



GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

Thursday, September 12, 2024
4:00 PM

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Economic Development Authority will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Thursday, September 12, 2024 at 4:00 PM.

CALL TO ORDER

CALL OF ROLL

SETTING OF THE REGULAR AGENDA - *This is an opportunity to approve the regular agenda as presented, or to add/delete an agenda item by a majority vote of the Commissioners present .*

APPROVE MINUTES

1. Consider approval of minutes from the August 8, 2024 and August 22, 2024 regular meetings.

APPROVE CLAIMS

2. Consider approval of claims in the amount of \$148,127.52

BUSINESS

3. Consider approval of an Agreement for Professional Services with Short Elliot Hendrickson (SEH).

UPDATES

ADJOURN

MEMBERS & TERMS

Tom Sutherland - 12/31/2024 Council Representative

Molly MacGregor - 12/31/2024 Council Representative

Wayne Bruns - 3/1/25

Sholom Blake - 3/1/25

Al Hodnik - 3/1/27

Bill Martinetto - 3/1/27

Malissa Bahr - 3/1/30



GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

Thursday, August 22, 2024
4:00 PM

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Economic Development Authority will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Thursday, August 22, 2024 immediately following the closed meeting.

CALL TO ORDER

The meeting was called to order at 4:14 p.m.

CALL OF ROLL

PRESENT

Commissioner Al Hodnik
President Sholom Blake
Commissioner Wayne Bruns
Commissioner Bill Martinetto
Commissioner Molly MacGregor
Commissioner Malissa Bahr

ABSENT

Commissioner Tom Sutherland

SETTING OF THE REGULAR AGENDA - *This is an opportunity to approve the regular agenda as presented, or to add/delete an agenda item by a majority vote of the Commissioners present .*

Approved with addition:

Consider approval of a claim in the amount of \$40,000 to Elements Salon, LLC.

APPROVE CLAIMS

1. Consider approval of claims in the amount of \$2,300.92

Motion by Commissioner MacGregor, second by Commissioner Martinetto to approve claims in the amount of \$2,300.92. The following voted in favor thereof: Bahr, Martinetto, Blake, MacGregor, Bruns, Hodnik. Opposed: None, motion passed unanimously.

Consider approval of a claim in the amount of \$40,000 to Elements Salon, LLC.

Motion by Commissioner Martinetto, second by Commissioner Bahr to approve a claim in the amount of \$40,000 to Elements Salon, LLC. The following voted in favor thereof: Hodnik, Bruns, MacGregor, Blake, Martinetto, Bahr. Opposed: None, motion passed unanimously.

UPDATES

Airport property - The purchase agreement has been approved by the County and paperwork is at the title company.

Block 20 & 21 - The City Council approved Unique Opportunities TIF application at their last regular meeting.

ISD 318 Administration Building - The District and City Council have approved the purchase agreement.

HWY 35 - Mr. Mattei and President Blake met with IRRRB staff and the developer the project has generated a lot of interest nationally.

DEED - They have requested information for a manufacturing company staff should find out in the next week if there is interest in the site.

ADJOURN

There being no further business the meeting adjourned at 4:21 p.m.

MEMBERS & TERMS

- Tom Sutherland - 12/31/2024 Council Representative
- Molly MacGregor - 12/31/2024 Council Representative
- Wayne Bruns - 3/1/25
- Sholom Blake - 3/1/25
- Al Hodnik - 3/1/27
- Bill Martinetto - 3/1/27
- Malissa Bahr - 3/1/30



GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

Thursday, August 08, 2024
4:00 PM

President Blake called the meeting to order at 4:00 PM.

PRESENT: Commissioner Al Hodnik, President Sholom Blake, Commissioner Bill Martinetto, Commissioner Molly MacGregor, Commissioner Malissa Bahr, Commissioner Tom Sutherland. ABSENT: Commissioner Wayne Bruns. STAFF: Rob Mattei, Dan Swenson

SETTING OF THE REGULAR AGENDA - *This is an opportunity to approve the regular agenda as presented, or to add/delete an agenda item by a majority vote of the Commissioners present .*

Agenda was accepted as presented.

APPROVE MINUTES

1. Consider approval of minutes from the July 25, 2024 regular meeting.

Motion made by Commissioner Martinetto, Seconded by Commissioner Hodnik to approve GREDA minutes as presented. Voting Yea: Commissioner Hodnik, President Blake, Commissioner Martinetto, Commissioner MacGregor, Commissioner Bahr

APPROVE CLAIMS

2. Consider approval of claims in the amount of \$79,600.00

Motion made by Commissioner Hodnik, Seconded by Commissioner Martinetto to approve the verified claims as presented. Voting Yea: President Blake, Commissioner Martinetto, Commissioner Bahr, Commissioner MacGregor, Commissioner Hodnik

Commissioner Sutherland arrived at 4:06 PM.

PUBLIC HEARING

Mr. Mattei provided background information on developer and overview of proposed project.

3. Conduct a public hearing to consider the sale of land to Unique Opportunities Grand Rapids LLC.

Mr. Mattei provided background on proposed project and development company.

Motion made by Commissioner MacGregor, Seconded by Commissioner Sutherland to open the public hearing. Voting Yea: Commissioner Hodnik, President Blake, Commissioner Sutherland, Commissioner Martinetto, Commissioner MacGregor, Commissioner Bahr

No one from the public was present, therefore the following motion was made.

Motion made by Commissioner Hodnik, Seconded by Commissioner Bahr to close the public hearing. Voting Yea: Commissioner Hodnik, President Blake, Commissioner Sutherland, Commissioner Martinetto, Commissioner MacGregor, Commissioner Bahr

BUSINESS

- 4. Consider the adoption of a resolution supporting the creation of a TIF District, approving a Purchase and Development Agreement between the City, the Grand Rapids Economic Development Authority and Unique Opportunities Grand Rapids LLC, and approve the sale of land therein.

Motion made by Commissioner MacGregor, Seconded by Commissioner Martinetto to adopt Resolution 24-11 as presented. Voting Yea: Commissioner Hodnik, President Blake, Commissioner Sutherland, Commissioner Martinetto, Commissioner MacGregor, Commissioner Bahr

- 5. Consider the adoption of a resolution authorizing the issuance of taxable revenue notes to the Charles K. Blandin Foundation pursuant to Program Related Investment Agreements for Commercial Building Improvement and Redevelopment Loan programs.

Motion made by Commissioner Hodnik, Seconded by Commissioner MacGregor to adopt Resolution 24-12 as presented. Voting Yea: Commissioner Hodnik, Commissioner Sutherland, Commissioner Martinetto, Commissioner MacGregor, Commissioner Bahr
Voting Abstaining: President Blake

- 6. Review and consider budget recommendations for 2025 GREDA Operating Budget and levy for Capital Projects Fund.

Motion made by Commissioner Martinetto, Seconded by Commissioner Hodnik approving 2025 budget and levy request of \$125,000, and approve budgeted transfer as presented. Voting Yea: Commissioner Hodnik, President Blake, Commissioner Sutherland, Commissioner Martinetto, Commissioner MacGregor, Commissioner Bahr

- 7. GREDA Website Proposal

Motion made by Commissioner Martinetto, Seconded by Commissioner Bahr to accept proposal from BigGroovy Design to create a custom GREDA website contingent up google analytics verification. Voting Yea: Commissioner Hodnik, President Blake, Commissioner Sutherland, Commissioner Martinetto, Commissioner MacGregor, Commissioner Bahr

ADJOURN

Motion made by Commissioner Bahr, Seconded by Commissioner Martinetto to adjourn the meeting at 4:42 PM. Voting Yea: Commissioner Hodnik, President Blake, Commissioner Sutherland, Commissioner Martinetto, Commissioner MacGregor, Commissioner Bahr

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk

DATE: 09/06/2024
 TIME: 15:54:05
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/12/2024

VENDOR #	NAME	AMOUNT DUE

EDA - CAPITAL PROJECTS		
COM BLDG IMP LOAN		
1105530	KENNEDY & GRAVEN, CHARTERED	1,727.25
	TOTAL COM BLDG IMP LOAN	1,727.25
DOWNTOWN REDVELPMNT BLK 18-21		
1105530	KENNEDY & GRAVEN, CHARTERED	3,955.00
	TOTAL DOWNTOWN REDVELPMNT BLK 18-21	3,955.00
DWNTOWN PLAN PJT-BLANDIN GRNT		
0504100	ECONOMIC DEVELOPMENT SERVICES	10,299.42
	TOTAL DWNTOWN PLAN PJT-BLANDIN GRNT	10,299.42
FOREST LK SCH REDEVELOPMENT		
1105530	KENNEDY & GRAVEN, CHARTERED	165.50
	TOTAL FOREST LK SCH REDEVELOPMENT	165.50
BLANDIN FNDN PRI LOAN		
0212129	BLANDIN FOUNDATION	88,507.60
	TOTAL BLANDIN FNDN PRI LOAN	88,507.60
L&M DISTRIBUTION CENTER		
1900225	SEH	362.50
	TOTAL L&M DISTRIBUTION CENTER	362.50
FARM SERVICE REDEVELOPMENT		
1105530	KENNEDY & GRAVEN, CHARTERED	2,110.25
	TOTAL FARM SERVICE REDEVELOPMENT	2,110.25
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$107,127.52
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1309170	MN DEED	1,000.00
T001528	ELEMENTS SALON LLC	40,000.00
	TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:	\$41,000.00
	TOTAL ALL DEPARTMENTS	\$148,127.52



REQUEST FOR GRAND RAPIDS EDA ACTION

AGENDA DATE: September 12, 2024

STATEMENT OF ISSUE: Consider approval of an Agreement for Professional Services with Short Elliot Hendrickson (SEH).

PREPARED BY: Rob Mattei, Executive Director

BACKGROUND:

The attached Agreement for Professional Services with SEH is for the proposed ALTA and Wetland Delineation Services for Parcels 91-033-4105, 91-033-4101, 91-033-4402 and 91-033-4401 located along SE 7th Avenue and 33rd Street.

The proposed fees are as follows:

ALTA/NSPS Land Title Survey lump sum fee of \$13,500

Wetland Delineation lump sum fee of \$4,000

Miscellaneous Services not to exceed \$5,000

REQUIRED ACTION:

Make a motion to approve an Agreement for Professional Services with Short Elliot Hendrickson (SEH).



Building a Better World
for All of Us®

August 20, 2024

RE: Grand Rapids Economic Development
7th Avenue SE/33rd Street ALTA

Rob Mattei
Grand Rapids Economic Development
420 North Pokegama Avenue
Grand Rapids, MN 55744

Dear Mr. Mattei:

Thank you for the opportunity to submit this Proposal for Professional Services for the proposed ALTA and Wetland Delineation Services of the property along 7th Avenue SE and 33rd Street SE. The current parcels included for the work are PID's 91-033-4105, 91-033-4101, 91-033-4402 and 91-033-4401 located in Itasca County, Minnesota. Short Elliott Hendrickson Inc. (SEH) is pleased to present you with the following professional service fee proposal for the above referenced project. Please review our proposal letter and if acceptable we will provide an agreement for professional services for execution referencing this letter.

PROPOSED TASKS:

Alta Survey

ALTA/NSPS – Prepare one (1) ALTA including items 1, 2, 3, 4, 5, 7(a), 7(b1), 8, 11(a), 11(b), 13 and 18 as described in Table A in the Minimum Standard Detail Requirements for 2021 ALTA/NSPS Land Title Surveys dated February 23, 2021 for Parcels 91-033-4105, 91-033-4101, 91-033-4402 and 91-033-4401 located in Itasca County, Minnesota. SEH will be provided with a Title Commitment by the client of the property that is to be surveyed. The topographic survey will take place after the leaves have fallen.

The certificate will be as specified in Section 7 of the 2021 ALTA/NSPS Standards and will be made out to the owner and the title company. Additional parties may be certified to for an additional fee. Provide a Pro Forma version (in PDF format) of the survey for review and comment by the interested parties. Provide 1 set of revisions based on the consolidated comments of the interested parties. Provide the final signed ALTA / NSPS Land Title Survey in PDF format.

For Item 11(a)(b), SEH will coordinate and request markings through Gopher State One Call System (811 ticket). Utility locate markings from an 811 ticket will be combined with plan and other source information to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. A private utility locate for location of non-public utilities can be coordinated through SEH for an additional fee if needed.

Task 2: Wetland Delineation

Perform a Level 2 (field) Wetland Delineation of the proposed site and submit a delineation report. The Report would be submitted to Itasca Soil and Water Conservation District (SWCD), Water Conservation Act (WCA), and U.S Army Corps of Engineers (USACE) (Section 404) for review. Deliverables include wetland delineated boundaries, a delineation report, and agency coordination. Field procedures for mapping wetlands will follow the 1987 U.S. Army Corps of Engineers Wetlands Delineation Manual and the methods set forth in the NC/NE Regional Supplement. Field work will occur within three weeks of a signed contract and a report will be provided within 4 weeks of field work.

Task 3: Miscellaneous Services

This task is set up for small items out of the scope of the previous tasks and are requested by the client. Such items may include attending City meetings or Client/Owner meetings. These tasks will require a request from the client to complete. The fee is hourly and will be set up to have a hard limit of \$5,000 including expenses and equipment. Notification will be provided if services go over the hard limit.

ASSUMPTIONS:

- Client will provide SEH a current Title Commitment.
- Client will provide SEH with a zoning letter if applicable.
- Utility locate markings from an 811 ticket will be combined with plan and other source information to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted.
- Any permit fees, agency review fees, and filing fees are not included in the scope of SEH.
- Wetland permitting is not included in the scope of work but can be provided at a later date.

PROPOSED FEES:

The proposed fees are outlined in each task; however, they are reiterated below for ease of interpretation. Lump Sum fees would include expenses and equipment. These fees will be current until January 27, 2025.

Task 1: ALTA/ NSPS Land Title Survey: The lump sum fee is \$13,500.

Task 2: Wetland Delineation: The lump sum fee is \$4,000

Task 3: Miscellaneous Services: The fee is hourly and would be set up to have a hard limit of \$5,000.

Thank you for the opportunity to provide this proposal. We would be excited to work on this project that would greatly benefit our community. If you have any questions regarding our scope of services or how they may be modified to meet your project needs, please feel free to give me a call to discuss. Please contact me at schristenson@sehinc.com or 218.360.0463 (mobile) to discuss.

Sincerely,
SHORT ELLIOTT HENDRICKSON INC.



Sara Christenson, PE (Lic. MN)
Associate | Civil Engineer II (Mgr)

SLC

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