



**ECONOMIC DEVELOPMENT AUTHORITY**  
**Public Safety Building—Training Room, 825 41st Ave**  
**NE**  
**Tuesday, September 06, 2022**  
**5:00 PM**

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**MINUTES**

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

**CALL TO ORDER/ROLL CALL**

Members present: Gerry Herringer; Kt Jacobs; Amáda Márquez Simula; John Murzyn, Jr; Nick Novitsky; Marlaine Szurek

Members absent: Connie Buesgens

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

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

1. Approve the minutes of the regular EDA Meeting of July 5, 2022
2. Approve financial reports and payment of bills of June 2022 and July 2022 – Resolution No. 2022-15

*Motion by Márquez Simula, seconded by Murzyn Jr., to approve the Consent Agenda as presented.*

Herringer questioned the bills and asked about check number 59, the resolution relating to the State of Minnesota MMB for \$11,320. Chirpich stated that MMB stood for Minnesota Management and Budget, and the City acted as a “pass through” for the Reuter Walton Development state bond funding application.

Herringer then asked about check number 71 for \$98,861, which was also for Reuter Walton Development. Chirpich stated it was for the same bond funding; there were two separate applications.

Szurek asked if the bonding was being handled by the City. Chirpich stated the City was not, they are the applicant, but the City is just a “pass through” and the bond funding is provided by the State.

*All ayes of present. MOTION PASSED.*

**RESOLUTION NO. 2022-15**

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTHS OF JUNE 2022 AND JULY 2022 AND THE PAYMENT OF THE BILLS FOR THE MONTHS OF JUNE 2022 AND JULY 2022.**

**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 months of June 2022, and July 2022 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**, financials 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 a 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 September, 2022

Offered by: Márquez Simula  
Seconded by: Murzyn Jr.  
Roll Call: All ayes of present.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Assistant Secretary

## BUSINESS ITEMS

### 3. Façade Improvement Grant Report Matt's Auto, 4501 Central Ave

Forney reported that the City received a 2022 Façade improvement Grant application for Matt's Automotive Service Center LLC., located at 4501 Central Avenue NE. Matt's Automotive recently purchased the property and is looking to complete a renovation of the building.

The estimated total project cost is approximately \$155,000 and will include both interior and exterior renovations. The exterior renovations include new exterior doors, garage doors, windows, siding, and signage. The lowest siding bid came in at \$29,900 and easily meets the requirements for the maximum grant amount of \$5,000. Both the western and southern sides of the building can be seen from Central Avenue.

Staff recommends funding the project in full. The business owner is investing in both the façade and interior of the building and the update to the building will rehabilitate the building.

Forney noted in the packet regarding cameras on the site, that Staff will work with the police department to bring together bids for the EDA's consideration. Staff will also include other applicants that have received grants in the past.

*Motion by Márquez Simula, seconded by Murzyn Jr., to waive the reading of Resolution 2022-16, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by Márquez Simula, seconded by Murzyn Jr., to adopt Resolution 2022-16, 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 Matt's Automotive Service Center LLC. All ayes of present. MOTION PASSED.*

### RESOLUTION NO. 2022-16

**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 MATT'S AUTOMOTIVE SERVICE CENTER LLC.**

**BE IT RESOLVED**, by the Columbia Heights Economic Development Authority (the "EDA") as follows:

**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 Matt's Automotive Service Center LLC.
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 6<sup>th</sup> day of September, 2022

Offered by: Márquez Simula  
Seconded by: Murzyn Jr.  
Roll Call: All ayes of present.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Assistant Secretary

#### **4. Approval of Demolition Contract for 3841 Central Ave NE**

Forney report that at the July 5, 2022, EDA meeting the EDA directed Staff to proceed with the demolition of 3841 Central Avenue NE. Staff prepared bid sheets and submitted bid requests to a multitude of contractors and received 3 bids in return: Nitti Rollof Services Inc. for \$22,450, All State Companies Inc. for \$27,250, and Lloyd's Construction Services Inc for \$38,940.

Electricity and gas have already been removed from the property. To make the project easier to bid, the City has taken on the removal of water and sewer. Staff will be utilizing the excavation contractor currently working on the Central Avenue water and sewer project to remove the water line. This path was chosen because the contractor already has traffic control measures in place and has the capacity to remove the line at the main without any further disruptions. The water contractor will be able to remove the line for \$17,288.10. Public Works will remove the sewer line from the structure. As part of the demolition bid the contractor will remove all hazardous materials, demolish all site improvements, and regrade the site.

Staff recommends awarding the project to Nitti Rollof Services Inc. for \$22,450.

*Motion by Jacobs, seconded by Novitsky, to accept the proposal from Nitti Rolloff Services Inc, in the amount of \$22,450 for the removal of hazardous materials, demolition of all site improvements, and the regrading of the lot located at 3841 Central Ave NE; and furthermore, to authorize the President and Executive Director to enter into an agreement for the same. All ayes of present. MOTION PASSED.*

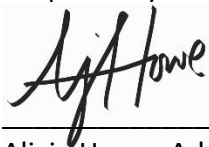
#### **OTHER BUSINESS**

Chirpich stated that a Special EDA Meeting will be held on September 26, 2022, at 5:00 pm at City Hall in the Council Chambers for considering for approval of the 2023 levies and budget before the Council meeting.

#### **ADJOURNMENT**

*Motion by Jacobs, seconded by Novitsky, to adjourn the meeting at 5:16 pm. All ayes. MOTION PASSED.*

Respectfully submitted,



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Alicia Howe, Administrative Assistant