

GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY

Thursday, February 14, 2019

4:00pm

Grand Rapids City Hall

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Economic Development Authority will be held in Conference Room 2A in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Thursday, February 14, 2019 at 4:00pm.

AGENDA

1. Call to Order
2. Call of Roll
3. Setting of the Regular Agenda - *This is an opportunity to approve the regular agenda as presented or add/delete by a majority vote of the Commissioners present an agenda item.*
4. Approval of minutes from the January 10, 2019 regular meeting.
5. Consider approval of claims
6. Review and consider approval of the GREDA 2019 Work Plan
7. Updates:
 - a. Comprehensive Plan 2019 Update
 - b. Sawmill Inn Redevelopment
 - c. Proposed subdivision of City property on Golf Course Rd. (Great River Acres)
 - d. Arrowhead Regional Development Commission Brownfields Assessment Grant Coalition
8. Thank you to departing Commissioner Chris Lynch
9. Adjourn

GREDA Members/terms:

Dale Christy – 12/31/18 (with council term)

Rick Blake– 12/31/18 (with council term)

Mike Przytarski – 3/1/21

Cory Jackson – 3/1/23

Mike Korte – 3/1/22

Chris Lynch – 3/1/19

Sholom Blake – 3/1/19

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
THURSDAY, JANUARY 10, 2019
4:00 P.M.
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, January 10, 2019 at 4:00 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL: On a Call of Roll the following members were present: Commissioners: Sholom Blake, Chris Lynch, Mike Korte, Cory Jackson. Absent: Mike Przytarski, Dale Christy, Rick Blake.

SETTING OF REGULAR AGENDA: **Approved without addition.**

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER CHRISTY, SECOND BY COMMISSIONER STEFAN TO APPROVE THE MINUTES OF THE DECEMBER 13, 2018 REGULAR MEETING. The following voted in favor thereof: S. Blake, Jackson, Korte, Lynch. Opposed: None, passed unanimously.

APPROVAL OF CLAIMS:

MOTION BY COMMISSIONER KORTE, SECOND BY COMMISSIONER LYNCH TO APPROVE CLAIMS IN THE AMOUNT OF \$1,605.40.

Grand Rapids Herald Review	\$59.40	Itasca County Recorder	\$46.00
The Northspan Group Inc	\$1,500.00		

The following voted in favor thereof: S. Blake, Lynch, Jackson, Korte. Opposed: None, passed unanimously.

Consider entering into a lease agreement with Miller & Holmes, Inc.

This agreement is the same as the previous agreement, GREDA will pay a \$1.00 per year for five years.

MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER LYNCH TO APPROVE ENTERING INTO A LEASE AGREEMENT WITH MILLER & HOLMES, INC. The following voted in favor thereof: Jackson, Lynch, Korte, S. Blake. Opposed: None, motion passed unanimously.

Consider approval of a Central School lease with Embrace Mental Health, LLC for Suite 3.

This is a standard lease that will begin February 1st and run through the end of 2019.

MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER KORTE TO APPROVE A LEASE AGREEMENT WITH EMBRACE MENTAL HEALTH, LLC. The following voted in favor thereof: Korte, Jackson, S. Blake, Lynch. Opposed: None, passed unanimously.

Consider approval of a Central School lease with Free Range Food Co-op for Suite 202.

This is a standard lease that will begin February 1st and run through the end of 2019.

MOTION BY COMMISSIONER KORTE, SECOND BY COMMISSIONER JACKSON TO APPROVE A LEASE AGREEMENT WITH FREE RANGE FOOD CO-OP. The following voted in favor thereof: S. Blake, Korte, Jackson, Lynch. Opposed: None, passed unanimously.

Consider approval of a Commercial Building Improvement Loan to BAB Properties, LLC for the renovation of the commercial building at 32 NW 4th Street.

Brad Nelson, a certified financial planner for Thrivent Financial has purchased the property and intends to renovate it for use as office space. The estimated cost of renovation is \$143,000. Deerwood Bank will provide the balance of the funds less the requested \$40,000 for the CBIL. The renovation involves extensive remodeling of the interior of the building as well as exterior repainting, wainscoting, molding and signage.

Commissioner Lynch, Commissioner Eric Blake and staff have reviewed the application and recommend approval.

MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER KORTE TO APPROVE A COMMERCIAL BUILDING IMPROVEMENT LOAN TO BAB PROPERTIES, LLC FOR THE RENOVATION OF THE COMMERCIAL BUILDING AT 32 NW 4TH STREET. The following voted in favor thereof: Korte, Jackson, Lynch, S. Blake. Opposed: None, passed unanimously.

GREDA Work Plan 2019.

The Commissioners reviewed the action items and their rankings. The Commissioners decided to change the wording of item number 10. Mr. Mattei would like ideas for potential tasks on some of the items. He will put together the draft 2019 Work Plan for the next meeting.

There being no further business the meeting adjourned at 4:36 p.m.

Respectfully submitted:

Aurimy Groom, Recorder

EDA BILL LIST - FEBRUARY 14, 2019

DATE: 02/08/2019
 TIME: 08:34:51
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/14/2019

VENDOR #	NAME	AMOUNT DUE

EDA - CAPITAL PROJECTS		
COM BLDG IMP LOAN		
1920240	CHAD B STERLE	465.00
	TOTAL COM BLDG IMP LOAN	465.00
AIRPORT SOUTH INDUSTRIAL PARKS		
0718060	GRAND RAPIDS HERALD REVIEW	59.00
	TOTAL AIRPORT SOUTH INDUSTRIAL PARKS	59.00
MANUFACTURING HANGAR		
0718010	CITY OF GRAND RAPIDS	2,377.62
	TOTAL MANUFACTURING HANGAR	2,377.62
BLANDIN FNDN REDEVELOP LOAN		
0212129	BLANDIN FOUNDATION	19,871.16
	TOTAL BLANDIN FNDN REDEVELOP LOAN	19,871.16
AINSWORTH FACILITY REDEVELPMNT		
1309090	MINERS INC	4.99
	TOTAL AINSWORTH FACILITY REDEVELPMNT	4.99
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$ 22,777.77
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0718010	CITY OF GRAND RAPIDS	387.94
0920051	ITASCA COUNTY H.R.A.	60,555.64
1309170	MN DEED	2,000.00
1309199	MINNESOTA ENERGY RESOURCES	555.85
1415511	NORTHERN STAR COOPERATIVE SERV	649.15
1621130	P.U.C.	394.47
2114360	UNITED PARCEL SERVICE	142.22
	TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:	\$ 64,685.27
	TOTAL ALL DEPARTMENTS	87,463.04



Grand Rapids Economic Development Authority 2019 Work Plan

* Results of Issue Identification and Ranking		* Desired Outcomes/Work Approach/Schedule			
Issue/Task/Work Item	Role	Q1	Q2	Q3	Q4
Support the stability and growth of existing businesses	Lead	<ul style="list-style-type: none"> Respond to private development interest, review and consider any requests for public financing, such as TIF and Tax Abatement; sponsor MN Dept. of IRRR commercial redevelopment (demolition) or site development grant requests. 	<ul style="list-style-type: none"> Participate in site visits (BRE programs) to existing industrial businesses to hear about their needs, and inform them of programs that can assist them with any plans for expansion, financing of equipment and customized training. Follow up on action items/leads. 		
Lead the update of the Comprehensive Plan Economic Development Element	Lead	<ul style="list-style-type: none"> Work with the planning consultants and staff to develop the economic development goals and strategies for the City. 			
Collaborate with local and regional EDOs.	Partner	<ul style="list-style-type: none"> Provide input into IEDC strategic planning. Work with IEDC on Federal EDA funding activities connected to Blandin layoffs. 	<ul style="list-style-type: none"> Invite input from IEDC in the City's Comprehensive Plan Update. Maintain a positive and productive working relationship with IRRR and DEED. 		
Enhance marketing of GREDA services and Grand Rapids area.	Lead			<ul style="list-style-type: none"> Develop an updated economic development marketing plan that considers enhancements to the GREDA website, use of the community message board, print advertising and other appropriate means of communication. 	<ul style="list-style-type: none"> Implement revised marketing plan.

* Results of Issue Identification and Ranking		* Desired Outcomes/Work Approach/Schedule			
Issue/Task/Work Item	Role	Q1	Q2	Q3	Q4
Support the growth of retail business	Partner	<ul style="list-style-type: none"> Review the findings of private retail market analyses to look for action items to make Grand Rapids a more attractive retail market. 	<ul style="list-style-type: none"> Consider public financing and other forms of assistance to support the redevelopment of key commercial redevelopment sites. 	<ul style="list-style-type: none"> Consider a partnership with VGR and others to assess market demand for additional lodging and event space. 	
Review of development regulations	Lead	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Benchmark Grand Rapids development against other communities in our region. 	<ul style="list-style-type: none"> Discuss an overview of development regulations to gain understanding and consider any appropriate input or recommendations. 	
Collaborate or lead on housing development	Partner	<ul style="list-style-type: none"> Consider support of an updated housing market analysis. 	<ul style="list-style-type: none"> Assume the marketing sale and development of housing sites established through the subdivision of City property on the Golf Course Rd. 	<ul style="list-style-type: none"> 	
Promote growth and vitality of the downtown	Lead	<ul style="list-style-type: none"> Continue implementation of the Small Cities Development Program and CBIL program. 	<ul style="list-style-type: none"> Consider listing Block 20/21 and Block 5 sites with a broker. Consider the development of a strategic plan for Central School. 	<ul style="list-style-type: none"> Speak with Central Square Mall owners to determine if GREDA can assist. 	
Focus on industrial manufacturing and emerging markets	Partner	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Work with local, regional and state EDO's to attract a next generation forest product manufacturing or other innovative manufacturing use to the former Ainsworth site. 	<ul style="list-style-type: none"> Continue to work with One Aviation/ACC Manufacturing in a restart of operations in Grand Rapids. 	
Promote growth in healthcare industries	Partner	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Support interest in the expansion of senior assisted living/convalescent care facilities. 	<ul style="list-style-type: none"> 	

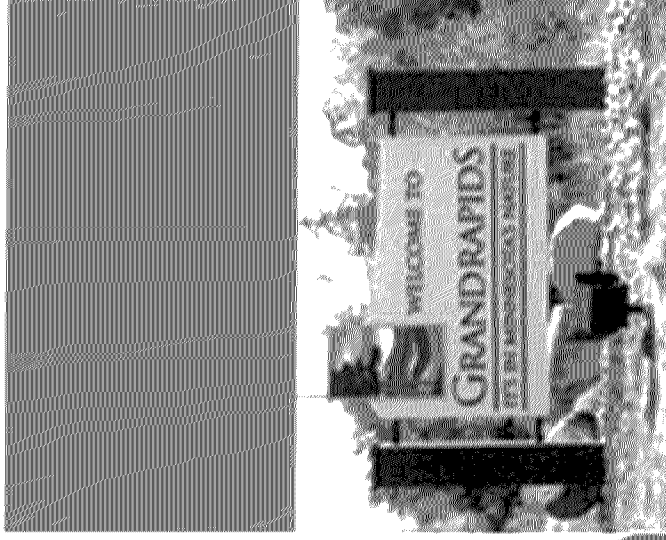
Data
Analysis

Other economic
reports

Interviews

EDA &
Steering
Committee
Discussion

Goals, policies &
implementation
strategies





EPA Brownfields Assessment Grants— Assessment Coalitions

EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. A brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. EPA's Brownfields Program provides financial and technical assistance for brownfield revitalization, including grants for environmental assessment, cleanup, and job training.

What are EPA Brownfields Assessment Grants?

Assessment grants provide funding for a grant recipient to:

- Inventory Sites: *Compile a listing*
- Characterize Sites: *Identify past uses*
- Assess Sites: *Determine existing contamination*
- Conduct Planning for Cleanup and Redevelopment: *Scope and plan process*
- Conduct Community Involvement: *Inform and engage community*



Revitalized Kassenberg House, Moorhead, MN

What are Assessment Coalitions?

An Assessment Coalition is comprised of three or more eligible entities. The lead coalition member submits a Community-wide Assessment grant proposal on behalf of itself and the other members. The coalition may request up to **\$1 million** to work on a **minimum of five** hazardous substance and/or petroleum sites.

Who is Eligible to Apply as a Coalition for an Assessment Grant?

Eligible entities, including those with existing brownfields assessment grants, are: state, local and tribal governments, with the exception of certain Indian tribes in Alaska; general purpose units of local government, land clearance authorities, or other quasi-governmental entities; regional councils; redevelopment agencies; and government entities created by state legislatures.

- **Coalition** members are **not** eligible to apply for individual Community-wide or Site-specific Assessment grants **in the year they apply as part of a coalition.**
- **Nonprofit** organizations are **not** eligible to apply.
- Some **properties** are **ineligible** for funding unless EPA makes a site-specific funding determination.

Why Coalition Assessments?

- Increases access to assessment resources for communities that might have limited resources to administer a brownfield grant.

Helps a state or county to focus assessment dollars on geographical areas with the greatest need over a given time. The larger pool of funding allows the coalition to shift geographic focus to new areas as revitalization needs are identified.

Assessment Coalitions – The Basics

The grant recipient (lead coalition member) **must** administer the grant, be accountable to EPA for proper expenditure of the funds, and be the point of contact for the other coalition members.

Assessment Coalition grants are **Community-wide**.

Assessment Coalitions **must** assess a minimum of five sites regardless of funding request (e.g., less than or up to \$1 million).

Assessment Coalitions may request petroleum *and/or* hazardous substance funding as long as the request is not over \$1 million.

A **Memorandum of Agreement (MOA)** documenting the coalition's site selection process must be in place prior to the expenditure of any funds that have been awarded to the lead coalition. It is up to the coalition to agree internally about the distribution of funds and the mechanisms for implementing the assessment work.

A tribal community can be the lead coalition member or part of any coalition where the other coalition members are eligible entities.

Assessment Coalitions can cross regional boundaries, but will be managed out of the EPA Region where the grant recipient is located.

An eligible city entity and a redevelopment authority from the same locality can be coalition members provided the entities are separate legal entities under state and local law.

No more than \$200,000 can be expended on a site.

For Assessment Coalitions involving state entities:

Only one eligible state entity can apply as the lead coalition member (e.g., state environmental agency, state economic development agency) or be part of a coalition. An eligible state entity cannot be a member of two or more Assessment Coalitions.

If an eligible state entity is part of a coalition that receives an Assessment grant, no additional Assessment grants can be awarded to state entities from the grant recipient's state.

What are Some Examples of How Assessment Coalitions Work?

Example 1:

A state agency applies for EPA Brownfields funding together with several smaller communities as members of a coalition. The state assumes the role of "recipient" (i.e., the entity that would administer the grant, is accountable to EPA for proper expenditure of the funds, and acts as point of contact for other coalition members). These entities have formed a coalition to target numerous sites that have become blighted and/or under-utilized along an historic highway running through the communities.

A coalition of metro municipalities, such as one large city and several surrounding cities/towns, could apply for \$1 million. In a given year, one coalition member's site assessment needs may be relatively minimal compared to another member's, or the ability to assess a targeted site may be complicated by legal access issues. Priorities can

Brownfields Assessment grants do not provide resources to conduct cleanup or building demolition activities. Cleanup assistance is available under EPA's Cleanup or Revolving Loan Fund (RLF) grants. Information on EPA's Brownfields Cleanup and RLF grants can be found on the EPA Brownfields Web site at: www.epa.gov/brownfields.

be set each year to conduct assessments on the properties that have the most immediate need.

How Do I Apply as a Coalition for an Assessment Grant?

A single, eligible entity applies as a coalition for a Community-wide Assessment grant on behalf of itself and other eligible entities. A Community-wide proposal submitted by a coalition **must** include:

Applicant information (e.g., describe all jurisdictions covered under the proposal, and provide their general populations).

Applicable mandatory attachments (e.g., coalition applicants for Assessment grants must document how all coalition members are eligible entities; and all coalition members must submit a letter to the potential grant recipient in which they agree to be part of the coalition).

Responses to evaluation criteria.

How Long is the Performance Period for an Assessment Grant?

The period of performance for an Assessment grant is three years.

