



NORWOOD YOUNG AMERICA ECONOMIC DEVELOPMENT COMMISSION

Wednesday, March 8, 2017

6:30 p.m.

City Hall – Large Conference Room

310 Elm Street West

Norwood Young America, MN

- I. Call to Order**
- II. Oath of Office** - Cassandra Kemp, Planning Commission liaison
- III. Consideration of the Agenda**
- IV. Approval of Minutes**
 - A. February 8, 2017 Joint Marketing Meeting
 - B. February 8, 2017 Regular Session
- V. Unfinished Business**
 - A. Branding and Marketing Discussion
 - B. No/Low Interest Loan Program
- VI. Project Updates**
- VII. Miscellaneous Communications**
 - A. 2017 Goals - Joint Meeting with Planning Commission, City Council, Chamber of Commerce
 - B. Chamber Updates - Waconia Home and Business Expo - 9 a.m. - 4 p.m. - Waconia High School
- VIII. Upcoming Meetings**
 - A. EDC Regular Meeting Wednesday, April 12, 2017, 6:30 p.m.
 - B. National Small Business Week Breakfast, May 3, 2017 - John McHugh, KwikTrip
- IX. Adjournment**



DATE: March 8, 2017

MEMO TO: NYA Economic Development Commission

FROM: Holly J. Kreft, Economic Development Consultant

RE: Agenda Item II. Oath of Office

Background:

The City Council recently appointed Cassandra Kemp as the liaison from the Planning Commission to the EDC.

Action:

Cassandra will be administered the Oath of Office at the March 8, 2017 meeting. Thank you to Cassandra for her willingness to serve with the EDC!

**Norwood Young America Joint Meeting
Branding & Marketing Committee
Economic Development Committee
February 8, 2017**

The meeting was called to order at 5:35 p.m.

Present: Jessica Klausermeier and John Gamade of OrangeBall Creative, Marketing and Branding. Committee Members Josh Kroells, Tina Diedrick, Perry Forst, Steve Helget, and Holly Kreft. EDC members in attendance were: Carol Lagergren, Mike McPadden, Bruce Mathwig, and Kaarin Foede. Also present was Chamber of Commerce Executive Director, Karen Hallquist.

Absent: Julie Schmidt, Kyle Strickfaden, and Sarah Molnau.

Business.

- A. John Gamades, OrangeBall Creative, distributed examples of the proposed logos. John showed the logo with different options for trees since the original looked like a water tower. Different options also included different locations for the sun. John stated they like having the extra color in the logo. John discussed having the logo in small formats. He distributed samples of business cards. Jessica noted that even choosing one logo would allow up five different versions depending on the use. John noted that "City of" can be added as shown in the variations.

Perry said he would like "City" capitalized. He said he liked the "C" option the best. He liked the location of the sun in the horizon best and added that the sun gives depth to the logo. Perry also like having "City of" in blue versus red. He noted that the red looks somewhat like orange red, but the true color should be more of a maroon red.

Steve noted that the sun on the City truck may clash with the red truck. Jessica stated that the sun would be more goldenrod than orange. She noted that the Pantone colors still need to be chosen. Karen noted she also liked the "City of" in blue. Tina also agreed with option "C".

John stated that they also considered an option with the house in the middle based on the tag line of "more than a place, it's home". He distributed options showing fewer buildings. Perry noted that having one commercial building might confuse it as another house.

Bruce noted that there wasn't a good business picture even in the examples from other cities. John noted that industrial buildings can be less descript, so that's why they chose to show a commercial building. Perry stated he didn't think the left side building would be noticed as a commercial building. Bruce asked about maybe a larger single story building. Jessica said this might look like a square. Bruce asked if there was a way to give it more character. Carol asked if maybe having two business buildings would make it clearer than having just one.

The consensus was to have the house in the middle. Bruce noted that he liked it better without the sun. There was discussion about having more colors.

John asked about the colors of red, white, and blue. The consensus was that they are good colors and tie into the current EDC logo and the school colors (both public and private). Perry asked about putting tag line in yellow. Jessica noted that it can be hard to read yellow on white.

John asked if you had to show logo to friends or neighbors, what do you think people would say? He noted that change is difficult and not everyone will like it. He asked if anything was going to be a problem. Karen noted that you can't please everyone. Carol noted that for the roll-out, it is important to have the backstory about how this one was chosen. John said that committee members will need to be prepared to "defend" the logo.

Perry said that the one item may be having the barn and silo and if something should be considered. Perry said you could replace it with a church and steeple. Discussion that is reflects that it is a small town with a rural base and rural history. Mike noted that he likes the barn and you can see barns on the edges of town.

Carol asked who was going to document the history of how this logo was chosen. John said there is a story that includes the history. Carol said that the story answers the questions and said it was well done.

Josh said that there isn't a current logo that really identifies NYA now, so it might not be as big of a change. Josh asked if there is another silhouette of a house that is clearer. Jessica noted that it is fairly generic. John noted that the flag and tree add softness to the logo and to put sun setting behind tree.

Bruce noted that he feels it is unfortunate that there isn't a church and steeple. The consensus was that the story talks about the importance of faith.

Steve noted that the letters should be bigger than the buildings. John noted that they will use "B" and decrease building size by about 85%. Steve also noted that on letterhead that the letters need to stick out versus the building.

Next meeting – John will send out the draft logo, background story, and Pantone colors. Carol suggested leaving a copy at City Hall with the Pantone colors.

Adjournment – The meeting adjourned at 6:19 p.m.

NORWOOD YOUNG AMERICA ECONOMIC DEVELOPMENT COMMISSION

Minutes from the Meeting on Wednesday, February 8, 2017 at 6:30 p.m.
Oak Grove City Center – Large Conference Room
310 Elm Street West
Norwood Young America, MN

I. Call to Order

Vice Chair Foede called the meeting to order at 6:21 p.m.

EDC members in attendance were: Mike McPadden, Bruce Mathwig, Kaarin Foede, Carol Lagergren and Tina Diedrick.

Absent: Sarah Molnau, Kyle Strickfaden, and Julie Schmidt.

Staff attending were: City Administrator Steve Helget and Economic Development Coordinator Holly J. Kreft.

II. Consideration of the Agenda

A motion was made by McPadden, seconded by Lagergren to approve the agenda with the addition of Chamber updates as a standing agenda item. Approved 5-0.

III. Oaths of Office

Members Kaarin Foede and Tina Diedrick read the Oaths of Office.

IV. Approval of Minutes

A motion was made by McPadden seconded by Mathwig to approve the January 11, 2017 EDC Meeting Minutes with corrections noted. Motion carried 5-0.

A motion was made by Mathwig seconded by McPadden to approve the January 25, 2017 Joint Marketing Committee/EDC Meeting Minutes with correction noted. Motion carried 5-0.

V. Unfinished Business.

A. Branding and Marketing Discussion.

Economic Development Coordinator Kreft discussed recommending approval at the March 8th EDC meeting. Bruce asked if we should have another joint meeting at 6 p.m. prior regular meeting. The consensus of the EDC was that would be a good idea. The EDC recommendation would then go to the City Council on March 13th.

B. No/Low Interest Loan Program.

Economic Development Coordinator Kreft provided an overview of the Façade Improvement Program based on feedback at the January 11th EDC meeting. Kaarin noted that grants would be easier to administer. Steve noted that previous program were forgivable loans that were deferred for five years. Steve noted concern with limited resources and if the grants were not repaid, there would not be a way to replenish the fund. Kaarin noted concern with due diligence and staff time needed to administer.

Tina noted that this shouldn't be the only reinvestment and should be part of the bigger picture. Carol noted that since the property owner is paying, the loan funds should go to the owner versus the vendor. Kaarin asked about lien waiver. Bruce said that the City would need a lien waiver or an invoice and copy of check for payment in lieu of lien waiver.

There was discussion on having the building as collateral. Bruce noted that this would be a mortgage. Tina asked how it was handled in the past. Steve noted that it was a grant, so the program was not this in depth. Steve noted that collateral would not be building, but personal property.

Bruce noted that currently the Finance Committee would review the loan documents similar to the MCCD loan reviews. Bruce noted that having the building as collateral makes it more cumbersome.

Tina asked if we could discuss with MCCD with administrating this program as well. Bruce noted the EDC is already partnering with them on loans and under their collateral umbrella.

Bruce suggested clarifying that anything under \$3,000 possibly not be collateralized. Steve stated that in the former program there was a lien with a five-year sunset and a legal document. Bruce asked if the Finance Committee could review former forgivable loan program.

Holly will follow-up with Lee Hall from MCCD about their willingness to assist program.

VI. New Business

A. Shovel Ready Designation

Economic Development Coordinator Kreft provided an overview of the shovel ready program. There was discussion about the process and number lots still available in Industrial Park. Mike discussed needing to show the benefits of having the designation to provide to the Council. Bruce asked about the Phase I and Phase II Environmental. Steve stated those are completed.

A motion was made by Diedrick seconded by McPadden to recommend to the City Council authorize staff to begin the submittal for the Session I deadline. Motion carried 5-0.

VII. Project Updates

Steve noted that Extreme Electrical is on Planning Commission agenda for the site plan for expansion. The new building will be larger than the existing building.

Steve also noted that Steve Cushman has a signed purchase agreement with Waste Management to relocate his trucking, storage, and auto repair businesses.

Bruce asked about the Molnau Trucking being listed by Fahey Sales. Steve noted that property was annexed into the City in 2014.

IX. Miscellaneous Communications

A. 2017 Goals

Economic Development Coordinator Kreft reviewed a spreadsheet with the 2017 Goals. McPadden noted an article in the Minnesota Cities magazine.

B. Chamber Updates

Kaarin reminded everyone that the Chili Cookoff was this Saturday with six contestants. Funds raised will go to Parks. Karen has Chamber office hours. Next Board meeting is on March 1st at Quilting Grounds at 7:30 a.m.

X. Upcoming Meetings

The next regular EDC meeting will be March 8, 2017 at 6:30 p.m. Joint marketing committee meeting on March 8th at 6:00 p.m. The National Small Business Week Breakfast will be May 3rd.

XI. Adjourn

A motion was made by McPadden, seconded by Lagergren to adjourn the meeting at 7:17 p.m. Motion carried 4-0.

Respectfully submitted,

Holly J. Kreft, Economic Development Consultant
MDG, LLC.



DATE: March 8, 2017
MEMO TO: Norwood Young America Economic Development Commission
FROM: Holly J. Kreft, Economic Development Consultant
RE: Agenda item V. A. Branding and Marketing

Background:

A Joint Meeting was held on February 8th with the EDC and the Marketing Committee. Orange Ball Creative presented the background of the logo development and final draft versions of the logo. The minutes for the meeting are included in this packet for reference.

Another joint meeting was held prior to this EDC meeting. The Marketing Committee will make a recommendation to the EDC.

Project Scope and Timeline Per Proposal:

- Phase 1: Brand Discovery 3-4 week (August/September) - Complete
- Phase 2: Logo Development 3-4 weeks (September/October) – Complete
- Phase 2: Tagline Development 3-4 weeks (October/November) – Complete
- Phase 2: Style Guide (November/early December) – In Process

Action:

A MOTION recommending a logo to the City Council for consideration at their March 13th Council meeting.



DATE: March 8, 2017
MEMO TO: Norwood Young America Economic Development Commission
FROM: Holly J. Kreft, Economic Development Consultant
RE: Agenda item V. B. No/Low Interest Loan Program

Background:

At the February 8th EDC meeting, the Commission reviewed a draft of the Façade Improvement Program (No/Low Interest Loan Program) policy. The Commission noted concern with the amount of staff time to administer the program and concerns with the buildings as collateral. The EDC asked me to contact Lee Hall with MCCD regarding their ability/interest to assistance with this type of loan program and for Administrator Helget to provide examples of the previous program.

Mr. Hall indicated that they do have a similar relationship with North St. Paul and provided information on that program and an example of their brochure. Both are attached. Mr. Hall also noted:

Façade programs pretty much have to have a grant element to be utilized/successful. Open to Business already offers loan funds to any business in the City that would want to do improvements- and also has a co-lending agreement with you to include your funds and even offering City funds at a lower interest rate doesn't really do much when you are talking about a small loan like this. Communities that do façade programs are typically trying to incentivize a property owner to do work they aren't motivated to do on their own- thus the grant incentive.

Also attached is a sample of the previous forgivable loan and the recorded document. The application and policy for the forgivable loan is also attached.

Action:

Based on this additional information, staff would like direction on whether to proceed with a no/low interest loan program; draft a program to market jointly with MCCD; or renew the forgivable (grant) program.

**North St. Paul
Downtown Façade Improvement RLF**

Fund Size:

Up to \$75,000 (approx. 5 projects)

Loan Range: 80% of eligible project costs- up to 15,000 (min. loan size \$1,000)

Owner Equity: 20%

City Forgivable Loan: Up to 20% of loan amount or \$3,000, whichever is less

Forgivable loan (no D/S, forgiven at half-life of loan if timely payments on MCCD portion)

MCCD: Will Underwrite, close and service a single note with borrower, for the full loan amount

NSP: Will purchase a 20% participation in the MCCD note. MCCD will apply all principle payments to MCCD's portion of the note. Based on standards for loan forgiveness- and with NSP's consent- MCCD will apply NSP's participation funds to the loan and reduce the outstanding balance.

Interest Rate: p+ 4% (7.50 current)

Term: Up to 5 yrs.

Loan Loss: In the event of loan default, MCCD will apply NSP participated funds to reduce the loan balance. Losses in excess of NSP's participation shall be borne by MCCD without further recourse to NSP.

Larger Deals: Require MCCD full underwriting or regular bank loan

Process: Keep it simple/fast, basic business/project information

Application (2 yrs. Tax returns, profitable, FICO @680, paid RE taxes, no outstanding collections/judgments, current on rent/payroll/sales tax, etc)

Review/approval (MCCD)

Closing/servicing/reporting (MCCD)

Target Area: Downtown B2 Zoning District

Eligible Uses: Bldg front/back (Seppala), Windows/doors, Signage, Awnings, Landscaping, Lighting, Removal of incompatible finishes, Restoration (paint, cleaning, siding), etc.

Total City Funding:

\$15,000 in forgivable loans (\$5K from NSP Bus. Association)

Loan Documents:

Note, Loan Agreement, loan participation, personal guarantee

Collateral: None required.

Example:

Project Size: \$10,000

Owner EQ: \$2,000

Loan: \$8,000 (MCCD note, \$6,000 MCCD funds, \$2,000 City/BA funds)

MCCD- \$6,000

- 5 yrs, 7.25%, \$119/mo

- 3 yrs, 7.25%, \$185/mo



About...

The City of North Saint Paul is offering a simple, fast, and easy way to upgrade your business storefront. This ongoing program will help you attract customers and will enhance the aesthetic appeal of the downtown commercial district.

The City will provide loans to approximately five businesses for projects in 2013, with loan amounts ranging from \$1,000 to \$15,000.



Facade Improvement Program

For commercial storefronts in the Downtown B2 Zoning District



A simple, fast, and easy way to upgrade your downtown storefront

Facts...

Loan Amount: \$1,000 - \$15,000

Forgivable Loan/Grant: 20% is forgivable

Owner Equity: 20% of project amount

Loan Term: Up to 5 years

Eligible Uses: Front/rear building facade, windows/doors, signage, awnings, landscaping, lighting, restoration (paint, cleaning, siding), etc.

Application Process: Business owner provides basic business and project information, including:

- Business Tax Returns for previous two years
- Credit Score of 680 or greater
- Real Estate taxes have been paid
- No outstanding collections or judgments
- Business is current on rent/payroll/sales tax

Loan Documents:

- Promissory Note
- Loan Agreement
- Personal Guarantee

Deadline: Continuous



Where...



Downtown B2 Zoning District (in Red)

Sample Project...

Project Size: \$10,000

- Owner pays \$2,000 upfront (20% Owner Equity)
- Owner receives \$8,000 loan amount (\$6,000 from MCCD and \$2,000 from the City and North Saint Paul Business Association, which converts to a grant)
- 5-year term monthly payment: \$119 per month (includes 7.25% interest)
- 3-year term monthly payment: \$185 per month (includes 7.25% interest)
- Incentive: Owner saves 20% (\$2,000) through the program

Action Steps...

- 1 Contact City of North Saint Paul or MCCD
- 2 Submit Application to MCCD, including basic business and project information (See Far Left)

If loan approved...
- 3 Submit Project and Construction documents to MCCD
- 4 Construction
- 5 Pay back loans and enjoy your building and business improvements!

Contact...

Paul Ammerman
Economic Development Director
City of North Saint Paul
651-747-2437
Paul.Ammerman@ci.north-saint-paul.mn.us

Lee Hall
Metropolitan Consortium of Community Developers
612-789-7337 ext 17
leehall@aol.com

Sponsors:
City of North Saint Paul/Economic Dev. Authority
Metropolitan Consortium of Community Developers
North Saint Paul Business Association

*Commercial Corridor
Revitalization
Deferred Forgivable Loan Program
Application*



**Norwood Young America
Economic Development Commission**

Norwood Young America Economic Development Commission Commercial Corridor Revitalization Deferred Forgivable Loan Program

OVERVIEW: The purpose of the Commercial Corridor Revitalization Deferred Forgivable Loan Program is to offer funds to commercial property owners in the C3 Downtown Zoning District; the C2 General Commercial Zoning District; and the RC-1 Residential Commercial Zoning District to make exterior improvements that improve the “curb appeal” of their property.

The EDC is dedicating \$25,000 to this program again in 2012. The EDC will accept applications to the loan program on a first come, first served basis starting May 1, 2012. The EDC will assign a number to each application as it comes in to the City. If an application is deemed ineligible for whatever reason, the EDC will review and consider the next application in line.

LOAN AMOUNT: Loan amounts range from \$500 to \$5,000. This is a deferred forgivable loan. *If the recipient retains ownership of the property for five years after the EDC approves the loan; the EDC will forgive the entire loan amount.*

REPAYMENT: The recipient must repay the loan, if he or she sells or transfers the title of the property within the five-year period. If the total loan amount is \$5,000, and the property owner sells after three years, he or she will have to repay \$5,000. Recipients will have to sign a “Repayment Agreement,” which is filed at Carver County as a lien against the property. The Repayment Agreement must be signed before work begins on the project. The term starts when the Repayment Agreement is signed and dated.

ELIGIBLE PROPERTIES INCLUDE (Please also refer to the eligible properties map included with this application for specific parcels.)

All properties located in the C3 Downtown Zoning District; all properties in the C2 General Commercial Zoning District; and all properties in the RC-1 Residential / Neighborhood Commercial Zoning District, **except properties classified as residential, church or public in the Carver County property tax system.** Priority consideration will be given to properties that are 10 years of age or older. If you received a grant in 2011, you are not eligible to apply in 2012.

*** *Businesses who lease space must get written approval from the owner of the property. The property owner must agree to sign the Repayment Agreement.***

ELIGIBLE IMPROVEMENTS: Improvements that can be viewed from the public right-of-way including:

- Windows and doors (Must be viewable from the public right of way)
- Painting, sandblasting or other façade improvements such as siding, soffits and fascia, tuck pointing, trim, and stucco repair
- Signs and awnings
- Roofs
- Foundations
- Cement work such as private steps and sidewalks
- Handicap accessibility
- Exterior lighting

INELEGIBLE IMPROVEMENTS:

- Landscaping
- Private parking lots
- Additions
- Garages or storage buildings
- Playground equipment
- Decks
- Anything not permanent or affixed to the property.

OTHER GENERAL CONDITIONS AND PROCEDURES

APPLICATION PROCESSING: The NYA EDC will review all applications for final approval. The EDC will accept applications to the loan program on a first come, first served basis starting May 1, 2012. The EDC will assign a number to each application as it comes in to the City. If an application is deemed ineligible for any reason, the EDC will review and consider the next application in line.

CONTRACTORS / BUILDING PERMITS: A minimum of two bids per project is required. Please provide a copy of the bids with your loan application. Contractors must be licensed by the State of Minnesota. The property owner is responsible for obtaining all of the proper building permits for the project in question.

TOTAL PROJECT COST: There is a minimum award of \$500 and a \$5,000 maximum award.

WORK COMPLETION: *Work cannot commence until the EDC approves the loan and the property owner has signed the Repayment Agreement.* Weather permitting; all projects must be completed within 120 days of the date the loan is closed.

DISBURSEMENT PROCESS: After an inspection by the City's building official and / or the City's Economic Development Coordinator to verify completion of the work, a two-party check will be issued payable to both the loan recipient and the contractor or materials supplier. The EDC requires the following items to disburse loan funds:

- 1.) Final, original invoice from contractor (or material list from supplier);
- 2.) Completion certificate signed by the loan recipient and the contractor; if there is one.
- 3.) Copies of all required City permits (also indicating final inspection by the City building official when necessary)
- 4.) Final inspection by the EDC.

Please allow a minimum of 14 days from the time invoices are submitted for reimbursement checks to be issued. The Norwood Young America City Council approves all expenditures on the 2nd and 4th Mondays of each month and invoices must be received at least one week prior to the council meeting for their consideration. Please advise your contractors of this schedule.

**This project funded by the:
Norwood Young America**



Commercial Corridor

RENTALIZATION

////// program

**Not
Your**

**Average
Community!**

www.expand2nya.com

Document No.
A 542955

OFFICE OF THE
COUNTY RECORDER
CARVER COUNTY, MINNESOTA

Fee \$46.00 Receipt#: RA 2011000074

Certified Recorded on 9/29/2011 at 10:55 AM PM



Mark Lundgren
County Recorder

Mortgage Registration Tax of \$ 6.15
paid on 9-29-11 (Date)
Conservation Fee Paid
Laurie Engelen, Auditor-Treasurer
By Debra Danner (Deputy)

Repayment Agreement
City of NORWOOD YOUNG AMERICA
Commercial Corridor Revitalization Deferred Forgivable Loan Program

THIS AGREEMENT, made and entered into this 23rd day of Aug, 2011, by and between _____ husband and wife, (hereinafter referred to as "Owner"), and the City of Norwood Young America having its principal office at 310 Elm Street West, Norwood Young America, Minnesota 55368 (hereinafter referred to as "Lender").

WHEREAS, on the 23rd day of Aug, 2011, (hereinafter referred to as the "effective date"). The Lender agrees to grant to Owner(s) a rehabilitation Deferred Payment Loan, hereinafter referred as "Deferred Loan," relating to the real estate hereinafter described, in the amount of \$2,675.00.

WHEREAS, on the effective date Owner has given Lender a promissory note for the "Deferred Loan" incorporating the terms of this Repayment Agreement and securing said promissory note with the real estate hereinafter described.

NOW THEREFORE, in consideration of the said Deferred Loan the parties do hereby agree as follows:

1. a. That if Owner sells, transfers, or conveys all or any part of the real estate hereinafter described or any interest therein (whether voluntarily or involuntarily), within a period of Five (5) years from the effective date and receipt of the deferred loan, to wit: the 23rd day of Aug, 2011. Owner shall repay to the Lender a sum equal to 100% of the deferred loan amount, as set forth above.

That any such repayment shall be made to the City no later than the 30th day following such sale, transfer or other conveyance, or on such later date or dates as City, in its sole discretion, may designate.

2. That as security for Owner's obligation of repayment, and subject to the terms and conditions of this Agreement, Owner hereby grants and City shall and hereby does have, a lien on the real estate hereinafter described as the full amount necessary to satisfy said repayment obligation and the cost including reasonable attorney's fees, of collecting the same. The real estate subject to said lien is situated in Carver County, Minnesota, and is legally described as:

Legal attached as Exhibit A
PID:

3. Promptly after the date of any sale, transfer or other conveyance of the above-described real estate (or, in the event of a sale by contract for deed at least ten (10) days prior to such date of sale), Owner or his/her heirs, executors, or representatives, shall give the City notice thereof.
4. In the event Owner or his/her heirs, executors or representatives shall fail or refuse to make a required repayment within said limited period, the City may, with or without notice of Owner, foreclose said lien in the same manner as an action for the foreclosure of mortgages upon said real estate, as by statute provided.
5. Said lien shall terminate and shall be of no further force or effect in the event the City has not, on or before Aug. 23, 2016 (date) commenced an action in the aforesaid manner to foreclose the same.
6. This Agreement shall run with the aforesaid real estate and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.
7. If this agreement is executed by a contract for deed vendor or a mortgagee of the property, as one of the Owners, such execution shall be deemed for the purpose of establishing and continuing the existence of the indebtedness described herein and the lien granted herein. However, in the event of default of the terms hereof, neither the City of Norwood Young America nor its assignees shall take any action against such contract for deed vendor except such as may be necessary in order to subject to the satisfaction of said indebtedness the property described herein.

IN TESTIMONY WHEREOF, the parties have executed this Agreement as of the day and year first written above.

Borrower: _____ Borrower: _____

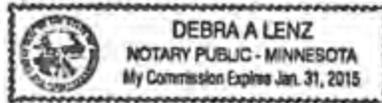
City of Norwood Young America
Grant Administrator

Christie Rock
By: Christie Rock, its
Economic Development Coordinator

State of Minnesota)
)
County of Carver)

On the 23rd day of Aug., 2011, before me, a Notary Public with and for the said County, personally appeared _____ husband and wife, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledging that they executed the same as their free act and deed.

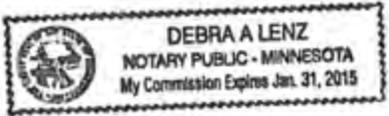
Debra A Lenz
Notary Public



State of Minnesota)
)
County of Carver)

On the 23rd day of Aug., 2011, before me, a Notary Public with and for the said County, personally appeared Christie Rock, its Economic Development Coordinator to me known to be the person(s) described in and who executed the foregoing instrument and acknowledging the he executed the same as his free act and deed.

Debra A. Lenz
Notary Public



This document was drafted by:
City of Norwood Young America
310 Elm Street West
Norwood Young America, MN 55368

Return To
Title Mark
121 West Main - Suite 200
Waconia, MN 55387
201107SLP



DATE: March 8, 2017
MEMO TO: NYA Economic Development Commission
FROM: Holly Kreft, Economic Development Consultant
RE: Agenda item VI. Project Updates

Following are project updates from the past month:

1. **Florist Shop** – The prospective business is working to lease space at 210 Railroad Street. They are working on business registration and planning. I sent her Lee Hall's contact information to connect on assistance with business planning. She hopes to open in early summer.
2. **Snap Fitness** - Snap Fitness is moving forward with the purchase of the single family home east of Dairy Queen. Closing will occur in May and they plan to demo and have the new building under construction that month. I provided them contact information for Cynthia Smith-Strack for questions on the site plan review process.
3. **Olde Mill House** - Deb Streseman is reopening the Olde Mill House and is currently accepting vendors. She is planning to open at the end of March. I contacted her about a ribbon cutting and she indicated she would like to join the Chamber of Commerce.
4. **MnCAR and Greater MSP requests** - I responded to a number of requests from MnCar and one from Greater MSP this month. They included a small space request specifically requesting NYA or Glencoe. The Greater MSP request was for a greenfield site of about 10 acres for an industrial user, so I provided information on Tacoma West Industrial Park.



DATE: March 8, 2017

MEMO TO: NYA Economic Development Commission

FROM: Holly Kreft, Economic Development Consultant

RE: Agenda Item VII. A. Joint Meeting - EDC, Planning Commission, City Council, Chamber of Commerce

One of the goals of the EDC is to organize an annual joint meeting with the EDC, Planning Commission, City Council, and Chamber of Commerce. Last year the joint meeting was held on March 22nd and included reports from each group that focused on the previous year's accomplishments and goals/projects for the current year.

ACTION: Recommendation for a date(s) of the joint meeting with an invitation to each group to participate.