbia Heights, MINNESOTA 55421  
US

**Pickup At:** FASTSIGNS St. Louis Park  
5708 West 36th Street  
St. Louis Park, MN 55416  
US

**Requested By:** Adul Salah  
Email: proffesional.saleh@gmail.com  
Work Phone: (612) 232-3417

**Salesperson:** House FASTSIGNS Eden Prairie  
Entered By: Tim MacDonald

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	<b>Lightbox 4' x 13'</b>	1	\$10,663.60	\$10,663.60
1.1	<b>Custom Lightbox -</b> <b>Part Qty:</b> 1 <b>Text:</b> Copy: Bela Hall (logo) Color: Full Color on White Font: TBD Height: 4 Ft Length: 13 Ft Depth: 6 In			
1.2	<b>Clear Calendared Vinyl -</b> <b>Part Qty:</b> 1 <b>Width:</b> 156.00" <b>Height:</b> 48.00" <b>Text:</b> Copy: TBD Color: Full Color on White Font: TBD			
2	<b>Installation</b>	1	\$2,199.75	\$2,199.75
2.1	<b>Installation with Bucket/Boom Truck -</b> - Install Address & Directions: 2201 37th Pl NE Columbia Heights, MN 55421 <b>Text:</b> note: electrical work not included with this estimate Also installation estimate is pending review of area where signage is to be installed.			
3	<b>Permit Acquisitions</b>	1	\$214.57	\$214.57

3.1	<b>Permit Acquisitions -</b> <b>Part Qty: 1</b>			<i>Item 3.</i>
4	<b>Permit</b>	1	\$0.00	\$0.00
4.1	<b>Permit -</b> <b>Part Qty: 1</b> <b>Text:</b> fee tbd based on requirement of city in which signage is to be installed.			
5	<b>set up</b>	1	\$41.24	\$41.24
5.1	<b>File Prep / Set Up -</b> <b>Part Qty: 1</b>			

<b>Subtotal:</b>	\$13,119.16
<b>Taxes:</b>	\$1,118.41
<b>Grand Total:</b>	\$14,237.57
<b>Deposit Required:</b>	\$14,237.57

Thank you for the opportunity to bid on your project.

A deposit is required before any proofing or production begins on this estimate, unless you have a current credit account with us. Your sales representative can answer any questions about payment.

At FASTSIGNS, we focus on Service, Quality, and Competitive Pricing. If our prices are not comparable to other companies' estimates you have received, please fax or email the quotes to us so we may review them to make sure we are quoting the same materials and services.

All pricing in this estimate is based on the current costs and tax rates as of the date the estimate is created. This estimate is valid for 10 business days - pricing may change after 10 days.

Thank you! We appreciate your business.

**NOTICE OF INTENT TO LIEN IN CASE OF NON-PAYMENT**

This notice is provided to inform you that FASTSIGNS has provided the above-described materials and/or services to property, and that payment for these services and/or materials, is due to FASTSIGNS within 90 days of completion of work as defined above in this estimate.

If payment is not made to FASTSIGNS, a Claim of Lien, commonly referred to as a Mechanics Lien, will be filed against the property.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

AM Business Center  
2201 37<sup>th</sup> Ave Ne  
Columbia Heights, MN 55421  
Mabdulle08@gmail.com  
612-396-3762  
04/02/2024

Heights Grand Ballroom  
2201 37<sup>th</sup> Ave Ne  
Columbia Heights, MN 55421  
Subject: Consent for Façade Renovation at 2201 37<sup>th</sup> Ave Ne, Columbia Heights, MN 55421

Dear Heights Grand Ballroom

I hope this letter finds you well. I have received your request for consent regarding the proposed façade renovation at 2201 37<sup>th</sup> Ave Ne, Columbia heights, MN 55421 , which you currently lease from me.

After reviewing the details provided in your request, I am granting my consent for the façade renovation project as outlined. I appreciate your proactive approach in seeking approval for the proposed improvements, and I trust that you will ensure all work is carried out in accordance with relevant building codes and regulations.

Please proceed with the renovation project as planned, and I ask that you keep me informed of any significant developments or changes throughout the process. Additionally, I expect that you will take necessary measures to minimize disruption to other tenants and neighbors during the renovation period.

If you require any further assistance or clarification regarding this matter, please feel free to reach out to me.

Thank you for your cooperation.

Sincerely,



4-2-2024

Mohamed Abdulle

Landlord







<b>AGENDA SECTION</b>	<b>BUSINESS ITEMS</b>
<b>MEETING DATE</b>	<b>05/06/2024</b>

<b>ITEM:</b>	<b>Façade Improvement Grant Report for 4024-4026 Central Ave</b>	
<b>DEPARTMENT:</b>	Community Development	<b>BY/DATE:</b> Mitchell Forney 3/14/24

**BACKGROUND:**

This report pertains to 2024 Façade Improvement Grant application for 4024-4026 Central Ave. The property owner/business owner is applying for the façade improvement grant to install an awning on the front of the building. A rendering of the proposed awning has been included in the packet. The lowest bid for the awning came in at \$15,000, which is above the amount needed for the full \$5,000 grant. Community Development Staff recommend funding the project in full as the new awning would bring continuity to the front of the building, which is located within the city’s central business district.

The EDA has approved 4 façade improvement grant applications, approving \$19,750 this year with \$10,000 being asked for at this meeting. This leaves \$20,250 in Façade Grant funds for the remainder of the year.

<b>RECOMMENDED MOTION(S):</b>
<b>MOTION:</b> Move to waive the reading of Resolution 2024-14, there being ample copies available to the public.
<b>MOTION:</b> Move to adopt Resolution 2024-14, a resolution approving the form and substance of the façade improvement grant agreement, and approving authority staff and officials to take all actions necessary to enter the authority into a façade improvement grant agreement with the owner of 4024-4026 Central Ave.

**ATTACHMENT(S):**

- 1. Resolution 2024-14**
- 2. Sample Façade Improvement Grant Agreement**
- 3. 4024-4026 Central Ave Application**

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FAÇADE IMPROVEMENT GRANT AGREEMENT, AND APPROVING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO FAÇADE IMPROVEMENT GRANT AGREEMENT WITH THE OWNER OF 4026 CENTRAL AVE**

**WHEREAS**, the City of Columbia Heights (the “City”) and the Columbia Heights Economic Development Authority (the “Authority”) have collaborated to create a certain Façade Improvement Grant Program (the “Program”); and

**WHEREAS**, pursuant to guidelines established for the Program, the Authority is to award and administer a series of grants to eligible commercial property owners and/or tenants for the purposes of revitalizing existing store fronts, increasing business vitality and economic performance, and decreasing criminal activity along Central Avenue Northeast, in the City’s Business districts, pursuant to a Façade Improvement Grant Agreement with various property owners and/or tenants; and

**WHEREAS**, pursuant to the Program, the City is to coordinate a surveillance camera monitoring program by placing surveillance cameras on some of the storefronts that are part of the Program for the purposes of improving public safety in and around the Central Business District; and

**WHEREAS**, the Authority has thoroughly reviewed copies of the proposed form of the Grant Agreement.

**NOW, THEREFORE BE IT RESOLVED** that, after appropriate examination and due consideration, the Authority

1. approves the form and substance of the grant agreement, and approves the Authority entering into the agreement with Darryl Tilden
2. that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered, and directed for and on behalf of the Authority to enter into the grant agreement.
3. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as they deem necessary and appropriate to carry out the purpose of the foregoing resolution.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Adopted this 6<sup>th</sup> day of May, 2024

Offered by:  
Seconded by:  
Roll Call:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

## FAÇADE IMPROVEMENT GRANT AGREEMENT

THIS FAÇADE IMPROVEMENT GRANT AGREEMENT (“**Agreement**”), dated this \_\_\_ day of May, 2024 (the “**Effective Date**”), is entered into by and between Darryl Tilden, the property owner (the “**Grantee**”), and the Columbia Heights Economic Development Authority (the “**EDA**”).

### RECITALS

WHEREAS, Grantee is the owner of certain Property located at 4026 Central Ave NE in the City of Columbia Heights (the “**City**”), Anoka County, Minnesota, and legally described in Exhibit A hereto (the “**Property**”);

WHEREAS, the EDA, in cooperation with the City and its police department, has instituted a Façade Improvement Grant Program (the “**Program**”) for the purpose of revitalizing existing store fronts, increasing business vitality and economic performance, and decreasing criminal activity;

WHEREAS, as part of the Program, the EDA has proposed to make grants of money in the maximum amount of \$5,000.00 per parcel of real property, to property owners, tenants, or nonprofit organizations, in order to revitalize, rehabilitate, and restore exterior store fronts within the Central Business District in the City (the “**CBD**”), increase business vitality and economic performance in the CBD, and in certain instances, to provide monitored surveillance within the CBD; and

WHEREAS, Grantee desires to participate in the Program, on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the premises and of the agreements hereinafter contained, the parties agree as follows:

1. Property Improvements: Grantee agrees to complete the improvements at the Property that are identified on Exhibit B attached hereto (the “**Improvements**”), subject to the following terms and conditions:
  - a. If requested by the EDA, Grantee shall provide plans and specifications to the EDA, detailing the Improvements to be constructed (the “**Plans**”). If Grantee wishes to revise the Plans, Grantee must submit the revised Plans to the EDA at the address provided herein. The EDA shall give written notice of its approval or disapproval of the revisions to the Plans, and if the EDA does not give such written approval or disapproval within ten (10) business days after receipt of Grantee’s revised Plans, the EDA shall be deemed to have approved the revisions to the Plans.
  - b. The Improvement shall be constructed consistently with the Plans, as the same may be revised pursuant to Section 1(a) herein. The cost to complete

construction of the Improvements shall be defined as the “**Improvement Costs.**” The Improvements shall be completed in a first-class manner, consistent with the Plans, if any, and in compliance with all applicable laws, rules, and regulations. Grantee shall obtain all required permits and approvals from the City and any other governing authority with jurisdiction over the Property related to the construction of the Improvements. The out-of-pocket costs for such permitting and approvals shall be the responsibility of Grantee, provided the same shall be included in the definition of “Improvement Costs,” and subject to the provisions of Section 2 of this Agreement.

- c. Grantee agrees to commence the Improvements within sixty (60) days following the Effective Date, and to complete the Improvements within six (6) months following the issuance of all necessary building permits, but in no event later than eight (8) months following the Effective Date.
2. Payment of Grant Funds: Grantee shall be responsible for making initial payment to all contractors involved in the construction of the Improvements. Upon final completion of the Improvements, Grantee shall make a written request to the EDA for reimbursement of one-half (1/2) of the actual Improvement Costs incurred by Grantee, but in no event shall the reimbursement exceed Five Thousand Dollars (\$5,000.00). The written request shall include:
    - a. Proof of final inspection of the Improvements by the City building inspector;
    - b. Before and after photographs of the Property, reflecting the Improvements made (as well as follow-up transmission of electronic files of such photographs), and reflecting that the Improvements were completed consistently with any approved Plans;
    - c. A copy of the final invoice(s) received from the contractor(s) who completed the Improvements; and
    - d. Proof of payment of invoice(s) that comprised the Improvement Costs.

Following Grantee’s written request for reimbursement, Grantee shall cooperate with the EDA in delivering to the EDA such follow-up information as is reasonably requested by the EDA in order to review the Improvements and Improvement Costs reimbursement request. Within twenty-one (21) days following receipt of Grantee’s written request for reimbursement of Improvement Costs, the EDA shall: (i) make payment of the reimbursement, (ii) send Grantee written explanation of such other items of information as are needed by the EDA to evaluate the reimbursement request, or (iii) send Grantee written explanation of the EDA’s reasons for denial of repayment of any of Grantee’s requested reimbursement.

3. Liability for Improvements: Neither the City nor the EDA shall in any event be liable to the Grantee, nor to any of its agents, employees, guests or invitees at the Property for, and the Grantee shall indemnify, save, defend, and hold harmless the City and the EDA from, any claims or causes of action, including attorney’s fees incurred by the City or the EDA, arising from defect or claimed defect of any of the Improvements,

or arising from any action of the City or the EDA under this Agreement. This section shall survive the termination or expiration of this Agreement.

- 4. Written Notice: Wherever any notice is required or permitted hereunder, such notice shall be in writing. Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered when actually received by the designated addressee or regardless of whether actually received or not, when deposited in the United States Mail, postage prepaid, certified mail, return receipt requested, addressed to the parties hereto at their respective addresses, as set forth below, or at such other address as they may subsequently specify by written notice.

<u>If to the EDA:</u>  Columbia Heights EDA Community Development Department 590 40 <sup>th</sup> Avenue N.E. Columbia Heights, MN 55421	<u>If to Grantee:</u>  Darryl Tilden 4026 Central Ave NE Columbia Heights, MN 55421
---	---

- 5. Captions; Choice of Law; Etc. The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement. This Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the subject matter contained herein. There are no verbal agreements that change this Agreement. This Agreement binds and benefits the parties hereto and their successors and assigns. This Agreement has been made under the laws of the State of Minnesota, and such laws will control its interpretation.

*[Signatures to Appear on Following Page]*

IN WITNESS WHEREOF, Grantee and the EDA have signed this Agreement as of the day and year first above written.

**GRANTEE:**

Darryl Tilden  
the Property Owner

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**EDA:**

COLUMBIA HEIGHTS ECONOMIC  
DEVELOPMENT AUTHORITY

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**LEGAL DESCRIPTION OF PROPERTY**

COLUMBIA HEIGHTS ANNEX TO MINNEAPOLIS, ANOKA COUNTY, MINNESOTA  
LOT 7 BLK 61 COL HTS ANNEX



**EXHIBIT B****PROPERTY IMPROVEMENTS SUBJECT TO 50% REIMBURSEMENT**

This attachment contains a summary of the project identified in the application for the Façade Improvement Grant Program. The Summary reflects the Grantee's proposed project as approved by the EDA on May 6<sup>th</sup>, 2024, and may reflect minor changes to the total cost and minor changes in the proposed project that occurred subsequent to application submission. The application is incorporated into this grant agreement by reference and is made a part of this grant agreement as follows. If the application or any provision in this application conflicts with or is inconsistent with other provisions of this agreement or the project summary contained in this Attachment B, the terms and descriptions contained in this grant agreement and the project summary shall prevail.

Project summary: furnish and install a custom fabricated awning totaling an amount equal to \$15,000

THE CITY OF COLUMBIA HEIGHTS

FACADE IMPROVEMENT GRANT PROGRAM

FOR OFFICE USE ONLY:

COMMUNITY DEVELOPMENT

DATE RECEIVED:	AMOUNT REQUESTED:
DATE REVIEWED:	TAX ID NUMBER:

**PROPERTY OWNER INFORMATION**  Check if Applicant

Name: DARRYL Tilden Year Purchased: 2008  
 Address: 4024 Central Av. Columbia Heights 55421  
 Telephone: 612-723-1999 Email Address: RoadRelics@aol.com

**BUSINESS INFORMATION**  Check if Applicant

Business Name: Sewing on Central  
 Primary Contact: Darryl Tilden  
 Address: 4024-4026 Central Av.  
 Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_

Check the appropriate type of ownership:

- The business owns the property  The business leases the property

**PROPOSED IMPROVEMENTS**

Describe the Storefront Façade Improvements:

Build & install Awning  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe any other improvements, if applicable:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimated Cost of Improvements: \$15,000

Have you engaged the services of a Contractor, Designer, or Architect:  Yes  No

Would you be able to complete the improvements this year:  Yes  No

Would you allow the placement of surveillance cameras on your property or business:  Yes  No

**APPLICATION PROCESS**

**1. The following documents must accompany a completed application:**

- a. Proof of property ownership or lease.
- b. Written consent from the property owner giving permission to conduct the façade improvements.
- c. Color photographs of existing storefront façade conditions.
- d. Two or more competitive proposals from contractors.
- e. Other supporting documentation deemed necessary by the Columbia Heights Economic Development Authority (the "EDA"), the Columbia Heights Police Department, or the Applicant.

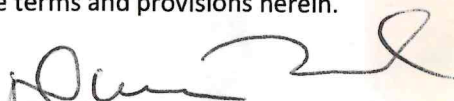
**2. Process after application submission:**

- a. A meeting will take place to go over the submitted improvement proposal to discuss grant expectations and to address grant concerns.
- b. The grant recipient or its contractor must commence the improvements sixty (60) days after an approved Grant Agreement.
- c. After façade improvements are complete, the grant funds will be disbursed for reimbursement to the applicant after all of the following pieces of information have been submitted: Proof of Final Inspection by the Building Official or his or her designee, A copy of the Final Invoice Received from Contractor, Photographs of improvements, Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)

**APPLICANT ACKNOWLEDGEMENTS**

- 1. The Applicant shall hold the EDA, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Grant Program or its Application, including but not limited to, any legal or actual violations of any State or Federal laws.
- 2. The Applicant recognizes and agrees that the EDA retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.
- 3. The Applicant acknowledges that they have read the Façade Improvement Grant Program and Design Guidelines, and understands that if the proposal is approved, they will make the above referenced improvements to the property within the specific time allowed. Additionally, if identified by the Police Department that an Applicant qualifies for the installation of surveillance cameras, the Applicant shall be required to allow the City to place surveillance cameras on the front façade of certain buildings.

The undersigned, a duly authorized representative of the Applicant, hereby certifies that the foregoing information is true, correct, and complete as of the date hereof and agrees that the Applicant shall be bound by the terms and provisions herein.

  
\_\_\_\_\_  
APPLICANT'S SIGNATURE

3-28-2024  
DATE

PROPERTY OWNER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## PROGRAM OVERVIEW

In a collaborative effort with the Columbia Heights Police Department (the "CHPD"), the Columbia Heights Economic Development Authority (the "EDA") offers a Façade Improvement Grant Program (the "Grant Program"). The purpose of the Grant Program is to encourage businesses and commercial property owners to revitalize, rehabilitate, and restore exterior store fronts, but also for the CHPD to provide monitored surveillance in the City to reduce the incident rate of criminal activity, as well as increase business vitality and economic performance. The Grant Program reimburses businesses or commercial property owners for eligible improvements up to fifty percent (50%) of the total project cost; for a maximum reimbursement of \$5,000. Moreover, if determined by the CHPD that an exterior surveillance system is warranted, the EDA will install surveillance equipment to monitor adjacent businesses and properties, as well as parks and open spaces.

### ELIGIBLE APPLICANTS

Applicants must be an owner of a commercial property, a commercial tenant with approval from the property owner(s), or a 501(c)(3) organization in the City of Columbia Heights (the "City") located along 37<sup>th</sup> Avenue NE, 37<sup>th</sup> Place NE, 40<sup>th</sup> Avenue NE, University Avenue NE, or Central Avenue NE. Applicants must be in good standing with the City, including but not limited to, legally operating with proper licensure; and current on property taxes, utility bills, and special assessments.

### ELIGIBLE FAÇADE IMPROVEMENTS

Façade improvements must be visible from a public street, completed by a licensed contractor, and comply with one or more of the following eligible façade improvements:

- Architectural Improvements
- Canopy or Awning Installation or Repair
- Exterior lighting
- Exterior Painting, Re-siding, or Professional Cleaning
- Green Façade Improvement (i.e. Living Wall, ecofriendly [non-VOC] paint, reclaimed wood, etc.)
- Installation of New or Renovated Attached Signage (Excluding LED)
- Masonry Repairs or Tuck-pointing
- Replacement of Windows and Doors
- Restoration of Exterior Finishes and Materials
- Any other exterior façade improvement physically attached to the primary structure approved by the EDA

Please note: Labor costs of a contractor, including necessary design work are eligible costs for reimbursement through the Grant Program. Ineligible costs include, but are not limited to, new construction, interior renovations, repair or replacement of a roof, improvements to an alley façade, improvements started prior to receiving a signed grant agreement from the EDA, and any other improvements not listed above.

### EXTERIOR SURVEILLANCE SYSTEM IMPROVEMENTS

The CHPD shall review all Grant Program applications submitted to determine if the installation of an exterior surveillance system is warranted. If it is determined that an exterior surveillance system is warranted, the applicant will then be required to enter into a Lease Agreement with the EDA. The Lease Agreement will allow the EDA to (1) install security cameras on the exterior of the primary structure; (2) install recording equipment

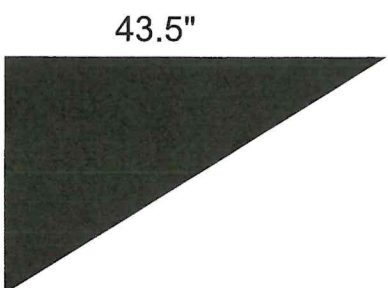
- Awning that's proportional to the building
- Awnings with thin profiles that do not obscure the building and storefront

**Signs:**

- Projecting/hanging signs: are double-sided and project from a building over the sidewalk
- Wall signs: are attached to the primary façade and best viewed looking straight at the building from across the street
- Are encouraged to be rectangular shaped
- Type fonts and colors that legible from a distance

**FAÇADE IMPROVEMENTS PROHIBITED**

- Covering, obscuring, or removing cornices, trim, or other architectural details
- Alterations that have no historical basis for historical buildings
- Covering brick or stone with vinyl, aluminum, or wood siding
- Sandblasting brick, which removes a protective exterior
- Reducing existing window size to accept standard residential window sizes
- Replacing windows with wall surface, wood, metal, or other materials
- Rigid materials like aluminum, vinyl, fiberglass, asphalt, or plastics that are sensitive to weather conditions
- No lights should move, flash or make noise
- Signs that are: blocking storefront windows, too large, small font making it difficult to read, using banners as permanent signage



### Proposed

43.5" tall x 35.7' wide x 36" deep non-illuminated awning with sunbrella pattern fabric. Mounted onto wall.

Any and all artwork provided on this page is the property of Install This Awning & Sign Co., Inc. and is protected by all applicable copyright laws and can only be used by permission from Install This.



4835 Lyndale Ave. N, Mpls, MN 55430

Awning • Vinyl • Graphics  
Signs • Neon • Install • Repair

www.InstallThisSign.com • Office: 612-588-8466 • Fax: 612-588-8461

DRAWN BY: KRIS H

DATE:

ATTENTION:

PROJECT:

CUSTOMER:

ADDRESS:

CITY:

STATE:

SCALE:

FILE NAME:

CUSTOMER APPROVAL:

DATE:

FONTS USED: IMPORTED IMAGE

Project: Road Relic  
 Date: 12/27/2023  
 Quoted By: Paul Miller  
 Email: [Paul@InstallThisSign.com](mailto:Paul@InstallThisSign.com)



4835 N Lyndale Ave, Minneapolis, MN 55430  
 Phone: 612-588-8466

Item	Description	Quantity	Unit Cost	Total Cost	Notes
Awning	Furnish and install (1) custom fabricated awning covered with Sunbrella fabric cover awning Approximate size: 43-1/2" x 36' x 36" awning.	1	\$15,000	\$15,000	Subject to site survey.
				<b>\$15,000</b>	<b>Total (Sale Tax additional as required.)</b>

**General Qualification:** Shop drawings are included. Permit fees are additional and at cost plus \$250 permit procurement fee is required. 50% Deposit required to begin production.

Client Approval \_\_\_\_\_ Date \_\_\_\_\_

PREPARED FOR: **Road Relic**

DATE: 12/27/2023

TOTAL PAGES: 1

Quote # 5225



Quote Line	ITEM	UNIT	Qty	TOTAL	COMMENTS / QUALIFICATIONS
------------	------	------	-----	-------	---------------------------

1	Awning			\$16,000	Furnish and install (1) 43.5" x 35.7' x 36" non-illuminated awning with Sunbrella pattern fabric. Mounted onto wall.
---	--------	--	--	----------	--

**Grand Total** \$16,000

**General Qualifications**

- Manufacture installation and shop drawings included
- Applicable tax is additional
- Permit fees are additional at cost plus \$225 permit procurement fee if required
- 50% deposit required to begin manufacturing

**Questions?**

Contact Dave Peitler

C:651-775-6745

[davep@vectorsign.com](mailto:davep@vectorsign.com)

X

Client Approval

Date







AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	05/06/2024

ITEM:	CEE Home Energy Squad Extension	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney, 5-3-24

**BACKGROUND:**

In 2019 the EDA started its partnership with the Center for Energy and Environment (CEE), buying down the Home Energy Squad program for the residents of Columbia Heights. The Home energy Squad program provides a variety of visits from energy experts who inspect and assess how a home uses energy. As part of the inspection, experts will offer ways to create a more energy-efficient home. The EDA has budgeted \$5,000 per year to buy down the program costs so that residents pay \$35 for an Energy Saver visit and \$50 for an Energy Planner visit, rather than \$70 and \$100 respectively. The contract entered by the EDA recently expired so staff have brought an extension to the contract for the authority’s consideration. In addition to the expiration of the contract, there has also been a change regarding the program’s provider. Excel Energy and CenterPoint Energy offer the Home Energy Squad Program through the utilization of providers like CEE. CEE recently renewed their contract with Excel to execute the program for Hennepin, Ramsey, and Washington counties. After Q3 2024 CEE will no longer be the provider for Anoka County and the City will need to work with the new unnamed provider to execute the program. It is unknown to CEE who the new provider will be but staff have reached out to Excel Energy to clarify the changes. Excel will remove their portion of funding at the end of Q3 so even if the City extended the contract beyond that period the program cost would increase due Excels share being removed and reestablished with the new provider. Via Resolution 2024-15 Community Development Staff are recommending that the EDA extend the buydown until the end of Q3 at which time we will shift to the new provider.

<b>RECOMMENDED MOTION(S):</b>
<b>MOTION:</b> Move to waive the reading of Resolution 2024-15, there being ample copies available to the public.
<b>MOTION:</b> Move to adopt Resolution 2024-15, a resolution authorizing authority staff and officials to take all actions necessary to enter the authority into a Home Energy Squad extension agreement until the end of Q3 2024.

**ATTACHMENT(S):**

- 1. EDA Resolution 2024-15

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, AUTHORIZING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO A HOME ENERGY SQUAD EXTENSION AGREEMENT UNTIL THE END OF Q3 2024.**

**WHEREAS**, the Center for Energy and Environment (“CEE”) administers the Home Energy Squad Program (“Program”) on behalf of Excel Energy; and

**WHEREAS**, the program offers a variety of inspections from energy experts meant to identify and provide advisement on the energy efficiency of an applicants home; and

**WHEREAS**, the goals and outcomes of the program increase the energy efficiency and quality of the housing stock within Columbia Heights; and

**WHEREAS**, in 2019 the Authority entered into a contract and established the parameters to buydown a share of the City’s residents’ costs to utilize the programs inspections; and

**WHEREAS**, in January of 2024 that contract expired.

**NOW, THEREFORE BE IT RESOLVED** that, after appropriate examination and due consideration,

1. that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered, and directed for and on behalf of the Authority to enter into a home energy squad extension agreement with CEE, until the end of Quarter 3 2024.
2. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as they deem necessary and appropriate to carry out the purpose of the foregoing resolution.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Adopted this 6<sup>th</sup> day of May, 2024

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary