

GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY

Thursday, January 8, 2015
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, January 8, 2015 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 December 16, 2015 special meeting
5. Consider approval of claims
6. Consider approval of 2015 Central School leases with:
 - a. Kelly Ewens dba Old School Café and Boutiques
 - b. True North Salon and Spa, Inc.
 - c. ServeMinnesota Action Network
 - d. Dustables, Inc.
 - e. Isabella's Fashions, Inc. dba The Purple Pinecone
 - f. Lake Lover Trading Company
7. Consider approval of a resolution accepting a Blandin Foundation grant for Phase 2 of the Central School Building and Grounds Assessment Study.
8. Consider authorizing the work described as Phase 2 services in the October 2, 2014 proposal from Miller Dunwiddie Architects for the Central School Building and Grounds Assessment Study.
9. Review the draft 2015 GREDA Work Plan.
10. Updates:
11. Adjourn

GREDA Members/terms:

Dale Christy – 12/31/16 (with council term)
vacant – 12/31/16 (with council term)
Mike Przytarski – 3/1/15
Cory Jackson – 3/1/17
Mike Stefan – 3/1/18
Chris Lynch – 3/1/19
Sholom Blake – 3/1/19

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY
SPECIAL MEETING
TUESDAY, DECEMBER 16, 2014
8:00 A.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 Special Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Tuesday, December 16, 2014 at 8:00 a.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: Michael Stefan, Sholom Blake, Chris Lynch, Cory Jackson. Absent: Mike Przytarski, Dale Christy, Joe Chandler.

Staff present: Rob Mattei

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER STEFAN TO APPROVE THE MINUTES OF THE NOVEMBER 13, 2014 REGULAR MEETING. The following voted in favor thereof: Jackson, Blake, Stefan, Lynch. Opposed: None, passed unanimously.

APPROVAL OF CLAIMS:

MOTION BY COMMISSIONER STEFAN, SECOND BY COMMISSIONER JACKSON TO APPROVE CLAIMS IN THE AMOUNT OF \$15,609.72.

City of Grand Rapids	\$600.00	Itasca County HRA	\$4790.51
Kennedy & Graven	\$129.50	Miller Dunwiddie Architecture	\$10,026.01
Visa	\$63.70		

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

MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER LYNCH TO APPROVE A CLAIM FROM KENNEDY & GRAVEN IN THE AMOUNT OF \$300.50. The following voted in favor thereof: Lynch, Jackson, Blake, Stefan. Opposed: None, passed unanimously.

Consider adoption of a resolution approving the second amendment to the purchase and development contract between GREDA and Hammerlund Partnership.

Due to unanticipated delays the developer needs to extend the completion date of the contract.

MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER STEFAN TO ADOPT RESOLUTION 14-02 APPROVING THE SECOND AMENDMENT TO THE PURCHASE AND DEVELOPMENT CONTRACT

BETWEEN GREDA AND HAMMERLUND PARTNERSHIP. The following voted in favor thereof: Stefan, Jackson, Blake, Lynch. Opposed: None, passed unanimously.

There being no further business the meeting adjourned at 8:17 a.m.

The next scheduled meeting is Thursday, January 8, 2015 at 4:00 p.m. unless otherwise noticed.

Respectfully submitted:

Aurimy Groom, Recorder

DATE: 01/05/2015
 TIME: 08:38:13
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/08/2015

VENDOR #	NAME	AMOUNT DUE
EDA - CAPITAL PROJECTS		
DEED DEVELOPMENT PROGAMS		
0920051	ITASCA COUNTY H.R.A.	10,290.94
TOTAL DEED DEVELOPMENT PROGAMS		10,290.94
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 10,290.94
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0718010	CITY OF GRAND RAPIDS	220.02
1105530	KENNEDY & GRAVEN	300.50
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 520.52
TOTAL ALL DEPARTMENTS		10,811.46



CITY OF
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REQUEST FOR GRAND RAPIDS EDA ACTION

Agenda Item #6	Meeting Date: 1/8/15
Statement of Issue:	Consider approval of 2015 Central School leases with: Kelly Ewens dba Old School Café and Boutique, True North Salon and Spa, Inc., ServeMinnesota Action Network, Dustables, Inc., Isabella's Fashions, Inc. dba The Purple Pinecone, and Lake Lover Trading Company.
Background:	<p>Leases have been executed by all tenants in the Central School building that had leases which expired at the end of 2014. The leases follow the format of the master lease used in 2014, with the following exception and point of interest:</p> <ul style="list-style-type: none"> • Article 2 – Term, Section 2.1, has been amended to add "The Lessee shall be allowed to terminate this lease any time after June 30, 2015, by providing the Lessor 60 (sixty) days written notice. • The base rents in Section 3.2 remain the same as the 2014 base rents, with no increase. <p>The GREDA Central School Leasing work group, including Commissioners Jackson and Przytarski and staff, proposed these adjustments giving consideration to the ongoing study and possible future development of a new restaurant space, contemplated in the Pre-development agreement between GREDA and Northrock Development.</p> <p>Although any possible development of this new use would not occur until following the end of these leases and although it hasn't been determined that there would be any displacement of current tenants if the new development proceeds, the tenants wanted additional flexibility to relocate earlier than the end of their lease, without penalties.</p>
Recommendation:	Approve the leases and authorize the GREDA President to execute them on behalf of GREDA
Required Action:	Consider a motion to approve the 2015 Central School leases with: Kelly Ewens dba Old School Café and Boutique, True North Salon and Spa, Inc., ServeMinnesota Action Network, Dustables, Inc., Isabella's Fashions, Inc. dba The Purple Pinecone, and Lake Lover Trading Company.
Attachments:	



CITY OF
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REQUEST FOR GRAND RAPIDS EDA ACTION

Agenda Item #7	Meeting Date: 1/8/15
Statement of Issue:	Consider approval of a resolution accepting a Blandin Foundation grant for Phase 2 of the Central School Building and Grounds Assessment Study.
Background:	<p>Phase 1 of the Central School Building and Grounds Assessment Study was previously authorized by GREDA, with funding for the Phase 1 work, which involves the development of concepts and preliminary cost estimates for options to create a viable space for a restaurant use in Central School, being provided by GREDA and Northrock Development.</p> <p>GREDA submitted a grant application for Phase 2 of the study, which involves: the assessment of building systems (electrical, mechanical), the development of a plan to address occupancy limitations created by third floor egress requirements, development of conceptual changes/improvements to the grounds including increased parking and a public design workshop to gather input from the general public and current tenants.</p> <p>The cost of the Phase 2 work, as outlined in the proposal from Miller Dunwiddie Architects, is \$18,000. This amount matches the grant request that has been approved by the Blandin Foundation</p>
Recommendation:	Adopt the resolution which accepts the \$18,000 grant from the Blandin Foundation.
Required Action:	Consider a motion to approve a resolution accepting a Blandin Foundation grant for Phase 2 of the Central School Building and Grounds Assessment Study.
Attachments:	<ul style="list-style-type: none">• Draft resolution 15-01 accepting the grant request.• Grant agreement

Commissioner _____ introduced the following resolution and moved for its adoption:

GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 15-01

A RESOLUTION ACCEPTING A \$18,000 GRANT FROM THE BLANDIN FOUNDATION
FOR THE CENTRAL SCHOOL BUILDING AND GROUNDS ASSESSMENT STUDY

WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, that the Grand Rapids Economic Development Authority of the City of Grand Rapids, Itasca County, Minnesota, accepts a \$18,000.00 grant from the Blandin Foundation for the Central School Building and Grounds Assessment Study in accordance with the terms listed within Grant Agreement G-2014-04206

Adopted this 8th day of January 2015.

Sholom Blake, GREDA President

Attest:

Rob Mattei, Executive Director

Commissioner _____ seconded the foregoing resolution and the following voted in favor thereof; _____; and the following voted against same: None, whereby the resolution was declared duly passed and adopted.

December 19, 2014

Rob Mattei
Director of Community Development
Grand Rapids Economic Dev. Authority
420 N Pokegama Ave
Grand Rapids, MN 55744

RE: G-2014-04206

Dear Rob:

I am pleased to inform you that the Board of Trustees of the Blandin Foundation met on December 12, 2014, and voted to approve a grant of \$18,000 to the Grand Rapids Economic Development Authority for a comprehensive building assessment of Central School so as to preserve and improve it as an economic and cultural community asset in Itasca County.

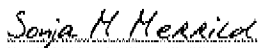
Please review this Grant Agreement for the specific terms and/or conditions of this grant. If you agree, please follow the instructions provided to electronically sign your Grant Agreement and submit to the Blandin Foundation. A copy will automatically be sent to you after signing. Please retain a copy of the Grant Agreement for your files. If you have questions about any part of this agreement, feel free to contact me or anyone else on our grants team at 218-326-0523.

The release of grant funds, in accordance with the schedule stated in the agreement, is contingent on the timely return of this signed Grant Agreement and the completed Grant Budget Worksheet. Both of these documents should be returned to the Blandin Foundation within 30 days of the date specified on the Grant Agreement.

You will notice that the date of June 1, 2015, is inserted in the Grant Agreement for you to submit a report about the outcomes of this grant. Please let me know if this date is reasonable given other commitments you may have at that time. In addition to our interest in your work, reporting is increasingly important for the Foundation's annual audit and we appreciate your help with this portion of fulfilling the conditions of the grant.

On behalf of the Board of Trustees of the Blandin Foundation, I would like to congratulate you on receiving this award. We are pleased to be a part of this effort and look forward to hearing from you as progress is made towards achieving your goals.

Sincerely,



Sonja H. Merrild (Dec 19, 2014)

Sonja Merrild
Director of Grants

c: File

**Blandin Foundation
Grant Agreement**

This Agreement, made and executed this 19th day of December 2014, by and between the Blandin Foundation (hereinafter referred to as "Foundation") and Grand Rapids Economic Development Authority (hereinafter referred to as "Grantee").

The Foundation agrees to make the following grant, and Grantee agrees to accept such grant, in accordance with the terms and provisions hereinafter set forth.

- I. PURPOSE AND TERMS OF THE GRANT.** The grant shall be used solely for the purposes described in the grant application submitted by Grantee and reviewed and approved at the December 12, 2014 Board meeting. Grantee shall perform its obligations under this Agreement and expend grant funds in accordance with the Grant Budget Worksheet. **Both of these documents must be completed and returned to the Blandin Foundation before grant funds are disbursed.**
- II. GRANT AMOUNT AND PERIOD.** The maximum amount the Foundation will disburse under this Agreement is \$18,000. Grantee shall perform this grant for the period December 12, 2014 – April 15, 2015. Disbursements under the grant are subject to compliance with the conditions of this Agreement.
- III. USE OF GRANT FUNDS.** The grant (and all income earned upon investment of the grant, hereinafter together referred to as the "grant funds") shall be used exclusively for the purposes specified herein and approved by the Foundation. The following conditions apply:
- (A) Grantee has ratified and affirmed that it is an organization that is both exempt from tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) or a unit of government and classified as a *nonprivate* foundation under IRC Sections 509(a)(1), (2) or (3).
 - (B) Grantee will utilize the grant funds only for charitable and/or educational activities consistent with its tax-exempt or government status described above.
 - (C) Grantee agrees that it will not intervene in any campaign for elective public office, or support or oppose any political party, by expenditure of any resource (including volunteered labor) or in any other way. Grantee also agrees that it will not undertake propaganda or attempt to influence legislation outside the limits of IRC Section 501(c)(3) or more specifically, if applicable, IRC Sections 501(h) and 4911.
 - (D) The grant has not been earmarked to support or carry on any lobbying. If the grant is restricted to a specific project, grantee has submitted a budget for the entire project's operation and affirms that the project's budget accurately reflects Grantee's intentions to expend at least the amount of this grant on the non-lobbying portion of the project.
 - (E) Grantee will inform the Foundation immediately of any change in, or IRS proposal to revoke (whether or not appealed), its tax-exempt status or its nonprivate foundation classification.
 - (F) This grant is not earmarked for transmittal to any other entity or person, even if Grantee's proposal or other correspondence expresses intentions to remit expenditures to third parties. Grantee accepts and will discharge full control of the

grant and its disposition and responsibility for complying with this Agreement's terms and conditions.

- IV. DISBURSEMENT OF GRANT FUNDS.** The Foundation shall disburse grant funds as follows, provided that the Foundation reserves the right to delay or withhold a scheduled disbursement if progress or reporting on the project is not satisfactory or the project requires less funding than originally budgeted, as determined in accordance with the interim monitoring report(s) and final report submitted by Grantee in accordance with Term V. Satisfactory progress will be determined at the sole discretion of the Foundation, and will be assessed as progress toward stated goals within the project timeline and receipt of timely progress and financial reports. Unsatisfactory progress will be communicated to the Grantee and a plan for addressing any deficiencies in progress will be negotiated between the Foundation and the Grantee.

Upon receipt of the signed grant agreement and a completed grant budget worksheet, this grant will be scheduled to be paid out on or about:

February 26, 2015	\$18,000
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Grant funds will be transferred electronically. Grantee agrees to complete a Request for Wire Transfer of Funds form provided by the Foundation with the transmittal of this Agreement.

Grantee will be requested to return any unexpended grant funds to the Foundation at the close of the grant period, unless other arrangements have been made with the Foundation.

- V. REPORTING REQUIREMENTS - MAINTENANCE OF RECORDS.** The Foundation will evaluate the success of the Grantee's activities on the basis of the goals that were outlined in the grant application and on a number of specific indicators the Foundation is tracking on its grants. We understand the general goals of the grant to be:

- Examine options and costs for improvement to the grounds around Central School;
- Examine the costs of HVAC and electrical building system upgrades to increase energy efficiency;
- Examine the costs of deferred maintenance items;
- Examine options and costs for additional egress to address fire code deficiencies;
- Examine costs for improving handicap accessibility (ADA code compliance).

In addition, the Blandin Foundation has instituted an impact assessment system under which all grantees are asked to report on a set of specific impact indicators. Please review the attached report narrative guidelines to familiarize yourself with the type of information that you should be documenting during the course of implementing the grant. For this assessment system to be effective, it is very important that grantees organize their monitoring reports using the same format as the monitoring report guidelines.

Grantee shall provide to the Foundation reports relating to this grant pursuant to guidelines and formats in effect at the time the report is due (these reporting requirements and formats may be changed from time to time by the Foundation at its discretion). To assist you in your evaluation work and reports to the Foundation on the progress that is being made on the grant's goals and overall to the end of accomplishing the grant's purposes, please refer to the

enclosed instructions for completion of the Narrative and Grant Revenue and Expense Worksheet. The schedule upon which reports will be due is as follows:

Final Report: June 1, 2015

Documentation. The Grantee agrees to maintain records consistent with generally accepted accounting principles to account for the funds received under this grant and to identify how they have been expended. Grantee agrees to maintain documentation of expenditures and activities at its own expense and at its own offices for a period of no less than six years after the expiration of the grant period. Grantee agrees to make records of such documentation available to the Foundation at reasonable times upon the Foundation's request.

Audit. If the Grantee has an independent opinion provided on its financial statements (i.e., an "audit") for any period in which it has received grant funds or made disbursements therefrom, Grantee agrees to provide a copy of those audited financial statements within two weeks of the acceptance of the audit by the Grantee's Board of Directors.

- VI. PUBLICITY.** To help the public gain awareness, both of this project and the Blandin Foundation's work, we request that you recognize the Foundation's contribution, where appropriate, on signage, brochures, web site or publicity you generate about your project. Please contact the Blandin Foundation's communications staff at 218-326-0523 for questions about developing public awareness of your grant or to obtain logos as you may need them.

In addition, the Blandin Foundation regularly communicates with its many stakeholders and audiences about its grant activities. As part of this effort, Foundation staff may wish to obtain additional information about and/or photograph/videotape various aspects of your project for use in Foundation communications tools. These may include the Foundation Web site, public reports including the annual report, news releases, brochures or other printed materials and board tours. Foundation staff would contact and coordinate with the key contact listed on the grant application to make arrangements.

- VII. WITHHOLDING OF FUNDS - TERMINATION.** This Agreement may be terminated at any time by either party in writing. Any use by the Grantee of the grant proceeds for any purpose other than as specified herein will terminate the Foundation's obligation to make further payments under this Agreement. In addition, the Foundation may, at its sole option, terminate this Agreement at any time if:
- I. Grantee receives notice of any proposed revocation of Grantee's tax-exempt status or reclassification to other than *nonprivate* foundation status by the Internal Revenue Service or if Grantee loses status as an organization in good standing with any State authority.
 - II. In the Foundation's judgment, Grantee becomes unable to carry out the purposes of the grant, ceases to be an appropriate means of accomplishing the purposes of the grant, or fails to comply with conditions in this Agreement.
 - III. The Foundation reserves the right as to any moneys not yet paid under this Agreement, to withhold payment if the Grantee fails to submit to it any report or reports required hereunder. Said withheld payment or payments may be later released, but only at the discretion of the Foundation. Upon final termination of this Agreement, the Grantee shall promptly, upon the request of the Foundation, repay to

the Foundation all expected grant funds, and the Grantee shall not be entitled to any further funds under this grant.

- VIII. NON-WAIVER BY CONDUCT.** The failure of either party to complain of any default by the other party or to enforce any of such party's rights, no matter how long such failure may continue, will not constitute a waiver of the party's rights under this Agreement. The waiver by either party of any breach of any provision of this Agreement shall not be construed as a waiver of any subsequent breach of the same or any other provision. No part of this Agreement may be waived except by the further written agreement of the parties.
- IX. GOVERNING LAW AND VENUE; AMENDMENTS; ENTIRE AGREEMENT.** This Agreement and any executed amendments hereto shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this Agreement, or breach thereof, shall be in a court of competent jurisdiction in Itasca County. This Agreement and Grantee's performance hereunder may only be amended in writing and are only effective if signed by both parties. This Agreement, with any executed amendments, constitutes the entire agreement between the parties with regard to the matters set forth herein.
- X. COPYRIGHTS, PATENTS.** If it is anticipated that intellectual property issues will result from this grant, specific understandings should be negotiated as part of this grant agreement. Unless otherwise agreed, intellectual property rights resulting from the grant may be copyrighted by grantee subject to the right of first refusal to copyright such materials by the Blandin Foundation.
- XI. PROPERTY RIGHTS.** In regard to personal and real property acquired with grant proceeds, it is expected that in the event of a grantee ceasing to use such property for the purposes outlined in the grant agreement, that such property or the proceeds from sale or lease of said property be directed to a consistent charitable purpose in the same geographic area.

GRAND RAPIDS ECONOMIC DEV. AUTHORITY

BLANDIN FOUNDATION

Sonja H. Merrild

Sonja H Merrild (Dec 10, 2014)

Signature of Officer

Sonja Merrild, Director of Grants

Title

**BLANDIN FOUNDATION
Grant Report Guidelines**

Please provide brief answers to the questions below, keeping your report to no more than 4 pages. If you would like further clarification please feel free to contact Linda Gibeau or Sonja Merrild of the Foundation staff at (877) 882-2257.

1. Grant Goals and Outcomes

Please restate the goals outlined in your grant agreement.

Please tell us what happened as a result of this grant?

How did your organization include the voices and perspectives of the population it seeks to serve (advisory boards, board membership, staff role, or other methods)?

2. Lessons Learned:

- a. What lessons learned have you drawn from this effort?
- b. Have you made significant revisions to your goals as a consequence?
- c. If you were to do things over, what would you do differently?
- d. Is there anything else you would like the Foundation to be aware of?

3. Vibrant Community Outcomes

How has your work addressed the Foundation’s strategic priorities and outcomes as originally envisioned in your proposal? (please see attached grid) If outcomes in the grid fit your proposal well, please feel free to use them. If there are other outcome statements that fit your work more closely, please provide an update on those.

STRATEGIES That will lead to our vision	OUTCOMES That define success
<p><u>Expand Opportunity:</u> Identify and develop activities that actively blend educational attainment, economic vitality, and greater inclusion.</p>	<ul style="list-style-type: none"> • Greater educational and economic opportunities for people of all backgrounds. • Community members collaborate to develop systems approaches to workforce development and educational attainment. • Reduced systemic barriers that prevent people from reaching their full potential. • Accelerated innovation driven by interaction of more diverse perspectives. • Increased self-determination. • Communities are safe and welcoming for all. • Blandin Foundation utilizes its networks to connect resources and share learning.

4. What resources were leveraged from sources other than the Blandin Foundation?

Monetary Contributions: _____

In-kind: _____

Volunteer Hours _____

Space _____

Equipment and material _____

Other (Describe and value) _____

In order to expedite the processing of grant funds and to conform with the internal auditing controls of your organization, would you please designate the person responsible for processing grant funds. All grant payments will be forwarded to his/her attention:

Name: _____

Title: _____

Mailing Address: _____

Telephone: () _____ - _____

E-mail address _____



CITY OF
GRAND RAPIDS
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REQUEST FOR GRAND RAPIDS EDA ACTION

Agenda Item #8	Meeting Date: 1/8/15
Statement of Issue:	Consider authorizing the work described as Phase 2 of the Central School Building and Grounds Assessment Study
Background:	<p>Pending the outcome of GREDA's request to the Blandin Foundation for funding, only the Phase 1 work described in the October 2, 2014 proposal from Miller Dunwiddie Architects had been authorized by GREDA.</p> <p>With GREDA's successful grant request, 100% of the funding required for the Phase 2 work is in place.</p>
Recommendation:	
Required Action:	Consider authorizing the work described as Phase 2 of the Central School Building and Grounds Assessment Study
Attachments:	<ul style="list-style-type: none">• Miller Dunwiddie proposal dated October 2, 2014

October 2, 2014

Mr. Rob Mattei
Community Development Director
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744-2662

**RE: Proposal for Historic Building Assessment Report – Grand Rapids Old Central School
MDA Proposal #P2014-012**

Dear Rob:

As requested, this letter is an adjustment of our previous proposal dated 09/09/14. You asked that, because of the timing of a potential Blandin Foundation Grant, you would like the scope of work and proposal split into two phases, as follows:

PROJECT UNDERSTANDING

Old Central School is located in downtown Grand Rapids and occupies an entire city block. It was built in 1895 in the Richardsonian Romanesque style of architecture and served as an elementary school from 1895 to 1972. It was listed on the National Register of Historic Places in 1977, and a community effort restored the building in 1984. Old Central School has been managed by the Central School Commission (City appointed) since its restoration as a multi-tenant location for commerce, culture, and community events. Although the number of tenants has gradually declined over the years, you indicated that new tenants have recently moved in and the building is again enjoying a higher occupancy rate. Some of the issues that were discussed at our meeting include:

- Improving the site in general, and the possibility of increasing the parking on the site in particular.
- Accommodating a restaurant/brew-pub. This could be within the building on the first floor, with a kitchen and remodeled bathrooms on the lower garden level, or a possible addition at the north side of the building.
- Studying the building infrastructure (mechanical and electrical systems, etc.) and making recommendations for improvements that will accommodate the restaurant/brew-pub as well as make the building more efficient.
- Adding another exit stairway from the third floor and/or making other Code upgrades that would allow the third floor to be better utilized.
- A major Code change that has taken place since the building was renovated in the 1980s is the adoption of the Americans with Disabilities Act (ADA) and related changes to the Minnesota State Building Code. Because of that, we would pay particular attention to accessibility issues in the building.
- Because the building is on the National Register of Historic Places and it is possible that historic grants, tax credits, etc. may be used to fund the work, the Secretary of the Interior's Standards will need to be considered when making recommendations for changes.

PROPOSED PHASE 1 SERVICES

We propose to provide the following Phase 1 services:

- We will visit the site and perform a visual survey of the building to assess its existing condition. This will not include structural, mechanical, or electrical systems. We will document the conditions seen with digital photography.
- We will collect any other reports, drawings, maintenance data, and other documentation and information regarding the building that you can provide. (See below.)
- We will prepare a Code review of the building assuming a new occupancy at the lower and first levels and/or a possible restaurant/brew-pub addition to the north, along with reviewing conditions at the third level and the potential for increasing rentable space.
- Existing floor plans were included in the 2012 re-development RFP. If they are not available in AutoCAD format, we will draw them in AutoCAD so we can better use them in our work. We will also make adjustments to the plans based on our site visit observations.
- We propose to use a one day, on-site, collaborative interview and design workshop process. We will invite to the workshop Central School Commission members, appropriate City staff, interested community members, the potential restaurant/brew-pub tenant, and other stakeholders that you may select. We will elicit from workshop attendees the key goals and constraints for the project. We will then have an interactive design charrette to lay out possible concepts for solving the challenges and opportunities presented by the building.
- After the workshops, at our offices in the Twin Cities we will further develop the concepts discussed. These will be plans and/or sketches and cost-per-square-foot estimates for the proposed work. Depending on what the outcome of the community workshop is, this may include one to two possible design schemes, including alterations to the interior of the space, an option for an exterior addition, and/or changes to the parking and site necessitated by the designs.
- We will present the design options to City staff for review and comment at a meeting in Grand Rapids.

PROPOSED PHASE 2 SERVICES

We propose to provide the following Phase 1 services:

- Our sub-consultants will visit the site and perform a visual survey of the building to assess the existing conditions of the structural, mechanical, and electrical systems. They will document the conditions seen with digital photography.
- We will provide the design concepts developed from the workshop to the sub-consultants for review and comment.
- Our team will prepare a draft report containing the concept designs developed in Phase 1 plus plans and sketches and order-of-magnitude cost estimates for proposed infrastructure improvements, third floor changes to increase occupancy, a third floor stairway, site and parking changes, etc.
- We will present the design options to City staff for review and comment.
- We will make adjustments based on the review and comments and issue a final report outlining our Phase 1 and Phase 2 findings. The report will be useable for generating community interest, fundraising, obtaining grants, and other purposes.

INFORMATION TO BE PROVIDED BY GRAND RAPIDS

We hope Grand Rapids can provide some of the information in advance of our site survey trip and/or the on-site workshop. In particular, having the site and building plans in advance would allow us to prepare background drawings to use when at the site. Information we could use includes:

- Site information showing property lines, any easements or other encumbrances on the property, paved areas, location of utilities, location of equipment on the site (chillers, transformers, etc.), adjacent buildings and parking lots, etc. A property survey would be best, but detailed information from county and/or city GIS information should be sufficient if a survey is not available.
- Any reports or other information regarding significant maintenance issues (roof leaks, foundation leaks, etc.) and/or any repairs that were made to deal with the issues.

SCHEDULE

Phase 1: Once we receive authorization to proceed, we estimate that the time to do survey work, conduct the workshop, prepare the concept designs, and present them to the City will be two to three months.

Phase 2: Once we receive authorization to proceed, we estimate that the time to do engineering survey work, prepare additional concept designs and the draft report, receive feedback, and issue the final report will be one to two months.

PHASE 1 FEES

We propose to provide the above referenced services on a time and materials basis as follows:

- Architectural Services (160 hours @ \$110/hour average) Up to \$17,600
 - Includes 2 site visits
- Reimbursable Expenses \$700
- **Phase 1 Total Fee**..... **\$18,300**

PHASE 2 FEES

We propose to provide the above referenced services on a time and materials basis as follows:

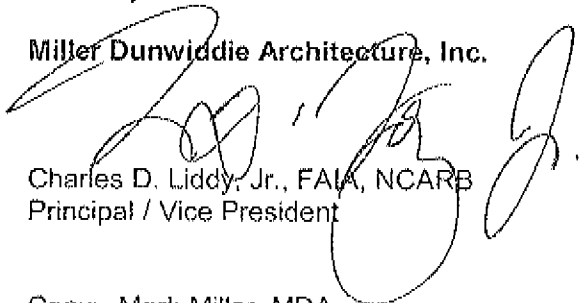
- Architectural Services (56 hours @ \$110/hour average) Up to \$6,250
 - Includes 1 site visit
- Structural Services (including reimbursable expenses) Up to \$5,000
- Mechanical and Electrical Services (including reimbursable expenses) Up to \$6,500
- Reimbursable Expenses \$250
- **Phase 2 Total Fee**..... **\$18,000**

I hope this information breaks the project into phases that meet the City's needs. If you have any questions, please contact me; otherwise please sign the letter below and return a copy for our files. Thank you for considering MDA for this interesting project and hope to have the opportunity to work with you!

Sincerely,

Accepted By:

Miller Dunwiddie Architecture, Inc.



Charles D. Liddy, Jr., FAIA, NCARB
Principal / Vice President

For City of Grand Rapids

Date:

Copy: Mark Miller, MDA
Denita Lemmon, MDA
Melissa Christenson Ekman, MDA



CITY OF
GRAND RAPIDS
LIFE IN AMBITIOUS NATURE

REQUEST FOR GRAND RAPIDS EDA ACTION

Agenda Item #9	Meeting Date: 1/8/15
Statement of Issue:	Review draft 2015 GREDA Work Plan
Background:	With schedules providing limited opportunity for meetings this past December, Commissioner Blake and staff have developed a draft 2015 GREDA Work Plan for GREDA's review, discussion and possible editing.
Recommendation:	Please review the draft and consider any suggested edits and amendments to be proposed.
Required Action:	None
Attachments:	<ul style="list-style-type: none">• Draft 2015 GREDA Work Plan



GRAND RAPIDS
MICHIGAN

Grand Rapids Economic Development Authority 2015 Work Plan

* Results of Issue Identification and Ranking		* Desired Outcomes/Work Approach/Schedule			
Issue/Task/Work Item	Role	Q1	Q2	Q3	Q4
Continue to pursue the development of GREDA properties	Lead	<ul style="list-style-type: none"> Continue Implementing GREDA Marketing Plan. Aggressively pursue new development interest <ul style="list-style-type: none"> Swan Machine Others 	<ul style="list-style-type: none"> Continue Implementing GREDA Marketing Plan. <ul style="list-style-type: none"> Press Releases for SCDP and Other Projects Aggressively pursue new development interest Issue RFP seeking development of Blocks 20/21 and Block 5 Riverfront sites. 	<ul style="list-style-type: none"> Continue Implementing GREDA Marketing Plan. Aggressively pursue new development interest 	<ul style="list-style-type: none"> Aggressively pursue new development interest
Continue to implement the DEED SCDP Commercial and Residential Rehab. Grant	Lead	<ul style="list-style-type: none"> Market/promote 2015 round of applications for additional commercial and rental residential projects. 	<ul style="list-style-type: none"> Work with Itasca County HRA in the implementation of grant. Market Enhanced CBIL Program Use. 	<ul style="list-style-type: none"> Work with Itasca County HRA in the implementation of grant. 	<ul style="list-style-type: none"> Work with Itasca County HRA in the implementation of grant.
Develop strategies to meet the present and future demand for industrial and commercial development sites.	Lead	<ul style="list-style-type: none"> Specifically explore potential for the purchase of a large tract for industrial development, given the demonstrated demand for large sites. 	<ul style="list-style-type: none"> Consider a proactive approach to land investment options. 		
Continue assistance and communication with current and future developers.	Lead	<ul style="list-style-type: none"> Continue to work with current developer interest in a manufacturing operation in either Airport South or Industrial Park East. 	<ul style="list-style-type: none"> Complete purchase and development agreement with manufacturer. 		
Promote Downtown Redevelopment and Renewal.	Partner	<ul style="list-style-type: none"> Promote/support private investment in Downtown commercial buildings Administer leasing of Central School. 	<ul style="list-style-type: none"> Complete the preparation of a Central School Building and Grounds Assessment. Continue work outlined in the pre-development agreement with Northrock Development. 	<ul style="list-style-type: none"> Analyze funding and implementation of Central School building improvements recommended by Building and Grounds Assessment. 	<ul style="list-style-type: none"> As needed, consider a development agreement with Northrock Development and any other partners interested in pursuing a restaurant in Central School.

* Results of Issue Identification and Ranking Issue/Task/Work Item	Role	* Desired Outcomes/Work Approach/Schedule			
		Q1	Q2	Q3	Q4
Explore opportunities for funding site preparation work on lots in the Airport South Industrial Park.	Lead	<ul style="list-style-type: none"> ▪ Investigate grant opportunities. 	<ul style="list-style-type: none"> ▪ Submit any appropriate grant/funding request 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Continue working with the City Council on GREDA Levy.	Lead	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Document the economic impact of investment in GREDA 	<ul style="list-style-type: none"> ▪ Submit budget request with supporting data. 	<ul style="list-style-type: none"> ▪
		<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
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