



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

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

*Members of the public who wish to attend may do so in-person, by calling **1-312-626-6799** and entering meeting ID **798 821 7248** or by Zoom at <https://us02web.zoom.us/j/7988217248>. For questions please call the Community Development Department at 763-706-3670.*

CALL TO ORDER/ROLL CALL

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: Move to approve the Consent Agenda as presented.

BUSINESS ITEMS

- 3. 2022 Outstanding Business of the Year Award**
MOTION: Move to approve _____ as the 2022 Columbia Heights Business of the Year.
- 4. Façade Improvement Grant Report Yuli's Salon, 4915 Central Ave**
MOTION: Move to waive the reading of Resolution 2023-13, there being ample copies available to the public.

MOTION: Move 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.

PUBLIC HEARINGS

OTHER BUSINESS

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
Public Safety Building—Training Room, 825 41st Ave
NE
Monday, March 06, 2023
5:00 PM

MINUTES

CALL TO ORDER/ROLL CALL

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

Members present: Connie Buesgens; Gerry Herringer; Kt Jacobs; Rachel James; Amada Márquez-Simula (5:06 pm); Justice Spriggs; Marlaine Szurek

Staff Present: Kelli Bourgeois, City Manager; Aaron Chirpich, Community Development Director; Sara Ion, City Clerk; Mitchell Forney, Community Development Coordinator; Alicia Howe, Administrative Assistant; William Roberts, Rail Werks Brewing Depot Owner

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. **Accept February 6, 2023 EDA Meeting Minutes**
2. **Approve the Financial Reports and Payment of the Bills for January 2023**

Questions/Comments from Members:

Herringer asked what was replaced for the Van Buren Lighting Replacement. Chirpich stated the municipal parking ramp had a full upgrade on the lighting system and new LED lights in the ramp. He added it was paid through the Capital Improvement Fund.

Jacobs asked if shields would be included on the lights on the street side of the ramp. Chirpich stated they are shielded and downcast and code compliant.

Herringer asked if the developer payments were for the new office. Chirpich explained the second half of the 2022 developer payments is for the bi-annual payments for the TIF districts of Crestview and the 2 Dominion Projects (The Legends and Grand Central Flats).

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

RESOLUTION NO. 2023-06

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENT FOR THE MONTH OF JANUARY 2023 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF JANUARY 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 January 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 6th day of March, 2023

Offered by: Jacobs
Seconded by: James
Roll Call: All ayes of present.

President

Attest:

Secretary

BUSINESS ITEMS

3. **Approve Purchase of 4243 5th Street and Approval of Inter-fund Loan**

Forney reported in early in 2023, community development staff were approached by John Rockwell with REMAX Synergy with a seller that was interested in selling their home to the City of Columbia Heights. John has worked extensively with the City in the past. Previously, he was in charge of finding and negotiating on behalf of the EDA for houses that were purchased under the Commercial Revitalization Program. The seller has aged out of the home and now resides in an elderly care facility. The house and garage have slowly fallen into disrepair. The owner's family sought to sell the property to the City rather than to someone that would attempt to flip the house. The home was originally built in 1916 and contains 600 sq/ft of livable space. The house is very small and when combined with the detached garage only takes up about 1/3 of the lot. Community development staff thought that this property was perfect for redevelopment. When staff toured the residence there were holes in the ceiling with garbage bags used to plug areas that had been leaking. Rather than letting the house fall into the hands of a flipper, staff thought it a perfect candidate for affordable home ownership and redevelopment. Staff are purposing a partnership with the non-profit Habitat for Humanity to redevelop an affordable single-family home on the site. Staff have been in contact with Habitat for Humanity, and they will be able to address the project in the spring of 2024. He added that demolition would begin in 2023 with the rebuild happening at a later date.

Forney stated when looking into financing the project, community development staff along with help from the finance director, found pooled TIF funds in an old redevelopment TIF district, C8. Staff also identified the scattered site TIF district w3/w4. The C8 district and w3/w4 district have historically had a symbiotic relationship. When C8 was decertified, it loaned its pooled funds to w3/w4 to be used in the redevelopment of affordable single family housing. Specifically housing that was purchased from housing foreclosures during the recession. W3/w4 utilizes TIF acquired from scattered single-family lots, previously redeveloped, to pay back the money loaned from the C8 district. Since the C8 district was established prior to the TIF rules being changed in 1990, the pooled funds have different rules than modern districts, allowing them to remain almost indefinitely or until the district no longer has obligations, i.e. loans. The w3/w4 district was established in 2015 and will be decertified in 2040.

Forney noted that staff purpose utilizing this symbiotic relationship to loan funds from C8 to w3/w4 in order to purchase 4243 5th Street. W3/w4 will then utilize the TIF it is currently collecting to repay the C8 loan with 5% interest. In order to utilize w3/w4, the property has to meet HUD low-income requirements. Which is why staff believe Habitat for Humanity is the perfect partner. C8 currently has approximately \$385,000 dollars. Staff are requesting an interfund loan for this project in the amount of \$170,000, to cover the \$120,000 purchase price along with demolition costs. Leaving \$215,000 in C8 available for similar projects in the future. The EDA can continue to utilize this relationship to purchase

houses until the decertification of w3/w4. If the EDA identifies more properties to purchase, staff recommends modifying w3/w4 to include the homes which would increase the amount of TIF that w3/w4 captures to pay back its loans. Forney stated with the additional funds in the C8, they can target older homes that could be redeveloped and meet affordable home ownerships.

Questions/Comments from Members:

Márquez-Simula noted there was an article that related to the topic. Buesgens agreed and stated there was an article in the *Star Tribune* that mentioned older homes built in back lots. She added that people used to do this because they hoped to build a larger home in front of it as a more permanent home. Chirpich stated they would look into it and mentioned they have found a similar home simply by researching homes in the City. Buesgens noted it would be a good future article to look into.

Jacobs asked how the proposed legislation on lowering the TIF tax rate would effect the current TIF. Chirpich stated it was a future discussion.

Jacobs asked if it was possible to partner with a local construction company to build a home in order to support a local business. Forney explained in the past they typically hire a local business. He stated the issue they have run into is managing a low income home while also making sure low income families remain in the homes. He mentioned Habitat for Humanity is able to manage this. Chirpich added that it takes compliance for income eligibility out of the hands of the City and can be a burden on the Staff to manage. Jacobs asked if there could be a contractual agreement with the developer. Chirpich stated they could. Forney added it can be difficult to find a developer who would agree. Chirpich noted they have not explored developers who would have the bandwidth to handle scattered site projects. He added they have not worked with Habitat for Humanity in a number of years and they do good work. Jacobs explained she is not against using Habitat for Humanity but thought it could be a good opportunity to promote a local business.

Buesgens reviewed past projects where they hired local businesses. Szurek asked if John Rockwell was involved in those past projects. Chirpich confirmed he was. Szurek noted how beautiful those homes were. Chirpich stated the City has a long history of scattered site redevelopment.

James stated she is in favor of the project and wished there was more money in the funds in order to buy all the homes that would qualify. She appreciated Habitat for Humanity and the sweat equity that is a part of it. She added in general she likes the idea of scattered site development and more affordable housing.

Herringer noted an issue in the past with Habitat for Humanity where they did not agree to give the home to a Columbia Heights resident and stated that cannot happen again. He asked if they still operated in that manner since it was a reason they did not use them the last few years. Chirpich stated he did not know and mentioned the new owner would become a Columbia Heights residents. Szurek explained that there are many renters in Columbia Heights who would like to have a home but cannot afford it and that it was an important question to ask Habitat for

Humanity. Chirpich mentioned Habitat for Humanity has federal obligations to adhere to and would need to look into it more. He added that Habitat for Humanity comes to the City each year asking if there was any land they could build on and the City has turned them away for the past 4 years. Herringer explained the benefit of having Habitat for Humanity do the project while offering the home to a current Columbia Heights resident.

Márquez-Simula agreed with the comments made by Herringer and Szurek and stated she is in favor with the current topic and they could ask Habitat for Humanity at a future time. Chirpich noted the EDA would make the decision on who would do the project in the future and does not have to be set on Habitat for Humanity.

Spriggs asked who was paying the 5% interest in the interfund loan. Forney stated the City was through the W3 paying the C8.

Motion by Buesgens, seconded by Márquez-Simula, to waive the reading of Resolution No. 2023-07 and 2023-08, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Buesgens, seconded by Jacobs to approve Resolution 2023-07, a resolution authorizing an interfund loan for advance of funds from tax increment financing University Avenue Redevelopment District (no. C8) for costs in connection with the city-wide scattered site housing tax increment financing district. All ayes of present. MOTION PASSED.

Motion by Buesgens, seconded by James to approve Resolution 2023-08, a resolution approving the purchase agreement between the Economic Development Authority of Columbia Heights, Minnesota, and Lauren M. Bell. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2023-07

A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF FUNDS FROM TAX INCREMENT FINANCING UNIVERSITY AVENUE REDEVELOPMENT DISTRICT (NO. C8) FOR COSTS IN CONNECTION WITH THE CITY-WIDE SCATTERED SITE HOUSING TAX INCREMENT FINANCING DISTRICT

BE IT RESOLVED By the Board of Commissioners of the Columbia Heights Economic Development Authority (the “Authority” or “EDA”) as follows:

Section 1. Background.

1.01. Pursuant to Minnesota Statutes, Sections 469.174 through 469.1799, as amended, and predecessor statutes (the “TIF Act”), the City of Columbia Heights, Minnesota (the “City”) and the Housing and Redevelopment Authority in and for the City (the “HRA”) previously established Tax Increment Financing University Avenue Redevelopment District (No. C8) (“TIF District C8”) within a project area variously called the Downtown CBD Revitalization Project, the Central Business District Redevelopment Project, and the CBD Redevelopment Project (the “Project”).

1.02. By resolution approved January 8, 1996, the City transferred to the EDA the control, authority and operation of all projects then administered by the HRA.

1.03. Pursuant to the TIF Act, the City and the Authority also previously established the City Wide Scattered Site Housing Tax Increment Financing District (“Scattered Site TIF District”) within the Project.

1.04. The Authority expects to incur certain costs related to the Scattered Site TIF District, which costs may be financed on a temporary basis from available Authority funds.

1.03. Under Section 469.178, Subdivision 7 of the TIF Act, the Authority is authorized to advance or loan money from any fund from which such advances may be legally made in order to finance expenditures that are eligible to be paid with tax increments under the TIF Act.

1.04. The Authority intends to acquire and demolish certain property within the Project, including but not limited to property located at 4243 5th Street NE, Columbia Heights MN 55421, in the City (collectively, the “Property”), and intends to pay all or a portion of the costs of acquiring and demolishing the Property using tax increments from TIF District C8, up to the total balance of tax increments (approximately \$385,000) available in the fund or account for TIF District C8 (the “Balance”).

1.05. The Authority has designated the advance of funds for the acquisition and demolition of the Property as an interfund loan (the “Interfund Loan” or “Loan”).

Section 2. Authorization of Use of Funds; Further Actions.

2.01. The Authority hereby authorizes use of the Balance from TIF District C8 as one of the legally available funding sources for the Interfund Loan.

2.02. The Authority authorizes the Loan in the amount of \$170,000, to be drawn from the account for TIF District C8. Such amount will be made available to the Authority at or before the closing on the acquisition of each Property by the Authority. The outstanding principal balance of the Loan bears interest at the rate of 5.0 percent per annum (which is the greater of the rates specified under Sections 270C.40 or 549.09 in accordance with Minnesota Statutes, Section 469.178, subdivision 7); provided, however, the Executive Director of the EDA is authorized to specify a lower rate. Interest accrues from the respective dates of each disbursement from the identified account in order to acquire the Property.

2.03. The Loan is payable from tax increments generated from the Scattered Site TIF District (if any), from any other tax increments legally available for such purposes, from proceeds of the sale of the Property (if any), and from any other revenues available to the Authority. Principal and interest (“Payments”) shall be made at the times any revenue sources are available to make installment payments. The outstanding balance of principal and interest is due on the date of last receipt of tax increment from the Scattered Site TIF District or from any other tax increment district from which repayment of the Loan is made. Payments will be credited to the account from which the Loan was drawn. All payments shall be applied first to accrued interest, and then to unpaid principal of the Loan.

2.04. The Authority reserves the right to permanently allocate all or any portion of the Balance to the acquisition of the Property and to amend the terms of the Interfund Loan at any time by resolution of the Authority’s Board of Commissioners, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

Section 3. Effective Date. This resolution is effective upon approval.

Approved by the Board of Commissioners of the Columbia Heights Economic Development Authority this 6 TH day of March, 2023.

Passed this 6th day of March, 2023

Offered by: Buesgens
Seconded by: Jacobs
Roll Call: All ayes of present.

President

Attest:

Secretary

RESOLUTION NO. 2023-08

A RESOLUTION APPROVING THE PURCHASE AGREEMENT BETWEEN THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, AND LAUREN M. BELL

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

SECTION 1. RECITALS.

1.01. The Authority and Lauren M. Bell (“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 4243 5th Street NE (the “Property”) from the Seller for housing 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 \$120,000 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 4243 5th Street. Such acquisition of this Property, for subsequent resale, best meets the community’s needs and will facilitate the housing 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 Scattered Site Housing TIF District w3/w4.

SECTION 2. PURCHASE AGREEMENT AND BUDGETT AMENDMENT APPROVED.

2.01. The Authority hereby ratifies and approves the actions of Authority staff and of REMAX Synergy (“Broker”) 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 approves the use of funds from TIF District w3/w4 for the purchase agreement and \$50,000 for other project costs that comply with the standards laid out in the w3/w4 TIF Plan adopted by the City of Columbia Heights.

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 6th day of March, 2023

Offered by: Buesgens
Seconded by: James
Roll Call: All ayes of present.

President

Attest:

Secretary

4. 40th and University Avenue Right-of-Way Purchase from MnDOT

Forney reported in 2019, the City began in earnest to enact its plan to redevelop the southwestern quadrant of the 40th Avenue and University Avenue intersection, as redevelopment of this corner is a priority that is articulated in the City’s comprehensive plan. As part of this redevelopment initiative, the City and EDA have purchased three separate parcels to prepare a shovel ready site for future development. Community development Staff are bringing forward for the EDA’s consideration the purchase of MnDot right-of-way that adjoins the City’s current land holdings in this location. The acquisition of this land from MnDot will make the City’s parcels more accessible, developable, and improve the overall layout of the redevelopment site.

LAND ASSEMBLY HISTORY TO DATE:

Forney stated in 2009, the City purchased the parcel located at 3853 3rd Street as part of its program to purchase and rehabilitate foreclosed homes during the housing crises. In 2010, the City demolished the single-family home on the property, and it has sat vacant since. In 2019, the City purchased the former Root Electronics parcel (393 University Ave NE) out of tax forfeiture for \$81,600.

Forney noted after the purchase, community development staff worked to secure federal Community Development Block Grant (CDBG) funding for the demolition of buildings and environmental remediation of the site. The City's environmental contractor, Carlson McCain conducted environmental testing of the site and in December of 2021, Carlson McCain and the City's demolition contractor, Veit initiated the environmental cleanup. Over a period of four weeks, Veit removed two storage buildings, their slab foundations, the basement foundation of the main Root building, 665 tons of contaminated soil, and clear-cut most of the trees and scrub brush on the site. During the remediation of the site, Veit and Carlson McCain uncovered an old dumpsite on the southern end of the property, two large fuel storage tanks, and an additional foundation underneath one of the storage building foundations. The dumpsite and additional foundation were immediately remediated. With the assistance of Carlson McCain, the City applied for the State of Minnesota's Abandoned Underground Petroleum Storage Tank Removal Program. As part of the program, the Minnesota Department of Commerce paid for the entire project cost of removing the fuel storage tanks and conducting post removal environmental testing. At the same time, Community Development staff and the EDA were in negotiations with the owner of 230 40th Ave NE. In late 2019, the EDA purchased the house for \$275,000 and prepared the property to be used by the Fire Department in a training exercise burn. After the house was burned down the site was cleared of all improvements and now sits vacant.

MNDOT RIGHT-OF-WAY ACQUISITION:

Forney noted there is a service road that used to serve as the entrance to the Root property and the former house at 230 40th Ave. This service road is owned by the Minnesota Department of Transportation (MnDot), even though it acts as the only entrance point to the two City owned properties. As part of the redevelopment of the southwest corner, Staff thought it imperative to acquire part of this right-of-way.

Forney reviewed that in June of 2022, Staff reached out to the MnDot requesting the conveyance of the land. After meeting to discuss possible contingencies, MnDot responded with the purchase approval letter. Acquiring this right-of-way makes the City owned parcels whole and makes the combination of parcels more attractive to developers. As part of the property conveyance, MnDot wanted to ensure that the City meets three requirements. First, that the entrance to any future development on the site will have to meet current setback standards from the 40th and University intersection. The current service road is too close to the intersection and will have to be pushed to the west to meet current MnDot standards. This will occur upon redevelopment of the site and does not

have to be done until then. Second, that the City be responsible for repairing and making the sidewalk along 40th Avenue ADA compliant. In 2025, Anoka County plans to rebuild part of 40th Ave along the north side of the site. Staff were able to negotiate the resolution timeline for the ADA compliance upgrades to coincide with the work to be done on 40th Avenue. Last, that the City shall be responsible for moving the fence that currently lines the border between the parcel and the University Ave right-of-way. This is to ensure the fence delineates the new boundary and will be completed when the redevelopment of the site is conducted.

Forney stated as part of the purchase process, the Minnesota Pollution Control Agency (MPCA), has conducted a Phase 1 environmental review of the property. No major issues were found but there is a possibility the site may need additional environmental remediation. Staff have also worked with the EDA's legal counsel to complete a title commitment review of the parcel. The title has come back clean, and staff have title insurance prepared. The purchase of the property will be paid out of fund 408, specifically the Commercial Redevelopment Program. With a purchase price of \$7,700.00 for 14,161 sq/ft of commercial land, Staff believe that the purchase of the land is a great opportunity for the City. The parcel is completely useless to anyone other than the City and if it remained in MNDOT's hands it would stay vacant. The addition of this parcel adds another puzzle piece to the eventual redevelopment of the corner and sets up the City to drive the eventual project.

Questions/Comments from Members:

Buesgens expressed her excitement for the City to purchase the land. She referenced a nearby home they could have purchased when she joined the Council but previous EDA members ruled they would not fund relocation costs. She stated there should be some exceptions in the future so they do not run into the same problem and miss an opportunity. She asked if it could be added as a discussion item in the future since she had asked for that in the past. Chirpich agreed that it was a missed opportunity and stated they have engaged the owner but they are currently building more. He noted not all hope is lost since they could pursue a potential lot area variance and make the argument that it is under unique circumstances that would warrant a smaller lot area threshold for that second duplex. He added they would need to look into it in the future.

Chirpich explained the lot will be jagged but Staff still agree it is worth pursuing the project. Forney referenced Buesgens comment on the previous EDA member's decision and stated it is not a set in stone policy. Buesgens expressed her frustration with the past EDA decision. Chirpich explained that Staff agree there if there was a tenant relocation of a single family home in the future they would bring it to the EDA.

Jacobs asked if they were watching the triangle property. Chirpich stated they were. Szurek asked if it was an older single family home. Chirpich confirmed it was. Forney added that it was sold in 2013 and mentioned that the individuals living in the home are older. Chirpich stated they were going to reach

out and begin a dialogue. Szurek noted it makes it difficult to make a development. Chirpich stated the northern triangle was still a viable option.

Szurek asked how many square feet the MnDot 230 and 3930 portion was. Chirpich stated it is over 2 acres.

Buesgens asked if it was safe to walk in the area. Forney stated it is and they have worked with Public Safety in order to avoid dumping in the area. He added in the 3853 parcel, people were dumping in the area but Public Works is planning on building concrete barriers after the snow melts. He noted there is not a homeless population in the parcel, like in previous years. Buesgens stated she thought contamination was the reason to not walk in the area. Chirpich noted that contamination is no longer an issue.

Jacobs asked if there was an idea on what kind of development is desired in the future and added that she could see it being a light industrial development. Chirpich noted the Comprehensive Plan has 3 to 4 plans with all of them being mixed use plans of commercial and residential. Buesgens explained a previous idea was to use boxcars from the City to create homes.

James stated with all of the redevelopment happening on a major intersection, it cannot stay an empty lot. She added there will be more bus stops accessible to residents in the area.

Buesgens stated she would hate to see the woods be torn down. Chirpich noted there was not much high value vegetation in the area. He added the City Forester did a cursory review of the area and did not find much high value vegetation. Buesgens explained it was not just the trees but the animals that would be effected such as bees if cottonwood trees were torn down.

Motion by Spriggs, seconded by Jacobs, to waive the reading of Resolution No. 2023-09, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Spriggs, seconded by Buesgens, to adopt resolution 2023-09, a resolution approving the conveyance of real property between the Minnesota Department of Transportation and the Economic Development Authority of Columbia Heights, Minnesota. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2023-09

A RESOLUTION APPROVING THE CONVEYANCE OF REAL PROPERTY BETWEEN THE MINNESOTA DEPARTMENT OF TRANSPORTATION AND THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA

BE IT RESOLVED, by the Economic Development Authority in and for the City of Columbia Heights as follows:

SECTION 1. RECITALS.

1.01. The Authority has received a conveyance offer letter (the "Agreement") from the Minnesota Department of Transportation (MNDOT) (the "Seller") pursuant to which the Authority will acquire certain property in the City of Columbia Heights (the "City") located on the southwest corner of

40th Ave and University Ave (the “Property”) from the Seller for economic redevelopment purposes. The Property is described in Exhibit A attached hereto.

1.02. Pursuant to the Agreement, the Authority will purchase the Property from the Seller for a purchase price of \$7,700.

1.03. The Authority finds that acquisition of the Property is consistent with the City’s Comprehensive Plan and will result in the redevelopment of a substandard property, and that such acquisition will facilitate the economic development 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. Specifically, this project meets the requirements of the Commercial Revitalization Program within fund 408.

SECTION 2. PURCHASE AGREEMENT APPROVED.

2.01. The Authority hereby ratifies and approves the actions of Authority staff and Kennedy Graven in researching the Property and preparing and presenting the Agreement. The Authority approves the 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 Agreement by those officials shall be conclusive evidence of their approval.

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

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of March, 2023

Offered by: Spriggs
Seconded by: Buesgens
Roll Call: All ayes of present.

President

Attest:

Secretary

5. Rail Werks Brewing Fire Suppression Grant Application

Forney reported he met the business owner who was present at the meeting. In 2022, the EDA created the Fire Suppression Grant Program (“Program”). Through this program the

EDA wanted to assist local businesses with the cost burdening work of installing fire suppression systems within commercial buildings. As noted in the program guidelines, a lot of the commercial properties in Columbia Heights do not have fire suppression systems.

Forney noted the cost of adding these systems, when required, is very cost prohibitive for small businesses. Certain businesses and certain changes in use require the addition of fire suppression systems. The Applicant in question is William Roberts the owner of Rail Werks Brewing Depot. Rail Werks Brewing is currently in the process of retrofitting a space in the strip mall on the NE corner of 40th and Central. They are a new business that has been garnering funding and support in the community over the past few years. Along with brewing beer, Rail Werks plans to sell barbeque out of its kitchen. As noted, adding kitchens into any space can be very costly. The Fire Suppression Grant program can only assist with the Sprinkler and ANSUL system. While Rail Werks still needs to front the cost for hoods and the fire suppression related kitchen and HVAC equipment. Attached to the application are the applicants plans for the building. To install the required fire suppression system Rail Werks Brewing is looking at adding a cost of approximately \$48,872 to their build out.

Forney reviewed in 2022 The EDA allocated \$45,000 for the creation of the Program, and budgeted \$60,000 for 2023, leaving the program with a balance of \$105,000. After the approval of Ruff Love Dogs Application for \$30,000, the EDA currently has \$75,000 available for 2023. If approved, Rail Werks would receive a grant of \$24,436 bringing the EDA's funds available to \$50,564 for the remainder of 2023. As stated above it has been difficult for staff to find business that are able to apply to the program. Staff believe that this project meets the intent of the Fire Suppression Grant program, assisting in the bringing a desirable business to the City of Columbia Heights.

Questions/Comments from Members:

Herringer asked what was currently in the space. Forney stated it is currently empty. Herringer asked what it is next to. Chirpich stated it is next to Global Academy.

James asked if other businesses were ready for the program and had contacted Community Development. Forney explained the only two that are ready and have contacted them are the ones they have presented in the year; he added no one else has approached them.

Motion by Jacobs, seconded by James, to waive the reading of Resolution No. 2023-10, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Jacobs, seconded by Buesgens, to approve Resolution 2023-10, a resolution of the Economic Development Authority of Columbia Heights, Minnesota, approving the form and substance of the Fire Suppression Grant Agreement, and approving authority staff and officials to take all actions necessary to enter the authority into the Fire Suppression Grant Agreement with Rail Werks Brewing Depot. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2023-10

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FIRE SUPPRESSION GRANT AGREEMENT, AND APPROVING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO THE FIRE SUPPRESSION GRANT AGREEMENT WITH RAILWERKS BREWING DEPOT.

WHEREAS, the City of Columbia Heights (the “City”) and the Columbia Heights Economic Development Authority (the “Authority”) have collaborated to create a certain fire Suppression 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, rehabilitating, and restoring commercial buildings increasing business vitality, economic performance, and public safety; 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 Rail Werks Brewing Depot.
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 6th day of March, 2023

Offered by: Jacobs
Seconded by: Buesgens
Roll Call: All ayes of present.

President

Attest:

Secretary

6. Rail Werks Brewing Façade Improvement Grant Application

Forney explained the report was regarding the 2023 Façade improvement Grant application for Rail Werks Brewing Depot. Located at 4055 Central Ave NE, Rail Werks Brewing recently leased the property and is currently working on a complete buildout of one of the open spaces. Rail Werks is installing brewing equipment, a commercial kitchen, and building out its dining area. Rail Werks is applying to the Façade Grant Program to assist in the installation of a new sign. As we are continuing to see with other businesses, Rail Werks was only able to receive one bid for the exterior work. The bid came in at \$9,200 and meets the requirements for a grant amount of \$4,600. Community development staff recommend funding the project in full. The business owner is clearly investing in both the façade and interior of the building. The updates to the building will rehabilitate the space and bring a desired business to the City.

Questions/Comments from Members:

Jacobs asked if there was an illustration of the emblem for the sign.

William Roberts, Rail Werks Brewing Depot Owner unzipped his sweater to display his t-shirt showing the emblem that will be on the sign.

Szurek thanked the owner for coming to Columbia Heights and said they were looking forward to having them there.

Chirpich asked the owner to share the grand opening timeline. Rail Werks Brewing Depot Owner William Roberts explained there is a lot of work to do but they are hoping for September 1, 2023.

Motion by James, seconded by Jacobs, to waive the reading of Resolution No. 2023-09, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by James, seconded by Spriggs, to adopt Resolution 2023-11, 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 Rail Werks Brewing Depot. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2023-11

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 RAIL WERKS BREWING DEPOT

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 Rail Werks Brewing Depot
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

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of March, 2023

Offered by: James
Seconded by: Spriggs
Roll Call: All ayes of present.

President

Attest:

Secretary

Questions/Comments from Members:

Herringer asked what the renter rates and ratio was. Chirpich stated it is going well and is over 40% lease and over 100 units. He added there are many 20 lease months and 7-10 lease weeks.

Szurek asked if they were still planning on tearing down at 44th Street. Chirpich stated they are still planning on tearing down the building in July 2023. Márquez-Simula asked if there could be a viewing party for the community.

ADJOURNMENT

Motion by Buesgens, seconded by Jacobs, to adjourn the meeting at 5:57 pm. All ayes. MOTION PASSED.

Respectfully submitted,



Alicia Howe, Recording Secretary

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS
 EXP CHECK RUN DATES 02/01/2023 - 02/28/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 193861 420.0000.22000	REFUND PLANET FITNESS ESCROW	AISLING FITNESS	12/22/22	04072017	14,509.13
			Total For Check 193861		14,509.13
Check 193883 204.6314.43500	PHN CUP-RUFF LOVE 012023	ECM PUBLISHERS INC	01/20/23	929395	72.60
			Total For Check 193883		72.60
Check 193911 204.0000.22000	DEPOSITS	PRODEO ACADEMY	12/22/22	12312019	20,000.00
			Total For Check 193911		20,000.00
Check 193920 408.9999.43050.2014	CELL TOWER DESIGN	SHORT ELLIOT HENDRICKSON	01/16/23	440280	1,250.00
			Total For Check 193920		1,250.00
Check 193931 228.6317.43810	ELECTRIC	XCEL ENERGY (N S P)	01/10/23	1011772006	1,307.98
			Total For Check 193931		1,307.98
Check 193940 204.6314.43250	COMM DEV ADMIN (1.8%)	ARVIG ENTERPRISES, INC	11/01/22	110122	9.15
			Total For Check 193940		9.15
Check 193941 204.6314.43250	COMM DEV ADMIN (1.8%)	ARVIG ENTERPRISES, INC	12/01/22	120122	5.98
			Total For Check 193941		5.98
Check 193942 204.6314.43250	COMM DEV ADMIN (1.8%)	ARVIG ENTERPRISES, INC	01/01/23	010123	5.98
			Total For Check 193942		5.98
Check 193956 204.6314.43250	011523 934571297 COMM DEV ADMIN	COMCAST	01/15/23	164215034	19.44
			Total For Check 193956		19.44
Check 194054 204.6314.43050	REAL ESTATE EQUITIES TIF OVERPAY	KENNEDY & GRAVEN	01/26/23	172494	125.00
			Total For Check 194054		125.00
Check 194080 204.6314.43210	012623 10013121 PHONE COMMDEV AD	POPP.COM INC	01/26/23	992768603	41.31
			Total For Check 194080		41.31
Check 194087 228.6317.44000	VAN BUREN RAMP 0223-0124	SECURITY CONTROL SYSTEMS	02/02/23	54026	432.00
			Total For Check 194087		432.00
Check 194092 408.6314.45110	EARNEST MONEY -841 49TH AVE NE	STANEK REALTY, INC	02/09/23	020623	1,000.00
			Total For Check 194092		1,000.00
Check 329 204.6314.43105	EHLERS PUBLIC FINANCE CONF-AC,MF	EHLERS & ASSOCIATES INC	01/03/23	010323	5
			Total For Check 329		5

03/15/2023 01:03 PM
 User: suems
 DB: Columbia Heights

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS
 EXP CHECK RUN DATES 02/01/2023 - 02/28/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 339 204.0000.22000	REFERENCE RCPT #19232	REUTER WALTON DEVELOPMENT	02/06/23	020623	5,600.00
			Total For Check 339		5,600.00
Check 340 372.7000.46010	PRINCIPAL	BOND TRUST SERVICES CORP	12/14/22	75314	135,000.00
372.7000.46110	INTEREST	BOND TRUST SERVICES CORP	12/14/22	75314	28,006.25
			Total For Check 340		163,006.25

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS
 EXP CHECK RUN DATES 02/01/2023 - 02/28/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
				Fund 204 EDA ADMINISTRATION	26,469.46
				Fund 228 DOWNTOWN PARKING	1,739.98
				Fund 372 Huset Park Area TIF (T6)	163,006.25
				Fund 408 EDA REDEVELOPMENT PROJE	2,250.00
				Fund 420 CAP IMPROVEMENT-DEVELOP	14,509.13
Total For All Funds:					<u>207,974.82</u>
--- TOTALS BY GL DISTRIBUTION ---					
204.0000.22000				DEPOSITS	25,600.00
204.6314.43050				REAL ESTATE EQUITIES TIF OVERPAYI	125.00
204.6314.43105				EHLERS PUBLIC FINANCE CONF-AC,MF	590.00
204.6314.43210				012623 10013121 PHONE COMMDEV ADI	41.31
204.6314.43250				COMM DEV ADMIN (1.8%)	40.55
204.6314.43500				PHN CUP-RUFF LOVE 012023	72.60
228.6317.43810				ELECTRIC	1,307.98
228.6317.44000				VAN BUREN RAMP 0223-0124	432.00
372.7000.46010				PRINCIPAL	135,000.00
372.7000.46110				INTEREST	28,006.25
408.6314.45110				EARNEST MONEY -841 49TH AVE NE	1,000.00
408.9999.43050.2014				CELL TOWER DESIGN	1,250.00
420.0000.22000				REFUND PLANET FITNESS ESCROW	14,509.13

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 02/28/23	YTD BALANCE 02/28/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
204.0000.31011	EDA CURRENT AD VALOREM	208,100.00	0.00	0.00	0.00	208,100.00	0.00
204.0000.31014	AREA WIDE TAX	89,000.00	0.00	0.00	0.00	89,000.00	0.00
TAXES		297,100.00	0.00	0.00	0.00	297,100.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL		297,100.00	0.00	0.00	0.00	297,100.00	0.00
TOTAL REVENUES		297,100.00	0.00	0.00	0.00	297,100.00	0.00
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
PERSONNEL SERVICES							
204.6314.41010	REGULAR EMPLOYEES	196,700.00	0.00	16,564.25	28,127.97	168,572.03	14.30
204.6314.41210	P.E.R.A. CONTRIBUTION	14,700.00	0.00	1,240.62	2,343.78	12,356.22	15.94
204.6314.41220	F.I.C.A. CONTRIBUTION	15,100.00	0.00	1,386.48	2,393.55	12,706.45	15.85
204.6314.41300	INSURANCE	23,200.00	0.00	1,910.15	3,813.93	19,386.07	16.44
204.6314.41510	WORKERS COMP INSURANCE PREM	1,500.00	0.00	139.05	267.60	1,232.40	17.84
PERSONNEL SERVICES		251,200.00	0.00	21,240.55	36,946.83	214,253.17	14.71
SUPPLIES							
204.6314.42000	OFFICE SUPPLIES	200.00	0.00	33.50	33.50	166.50	16.75
204.6314.42010	MINOR EQUIPMENT	500.00	0.00	0.00	0.00	500.00	0.00
204.6314.42011	END USER DEVICES	1,900.00	0.00	0.00	0.00	1,900.00	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		3,000.00	0.00	33.50	33.50	2,966.50	1.12
OTHER SERVICES & CHARGES							
204.6314.43050	EXPERT & PROFESSIONAL SERV.	2,200.00	1,550.00	1,208.50	1,208.50	(558.50)	125.39
204.6314.43105	TRAINING & EDUCATION ACTIVITIES	1,500.00	0.00	0.00	590.00	910.00	39.33
204.6314.43210	TELEPHONE	700.00	0.00	147.75	202.58	497.42	28.94
204.6314.43220	POSTAGE	600.00	0.00	0.00	0.00	600.00	0.00
204.6314.43250	OTHER TELECOMMUNICATIONS	300.00	0.00	25.42	50.84	249.16	16.95
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	72.60	127.40	36.30
204.6314.43600	PROP & LIAB INSURANCE	2,700.00	0.00	225.00	450.00	2,250.00	16.67
204.6314.44000	REPAIR & MAINT. SERVICES	500.00	0.00	36.92	49.38	450.62	9.88
204.6314.44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	800.00	0.00	800.00	800.00	0.00	100.00
204.6314.44040	INFORMATION SYS:INTERNAL SVC	8,700.00	0.00	725.00	1,450.00	7,250.00	16.67
204.6314.44330	SUBSCRIPTION, MEMBERSHIP	200.00	0.00	129.00	129.00	71.00	64.50
204.6314.44380	COMMISSION & BOARDS	900.00	0.00	0.00	0.00	900.00	0.00
OTHER SERVICES & CHARGES		20,800.00	1,550.00	3,297.59	5,002.90	14,247.10	31.50
CONTINGENCIES & TRANSFERS							
204.6314.47100	OPER. TRANSFER OUT - LABOR	22,100.00	0.00	1,841.67	3,683.34	18,416.66	16.67
CONTINGENCIES & TRANSFERS		22,100.00	0.00	1,841.67	3,683.34	18,416.66	16.67

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 02/28/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 02/28/23	YTD BALANCE 02/28/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Expenditures							
	Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH	297,100.00	1,550.00	26,413.31	45,666.57	249,883.43	15.89
TOTAL EXPENDITURES		<u>297,100.00</u>	<u>1,550.00</u>	<u>26,413.31</u>	<u>45,666.57</u>	<u>249,883.43</u>	<u>15.89</u>
Fund 204 - EDA ADMINISTRATION:							
	TOTAL REVENUES	297,100.00	0.00	0.00	0.00	297,100.00	0.00
	TOTAL EXPENDITURES	<u>297,100.00</u>	<u>1,550.00</u>	<u>26,413.31</u>	<u>45,666.57</u>	<u>249,883.43</u>	<u>15.89</u>
	NET OF REVENUES & EXPENDITURES	0.00	(1,550.00)	(26,413.31)	(45,666.57)	47,216.57	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 02/28/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 02/28/23	YTD BALANCE 02/28/2023	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	56,700.00	0.00	4,725.00	9,450.00	47,250.00	16.67
TRANSFERS & NON-REV RECEIPTS		56,700.00	0.00	4,725.00	9,450.00	47,250.00	16.67
Total Dept 0000 - NON-DEPARTMENTAL		56,700.00	0.00	4,725.00	9,450.00	47,250.00	16.67
TOTAL REVENUES		56,700.00	0.00	4,725.00	9,450.00	47,250.00	16.67
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	3,200.00	0.00	266.67	533.34	2,666.66	16.67
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	1,102.09	1,102.09	11,897.91	8.48
228.6317.44000	REPAIR & MAINT. SERVICES	35,000.00	614.30	432.00	432.00	33,953.70	2.99
228.6317.44020	BLDG MAINT CONTRACTUAL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00	0.00
OTHER SERVICES & CHARGES		55,200.00	614.30	1,800.76	2,294.00	52,291.70	5.27
Total Dept 6317 - DOWNTOWN PARKING		56,700.00	614.30	1,800.76	2,294.00	53,791.70	5.13
TOTAL EXPENDITURES		56,700.00	614.30	1,800.76	2,294.00	53,791.70	5.13
Fund 228 - DOWNTOWN PARKING:							
TOTAL REVENUES		56,700.00	0.00	4,725.00	9,450.00	47,250.00	16.67
TOTAL EXPENDITURES		56,700.00	614.30	1,800.76	2,294.00	53,791.70	5.13
NET OF REVENUES & EXPENDITURES		0.00	(614.30)	2,924.24	7,156.00	(6,541.70)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 02/28/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 02/28/23	YTD BALANCE 02/28/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 372 - HUSET PARK AREA TIF (T6)							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
372.0000.31010	CURRENT AD VALOREM	194,000.00	0.00	0.00	0.00	194,000.00	0.00
TAXES		194,000.00	0.00	0.00	0.00	194,000.00	0.00
MISCELLANEOUS							
372.0000.36210	INTEREST ON INVESTMENTS	3,000.00	0.00	0.00	0.00	3,000.00	0.00
MISCELLANEOUS		3,000.00	0.00	0.00	0.00	3,000.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL		197,000.00	0.00	0.00	0.00	197,000.00	0.00
TOTAL REVENUES		197,000.00	0.00	0.00	0.00	197,000.00	0.00
Expenditures							
Dept 7000 - BONDS							
CAPITAL OUTLAY							
372.7000.46010	PRINCIPAL	135,000.00	0.00	135,000.00	135,000.00	0.00	100.00
372.7000.46110	INTEREST	54,200.00	0.00	28,006.25	28,006.25	26,193.75	51.67
372.7000.46200	FISCAL AGENT CHARGES	1,000.00	0.00	0.00	475.00	525.00	47.50
CAPITAL OUTLAY		190,200.00	0.00	163,006.25	163,481.25	26,718.75	85.95
Total Dept 7000 - BONDS		190,200.00	0.00	163,006.25	163,481.25	26,718.75	85.95
TOTAL EXPENDITURES		190,200.00	0.00	163,006.25	163,481.25	26,718.75	85.95
Fund 372 - HUSET PARK AREA TIF (T6):							
TOTAL REVENUES		197,000.00	0.00	0.00	0.00	197,000.00	0.00
TOTAL EXPENDITURES		190,200.00	0.00	163,006.25	163,481.25	26,718.75	85.95
NET OF REVENUES & EXPENDITURES		6,800.00	0.00	(163,006.25)	(163,481.25)	170,281.25	2,404.14

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 02/28/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 02/28/23	YTD BALANCE 02/28/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 392 - TIF BB2 ALATUS 40TH AV							
Expenditures							
Dept 7000 - BONDS							
CAPITAL OUTLAY							
392.7000.46110	INTEREST	0.00	0.00	0.00	13,353.75	(13,353.75)	100.00
CAPITAL OUTLAY		0.00	0.00	0.00	13,353.75	(13,353.75)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	13,353.75	(13,353.75)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	13,353.75	(13,353.75)	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	0.00	0.00	13,353.75	(13,353.75)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(13,353.75)	13,353.75	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 02/28/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 02/28/23	YTD BALANCE 02/28/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 393 - BB6 IF ALATUS 4300 CENTRAL							
Expenditures							
Dept 7000 - BONDS							
CAPITAL OUTLAY							
393.7000.46110	INTEREST	26,700.00	0.00	0.00	0.00	26,700.00	0.00
393.7000.46200	FISCAL AGENT CHARGES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL OUTLAY		27,700.00	0.00	0.00	0.00	27,700.00	0.00
Total Dept 7000 - BONDS		27,700.00	0.00	0.00	0.00	27,700.00	0.00
TOTAL EXPENDITURES		27,700.00	0.00	0.00	0.00	27,700.00	0.00
Fund 393 - BB6 IF ALATUS 4300 CENTRAL:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		27,700.00	0.00	0.00	0.00	27,700.00	0.00
NET OF REVENUES & EXPENDITURES		(27,700.00)	0.00	0.00	0.00	(27,700.00)	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 02/28/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 02/28/23	YTD BALANCE 02/28/2023	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	0.00	235,000.00	0.00
408.0000.31014	AREA WIDE TAX	75,000.00	0.00	0.00	0.00	75,000.00	0.00
TAXES		310,000.00	0.00	0.00	0.00	310,000.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL		310,000.00	0.00	0.00	0.00	310,000.00	0.00
TOTAL REVENUES		310,000.00	0.00	0.00	0.00	310,000.00	0.00
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
CAPITAL OUTLAY							
408.6314.45110	LAND	0.00	0.00	1,000.00	1,000.00	(1,000.00)	100.00
CAPITAL OUTLAY		0.00	0.00	1,000.00	1,000.00	(1,000.00)	100.00
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		0.00	0.00	1,000.00	1,000.00	(1,000.00)	100.00
Dept 6411 - FACADE IMPROVEMENT GRANT							
OTHER SERVICES & CHARGES							
408.6411.44600	LOANS & GRANTS	50,000.00	0.00	0.00	0.00	50,000.00	0.00
OTHER SERVICES & CHARGES		50,000.00	0.00	0.00	0.00	50,000.00	0.00
Total Dept 6411 - FACADE IMPROVEMENT GRANT		50,000.00	0.00	0.00	0.00	50,000.00	0.00
Dept 6414 - COMMERCIAL REVITALIZATION							
OTHER SERVICES & CHARGES							
408.6414.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	300.00	300.00	(300.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	300.00	300.00	(300.00)	100.00
CAPITAL OUTLAY							
408.6414.45110	LAND	200,000.00	0.00	0.00	0.00	200,000.00	0.00
CAPITAL OUTLAY		200,000.00	0.00	0.00	0.00	200,000.00	0.00
Total Dept 6414 - COMMERCIAL REVITALIZATION		200,000.00	0.00	300.00	300.00	199,700.00	0.15
Dept 6418 - FIRE SUPPRESSION GRANT							
OTHER SERVICES & CHARGES							
408.6418.44600	LOANS & GRANTS	60,000.00	0.00	0.00	0.00	60,000.00	0.00
OTHER SERVICES & CHARGES		60,000.00	0.00	0.00	0.00	60,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 02/28/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 02/28/23	YTD BALANCE 02/28/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Expenditures							
	Total Dept 6418 - FIRE SUPPRESSION GRANT	60,000.00	0.00	0.00	0.00	60,000.00	0.00
TOTAL EXPENDITURES		<u>310,000.00</u>	<u>0.00</u>	<u>1,300.00</u>	<u>1,300.00</u>	<u>308,700.00</u>	<u>0.42</u>
Fund 408 - EDA REDEVELOPMENT PROJECT FD:							
TOTAL REVENUES		310,000.00	0.00	0.00	0.00	310,000.00	0.00
TOTAL EXPENDITURES		<u>310,000.00</u>	<u>0.00</u>	<u>1,300.00</u>	<u>1,300.00</u>	<u>308,700.00</u>	<u>0.42</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	(1,300.00)	(1,300.00)	1,300.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 02/28/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 02/28/23	YTD BALANCE 02/28/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 420 - CAP IMPROVEMENT-DEVELOPMENT							
Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
420.6317.44000.1915	REPAIR & MAINT. SERVICES	0.00	78,765.50	0.00	0.00	(78,765.50)	0.00
OTHER SERVICES & CHARGES		0.00	78,765.50	0.00	0.00	(78,765.50)	0.00
Total Dept 6317 - DOWNTOWN PARKING		0.00	78,765.50	0.00	0.00	(78,765.50)	0.00
TOTAL EXPENDITURES		0.00	78,765.50	0.00	0.00	(78,765.50)	0.00
Fund 420 - CAP IMPROVEMENT-DEVELOPMENT:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	78,765.50	0.00	0.00	(78,765.50)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(78,765.50)	0.00	0.00	78,765.50	100.00
TOTAL REVENUES - ALL FUNDS		860,800.00	0.00	4,725.00	9,450.00	851,350.00	1.10
TOTAL EXPENDITURES - ALL FUNDS		881,700.00	80,929.80	192,520.32	226,095.57	574,674.63	34.82
NET OF REVENUES & EXPENDITURES		(20,900.00)	(80,929.80)	(187,795.32)	(216,645.57)	276,675.37	1,423.81

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:

Seconded by:

Roll Call:

President

Attest:

Secretary



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	04/03/2023

ITEM:	2022 Outstanding Business of the Year Award	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney, 3/29/23

BACKGROUND:

On November 7th, 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.

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.

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.

Rapid Graphics has partnered with the City for decades. Rapid Graphics is a community focused locally owned business that has been on Central Ave 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.

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.

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.

RECOMMENDED MOTION(S):
MOTION: Move to approve _____ as the 2022 Columbia Heights Business of the Year.

ATTACHMENT(S):

- 1. Community Grounds Nomination Form**
- 2. Rapid Graphics Nomination Form**



City of Columbia Heights | Community Development

590 40th Ave NE, Columbia Heights, MN 55421 • Ph: 763-706-3670 • www.columbiaheightsmn.gov

The City of Columbia Heights Outstanding Business of the Year Award recognizes businesses in the City for noteworthy accomplishments, long-standing contributions to the community, and significant community service efforts.

Award Categories & Criteria Considerations:

- Long-standing business in Columbia Heights reaching a milestone year
• Major business expansion, remodel, exterior renovation, landscaping improvements, or relocation to a new facility in Columbia Heights
• Major contribution(s) to the community
• Other major accomplishment or achievement worthy of recognition
• Environmentally friendly or sustainability related initiatives or improvements

Nominations

Columbia Heights business owners, employees, and residents are welcome to nominate a business by submitting this form to the Community Development Department. Members of the Economic Development Authority and elected officials may not nominate a business.

Staff Review & City Council Approval

Each April, the Economic Development Authority will review all eligible nominations and make a selection for the award. The City reserves the right to make no selection if nominations do not warrant recognition.

Award & Recognition

The award recipient will receive recognition in the following ways:

- Presentation of a plaque following a short presentation about the business at a City Council meeting
• Marketing of the achievement at City events, and on the City's reader board signs at City Hall, the library, and the municipal liquor stores
• A recognition article posted on the City's website and newsletter

Nominee: (Please provide full description on next page)

Business Name* Community Grounds
Contact
Years in Columbia Heights Unsure

Address* 560 40th Ave NE
Columbia Heights, MN
Phone # 763-762-7968
Number of Employees Unsure

*Required

Nominator:

Name* Will Rottler Address 590 40th Ave
 Company City of Columbia Heights ColumbiaHeightsMN
 E-mail wrottlter@columbiaheightsmn.gov Phone 763-706-3614
 Date March 23, 2023

Submission Form and any attachments must be submitted by March 27 by e-mail or mail, or dropped off in-person
 City of Columbia Heights Community Development
 590 40th Ave NE • Columbia Heights, MN 55421
 Phone: 763-706-3670 • E-mail: mforney@columbiaheightsmn.gov

Please describe why you feel the nominated business deserves the Columbia Heights Business of the Year Award. Include specifics about how the business has accomplished the award criteria identified in the program description. Provide photos and attach additional pages and supporting documents, if necessary.

Though only open a few hours a week, Community Grounds has been a fantastic partner with the City of Columbia Heights. Community Grounds has never turned down an opportunity to attend an event as a vendor.

Whether it is providing free hot coffee and cocoa in cold weather at SnowBLAST or hosting a table with games at Truck or Treat, the City of Columbia Heights can always rely on Community Grounds to be there.

They've also donated hundreds of cups of free hot beverages for our events, and they are happy to share and display promo material from the city at their shop.

They serve the community by offering a gathering space and hosting free weekly events, such as trivia and game nights.

City of Columbia Heights | Community Development590 40th Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3670 ▪ www.columbiaheightsmn.gov

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The award recipient will receive recognition in the following ways:

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- Marketing of the achievement at City events, and on the City's reader board signs at City Hall, the library, and the municipal liquor stores
- A recognition article posted on the City's website and newsletter

Nominee: *(Please provide full description on next page)*

Business Name* Rapid GraphicsAddress* 4016 NE Central Ave.
Columbia Heights, 55421Contact 763-781-6931

Phone # _____

Years in Columbia Heights About 50Number of Employees About 4

*Required

Nominator:

Name* Ben Sandell Address _____

Company City of Columbia Heights _____

E-mail bsandell@columbiaheightsmn.gov Phone _____

Date _____

Submission Form and any attachments must be submitted by March 27 by e-mail or mail, or dropped off in-person

City of Columbia Heights Community Development

590 40th Ave NE • Columbia Heights, MN 55421

Phone: 763-706-3670 • E-mail: mforney@columbiaheightsmn.gov

Please describe why you feel the nominated business deserves the Columbia Heights Business of the Year Award. Include specifics about how the business has accomplished the award criteria identified in the program description. Provide photos and attach additional pages and supporting documents, if necessary.

Rapid Graphics has been a great partner for the city for decades. Most recently, they have assisted with the printing of the City's annual calendars and annual reports. They charge the city fair rates and work with us to deliver the best product. They have also been past sponsors of city events.

They are a community focused, locally owned printer that puts customer satisfaction and community service ahead of profit.

During the 2022 holiday season, the business made news with its inclusive storefront holiday display, with the Northeaster newspaper describing it as such: "The three-dimensional display would be proudly shown by many a railroad modeler. The countryside surrounding Bethlehem is modeled out of red clay. Magi on camels traverse the roads; they look as if they're stopping to ask directions. On top of a hill in the center is a red brick stable with Mary, Jesus and Joseph inside...."

"But then [Warren] Kapsner got to thinking about other world religions besides Christianity and decided he needed to include them, too. While he was at it, he also decided to include nine different cultural groups. The resulting work spans the entire front of the print shop, with the words, 'Celebrate together as one nation' unifying the presentation..."

"He created placards for Christianity, Buddhism, Islam and Hinduism. His cultural groups include Native Americans, the LGBTQ community, Blacks and atheists. The placards give a brief overview of the religion or group and are accompanied by a symbol such as the "Om" for Hinduism or the seven-candle Kinara for Kwanzaa..."

"Kapsner included atheists because he said, 'They 're the fastest-growing community in the nation.'..."

"Rapid Graphics and Mailing has been on Central Avenue for 50 years; Kapsner 's been there for the past 35. It's the first time he's pulled out all the stops for a display. Public reaction has been positive, he said."



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	04/03/2023

ITEM:	Façade Improvement Grant Report Yuli’s Salon, 4915 Central Ave	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney 3/29/23

BACKGROUND:

This report pertains to Yuli Salon's 2023 Façade Improvement Grant application for their new location at 4915 Central Ave 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 are included in the attached application.

Regarding site cameras, staff will confirm Yuli Salon's commitment to installing 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.

RECOMMENDED MOTION(S):
MOTION: Move to waive the reading of Resolution 2023-13, there being ample copies available to the public.
MOTION: Move 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

ATTACHMENT(S):

1. Resolution 2023-13
2. Sample Façade Improvement Grant Agreement
3. Yuli’s Salon 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 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

Adopted this 3rd day of April, 2023

Offered by:

Seconded by:

Roll Call:

President

Attest:

Secretary

FAÇADE IMPROVEMENT GRANT AGREEMENT

THIS FAÇADE IMPROVEMENT GRANT AGREEMENT (“**Agreement**”), dated this _____ day of _____, 2023 (the “**Effective Date**”), is entered into by and between [PROPERTY OWNER] a Minnesota [ENTITY TYPE] (the “**Grantee**”), and the Columbia Heights Economic Development Authority (the “**EDA**”).

RECITALS

WHEREAS, Grantee is [the owner of] [a tenant at] certain Property located at _____ 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.

<p><u>If to the EDA:</u></p> <p>Columbia Heights EDA Community Development Department 590 40th Avenue N.E. Columbia Heights, MN 55421</p>	<p><u>If to Grantee:</u></p> <p>_____</p> <p>Attn: _____</p> <p>_____</p> <p>_____</p>
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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:

[_____]
a [_____]

By: _____
Name: _____
Its: _____
Date: _____

EDA:

COLUMBIA HEIGHTS ECONOMIC
DEVELOPMENT AUTHORITY

By: _____
Name: _____
Its: _____
Date: _____

EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

EXHIBIT B
PROPERTY IMPROVEMENTS SUBJECT TO 50% REIMBURSEMENT

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: Abdalla Tobiasi Year Purchased: 2018
 Address: 10869 Bentwater Ln, Woodbury MN 55129
 Telephone: 612 865-3185 Email Address: atobasi@aol.com

BUSINESS INFORMATION Check if Applicant

Business Name: Yuli Salon
 Primary Contact: Norma Lozado
 Address: 4915 Central Ave NE Columbia Heights MN 55421
~~4522 Quincy St NE~~
 Telephone: 763 232-6654 Email Address: Yulisalons@outlook.com
 Type of Business: Hair Salon

Check the appropriate type of ownership:

- The business owns the property The business leases the property

PROPOSED IMPROVEMENTS

Describe the Storefront Façade Improvements:

Outdoor Sign

Describe any other improvements, if applicable:

Estimated Cost of Improvements: _____

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

Item 4.

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.

 Nora Guadalupe
APPLICANT'S SIGNATURE

 03-13-23
DATE


 PROPERTY OWNER'S SIGNATURE

 3/13/23
 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 37th Avenue NE, 37th Place NE, 40th 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 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

Tobasi properties LLC.
10869 Bentwater Lane
Woodbury MN 55129
612-865-3185

03/13/2023

To whom it may concern

I am the owner of Tobasi properties LLC, I am aware that my new tenant needs to do some improvements to 4915 central Ave to make fit their business plan and needs, tenet has my authorization To do so.

My name is Abdalla Tobasi, please contact me if you have any other questions or concerns

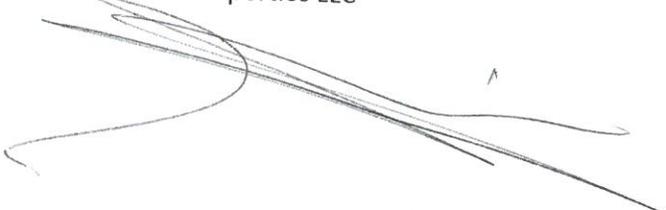
(612)865-3185

atobasi@aol.com

Thank you

Abdalla Tobasi

Tobasi Properties LLC

A handwritten signature in black ink, appearing to read 'Abdalla Tobasi', is written over the typed name and company name. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Item 4.



BMS Signs & Printing
2323 37th PI NE Minneapolis, MN 55421
info@printbms.com
+1612-545-6636

http://www.printbms.com



Quote 7246

Illuminated Push-Thru Pan Sign

SALES REP INFO
BMS Signs & Printing
info@printbms.com

QUOTE DATE
03/03/2023
QUOTE EXPIRY DATE
04/02/2023
TERMS
50/50

ORDERED BY
Yuli's Salon
4900 NE Central Ave
Columbia Heights, MN 55421

INSTALL ADDRESS
4900 NE Central Ave
Columbia Heights, MN 55421

CONTACT INFO
Lupe
lozado1120@gmail.com
+1 612-402-0709

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	9-Foot Pan Sign with Push Thru Acrylic Lettering 62.7"x108" Illuminated Push-thru Sign w/ Illuminated Logo. Push-Thru Acrylic Lettering/Logo. Premium internal LED modules. Font Style: Serif Face Color: White with Black Perforated Vinyl Pan Color: Beige	1	Unit	\$5,250.00	\$5,250.00	Y
2	Sign Installation (Exterior) Supply all the labor and equipment necessary to install the sign(s) described above. Installation Service generally includes 1-2 professional installers with lift truck. 3 hour minimum, including travel time.	1	Each	\$1,125.00	\$1,125.00	Y
3	Sign Permit Procurement Fee Fee covers the cost to prepare all the necessary documentation required to process the permits for the sign(s) listed above. Fee does <i>not</i> cover the final permit fees charged by the city, which will be added to the final invoice at cost.	1	Each	\$150.00	\$150.00	N
4	Final Electrical (Cost TBD*) Final electrical includes hooking up sign to existing 120v junction box or sign wire which has been set up within 3 feet of sign location prior to day of installation. The cost of any additional electrical work will be added to the final invoice. *The cost of final electrical will be determined while on site and added to the final invoice. However, if the customer chooses to supply his or her own electrician to complete the final electrical, this service will not be rendered and this line item will be dropped from the final invoice.	1	Each	\$0	\$0	Y

This handcrafted quote is based on specific information you've given us and is valid for 30 days.

When you approve this quote, you are agreeing to pay 100% of the quoted price. We require a 50% deposit to begin work on your project. Once we receive your deposit, we'll schedule your project and email you an estimated completion date. The remaining balance is due upon completion of your order.

Need to make changes?

No problem - but please realize changes to quantity or specifications will affect your price. We will provide you with an updated quote based on the changes.

Subtotal: \$6,525.00
Sales Tax (7.1%): \$452.63
Total: \$6,977.63

Downpayment (50.0 %)

\$3,488.82

SIGNATURE:

DATE:



printbms.com

2323 37th Ave NE, Columbia Heights, MN 55411
Info@printbms.com 612-545-6636

Quote #
0000

Customer

Minneapolis, MN

Project Manager:
A

Drawn by:
Julian

Drawing Date: 0/00/00

Rev1 Date:
Rev2 Date:

TYPE OF SIGN

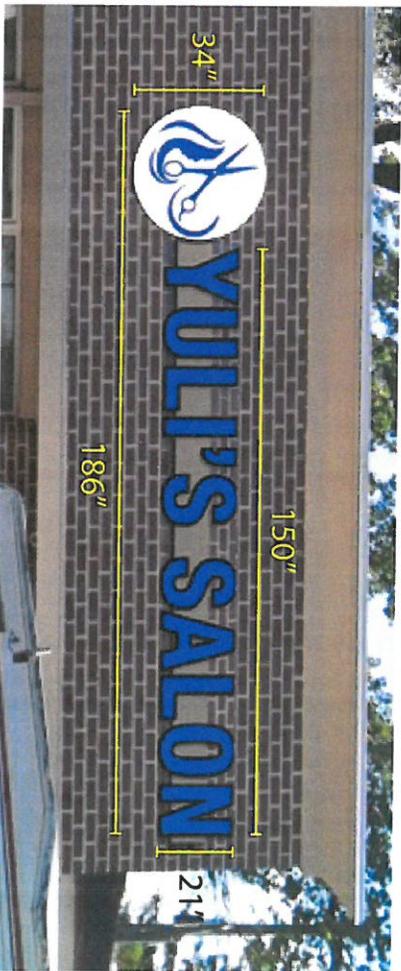
Face color(s): TBD
Return Color: TBD
Face Material: TBD
Base Material: TBD
Base Colors: TBD

NOTICE
ALL SIGNS MANUFACTURED
FOR 120V ELECTRICAL SERVICE
UNLESS OTHERWISE NOTED

This drawing is the sole property of BMS Signs & Printing. Distribution and presentation of this drawing to any other company for fabrication purposes is prohibited. Due to the limitation of the printing process, the colors shown may not reflect actual colors.



As is, Sign: 43.92 sq ft.
Storefront:
16' tall x 17' wide (272 sq ft).





1451 91st Ave NE
 #100
 Blaine, MN 55449
 (763) 717-0140

ESTIMATE Item 4.
E-7500

<http://www.signsnow.com/blaine>

Payment Terms: Cash Customer

Created Date: 3/7/2023

DESCRIPTION: LED Channel Letters For Store Front

Bill To: Yuli's Salon
 4915 Central Ave Ne
 Columbia Heights, MN 55421
 US

Pickup At: Signs Now - Blaine
 1451 91st Ave NE
 #100
 Blaine, MN 55449
 US

Requested By: Norma Lozado
 Email: lozadoyuli@gmail.com

Salesperson: Cole Salewski
 Email: Cole@signsnowblaine.com
 Entered By: Cole Salewski

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	LED Channel Letters	1	\$5,940.50	\$5,940.50
1.1	Custom Product - LED Channel Letters			
2	Installation	1	\$1,250.00	\$1,250.00
2.1	Installation Service - Installation			
3	Permit	1	\$250.00	\$250.00
3.1	Permitting Service - Permit			
			Subtotal:	\$7,440.50
			Taxes:	\$426.82
			Grand Total:	\$7,867.32