



ECONOMIC DEVELOPMENT AUTHORITY
Public Safety Building—Training Room, 825 41st Ave
NE
Monday, April 03, 2023
5:00 PM

MINUTES

CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:06 pm by Acting Chair James.

Members present: Gerry Herringer; Kt Jacobs; Rachel James; Amada Márquez-Simula; Justice Spriggs

Members absent: Connie Buesgens; Marlaine Szurek

Staff Present: Kelli Bourgeois, City Manager; Sara Ion, City Clerk; Mitchell Forney, Community Development Coordinator; Alicia Howe, Administrative Assistant

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- 1. Approve March 6, 2023 EDA Meeting Minutes**
- 2. Approve Financial Reports and Payment of Bills of February 2023**

Motion by Jacobs, seconded by Spriggs to approve the Consent Agenda as presented. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2023-12

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENT FOR THE MONTH OF FEBRUARY 2023 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF FEBRUARY 2023.

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 statement for the month of February 2023 has been reviewed by the EDA Commission; and

WHEREAS, the EDA has examined the financial statement and finds it 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 statement including the check history, and they are found to be correct, as to form and content; and

BE IT FURTHER RESOLVED the financial statement is 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 a part of the permanent records of the Columbia Heights Economic Development Authority.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 3rd day of April, 2023

Offered by: Jacobs

Seconded by: Spriggs

Roll Call: All ayes of present, MOTION PASSED.

Vice President

Attest:

Secretary

BUSINESS ITEMS

3. 2022 Outstanding Business of the Year Award

Forney reported on November 7, 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 stated this year, the EDA received two nominations for Community Grounds and Rapid Graphics. Both nominations were submitted by communications staff members due to the lack of participation in the first year of the program.

Forney mentioned Community Grounds has played an instrumental role in supporting city events. For example, during the City's Snow Blast Event, Community Grounds provided hot coffee and cocoa, while during Truck or Treat, they hosted a table with various games. Additionally, Community Grounds has generously offered hundreds of cups of free hot beverages at City events and has provided their business as a gathering space by hosting free weekly events such as trivia and game nights.

Forney noted Rapid Graphics has partnered with the City for decades. Rapid Graphics is a community focused locally owned business that has been on Central Avenue for nearly 50 years. Recently the business was covered in multiple local newspapers for its inclusive store front holiday display. Which had placards and small displays for Christianity, Buddhism, Islam, and Hinduism. They also included various placards acknowledging different cultural groups.

Forney explained, 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, on City reader board signs, and a recognition article posted on the City's website and newsletter.

Forney stated the 2023 Business of the Year Award is in its inaugural year, and while staff acknowledges that participation was limited, they believe that as the program continues, the award will become increasingly coveted by the local business community.

Questions/Comments from Members:

Jacobs stated she would like to see Rapid Graphics become Business of the Year since they have been around for a long time and have done a lot in the City.

Márquez-Simula agreed and recommended Rapid Graphics.

James commented that both Community Grounds and Rapid Graphics are worthy and she is thankful they are both in the community. She added Rapid Graphics is very deserving since it is reaching a milestone year and hopes Community Grounds can be nominated in the future.

Márquez-Simula agreed.

Herringer stated anyone who has been in the City for 50 years deserves recognition and added he would be in favor of selecting Rapid Graphics.

Spriggs agreed and added they are both deserving.

James asked if there was anything that needed to be added to the nomination that she could learn from.

Márquez Simula stated all of their employees are full time, there are 4-5 employees, and they have been there for a long time. She added it is a testament to the business for keeping employees so long and investing in them full time.

Jacobs added that they have persevered through the decades, even though all of the changes in the printing industry in the last 50 years.

Márquez-Simula expressed her gratitude for Community Grounds for the support they have given to City events. She added that she is excited for this to be an annual award and for more businesses to be awarded and nominated in the future.

Motion by Jacobs, seconded by Herringer to approve Rapids Graphics as the 2022 Columbia Heights Business of the Year. All ayes of present. MOTION PASSED.

Questions after the motion:

Márquez-Simula asked what the timeline was for Rapid Graphics to be notified. Forney stated he would coordinate with the communications team and would follow up with her.

Márquez-Simula stated it would be nice to know in case Bourgeois would announce it during the City Council meeting on Monday. Bourgeois stated it should work as long as they can get the plaque and notify Rapid Graphics. Forney added they were hoping to honor the Citizen of the Year and Business of the Year at the same time in May. Márquez-Simula asked if they could still announce it during the City Council meeting. Forney stated they could.

4. Façade Improvement Grant Report Yuli's Salon, 4915 Central Ave

Forney presented the Yuli's Salon 2023 Façade Improvement Grant application for their new location at 4915 Central Avenue NE. The salon seeks to add a sign to their storefront and has obtained two bids, with the lowest being \$6,977.63. As this cost is eligible for reimbursement of \$3,489, Community Development Staff recommends funding the project in full. The addition of Yuli's Salon will bring increased foot traffic to the area and benefit other nearby businesses. Renderings of the proposed sign and bids were included in the application.

Forney added regarding site cameras, Staff will confirm the commitment of Yuli's Salon to install cameras. Furthermore, Railwerks Brewing has expressed interest in installing

cameras and staff may facilitate the coordination with both of these businesses later in the year.

Questions/Comments from Members:

James asked why pages 45 and 46 of the agenda packet were blank. Forney explained it is for the legal description of the property and improvement and they will be filled in prior to their execution.

Spriggs asked where they were relocating from. Forney stated they are not relocating but are starting a new business.

James stated it is nice to see new development come in.

Motion by Spriggs, seconded by Márquez Simula to waive the reading of Resolution 2023-13, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Spriggs, seconded by Jacobs to adopt Resolution 2023-13, 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 Yuli's Salon. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2023-13

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 YULI'S SALON

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 Central Business district, 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 Yuli's Salon
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 he/she deems necessary and appropriate to carry out the purpose of the foregoing resolution.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 3rd day of April, 2023

Offered by: Spriggs

Seconded by: Jacobs

Roll Call: All ayes of present, MOTION PASSED.

Vice President

Attest:

Secretary

Questions/Comments from Members:

Herringer asked what was happening at the Asia location. Forney stated Staff is in contact with the new business owner. They currently own Maya Cuisine in Northeast Minneapolis and purchased and contracted the building from the previous owners, who are currently renovating it for a Mexican or South American type restaurant. Forney stated he does not know if they are going to integrate the pickup window yet but they are aware of the façade improvement grant.

Forney gave an update stating the Columbia Heights' ramp near Fairview is finishing the new elevator. He added they had the State inspection and are working on having a communication line for the phone in the elevator before it is open to the public. He added as of last week, the EDA is the owner of the two buildings; 8414 49th Avenue, and 4243 5th Avenue. He noted Habitat for Humanity is excited and would like to come before the Council and bring a designer to the EDA to speak with the Commissioners. In addition, Habitat for Humanity would like to speak with surrounding residents of the building to get their feedback.

Forney noted the new City Planner would begin next week. Márquez Simula asked who it was. Forney stated it was Andrew Boucher.

Márquez-Simula stated she had a photo from Jimmy's with a large puddle near the parking ramp. She noted he was concerned for the building. Forney stated in the past they had issues with leaks and drains and would have Public Works go out and fix the issue.

James asked when they were planning to remove the house. Forney stated they would have bids as soon as possible. He added they are hoping to do both buildings at the same time.

ADJOURNMENT

Motion by Márquez Simula, seconded by Jacobs, to adjourn the meeting at 5:21 pm. All ayes. MOTION PASSED.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Alicia Howe", is written over a light gray rectangular background.

Alicia Howe, Recording Secretary