



more than a place, it's home.

NORWOOD YOUNG AMERICA ECONOMIC DEVELOPMENT COMMISSION

Wednesday, July 12, 2023 - 6:00pm

City Hall Council Chambers, 310 Elm Street West

AGENDA

1. **Call to Order**
 - A. Pledge of Allegiance
2. **Adoption of Agenda**
3. **Approve Minutes**
 - A. June 14, 2023, EDC meeting
4. **Introductions, Presentations, and Public Comment**

(Citizens may address the Economic Development Commission about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The Economic Development Commission will take no official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting.)
5. **New Business**
 - A. NYA Business Dashboard
 - B. Review of 2023 Goals
6. **Old Business/Update**
 - A. Housing Study Update
 - B. Façade Program
 - C. Central Trades & Advisory Group Update
 - D. Chamber of Commerce Update
7. **City Council & Other Commission Updates**
8. **Upcoming Meetings - Next EDC meeting – 6:00 p.m., August 9, 2023**
9. **Adjournment**

July 18, 2023	Park and Recreation Commission Meeting	5:15 PM
July 20, 2023	Sr. Advisory	9:00 AM
July 24, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM
August 1, 2023	Planning & Zoning Meeting	6:00 PM
August 9, 2023	Economic Development Commission Meeting	6:00 PM
August 14, 2023	City Council Meeting	6:00 PM
August 15, 2023	Park and Recreation Commission Meeting	5:15 PM
August 17, 2023	Sr. Advisory	9:00 AM
August 28, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM

NORWOOD YOUNG AMERICA ECONOMIC DEVELOPMENT COMMISSION

Wednesday, June 14, 2023 - 6:00pm

City Hall Council Chambers, 310 Elm Street West

Minutes

In Attendance: Carol Lagergren, Jason Winter, Connor Smith, Mike Eggers, Mike McPadden

Absent: Andrea Gerth, Chamber Representative

Staff: CEDD Karen Hallquist

Guest: none

1. Call to Order

Vice Chair Smith called the meeting to order at 6:00pm.

A. Pledge of Allegiance

2. Adoption of Agenda

Motion: MM/ME to approve the agenda with the addition of 5D. Hotel Inquiry. Motion passed 5-0.

3. Approve Minutes

A. May 10, 2023, EDC meeting

Motion: ME/JW to approve. Motion passed 5-0.

4. Introductions, Presentations, and Public Comment - None

5. New Business

A. NYA Business Dashboard

Hallquist shared that Copper Canyon's ribbon cutting is tentatively set for July 12th at 9:30am. Other highlights included that there have been more business inquiries about the industrial park and potential expansion projects for existing businesses. The Emma Street lots have been starting to go up for sale. Upcoming work sessions for the City Council include the walking track at Central Schools on June 12th and Old Town on Jun 26th.

A. Yellowstone Trail – Cultural Heritage Tourism Master Plan

Hallquist shared that the Yellowstone Trail of MN offered a presentation in Glencoe recently to talk about their Master Plan which formalizes tourism efforts for the communities along the Yellowstone Trail from Ortonville to the St. Croix River. Hallquist will continue to monitor YTMN to assure there is current and accurate information about NYA as there is potential for economic benefits for the community.

B. Carver County Workforce Development/Economic Development Partnership

Hallquist reported that the CC Workforce Development/ED Partnership group will be attending the NYA Manufacturing Today event in October. Members of this group include representation from all municipalities and CC WorkForce and Health & Human Services. The CC WorkForce and Commissioner Uderman would like to replicate the event in eastern Carver County. Hallquist also shared some population and labor market statistics from MN DEED.

6. Old Business/Update

A. Housing Study Update

The contract was signed with WSB in May, and they have started doing research for the study. The timeline for completion is August 2023. Staff applied for the Carver County CDA Community Growth Initiative Pre-Development Grant Program in the amount of \$7,500 for the 1-1 match. Attached is the 2022 Annual Population Estimate that was provided by Met Council and distributed to LGUs the end of May. The population of Norwood Young America as of April 2022 is 4,008.

B. Façade Program

Commissioner Winter provided his edits to the program (required match, loan terms, repayment, etc.). Hallquist will make the updates and a final draft will be presented at the July meeting.

C. Central Trades & Advisory Group Update

Hallquist will be reaching out to Superintendent Schochenmaier to schedule a date for the event.

D. Chamber of Commerce Update

Commissioner McPadden shared the success of Springfest. Hallquist shared there will be no Taste of NYA this year.

7. City Council & Other Commission Updates

Mayor Lagergren shared the City Council update:

- Walking track – joint powers agreement signed with Central Public Schools
- Merger Street will be starting in September.
- The new management company for the Harbor/Haven is Cornerstone Management.

8. **Upcoming Meetings** - Next EDC meeting – 6:00 p.m., July 12, 2023

9. Adjournment

Motion: JW/ME to approve. Motion passed 5-0.

Respectfully submitted,

Karen Hallquist, Community & Economic Development Director



TO: Economic Development Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: July 12, 2023

SUBJECT: NYA Business Dashboard

Business Development	Location	Status
Carver Canine	13950 Hwy 5	TBD
Farmers Insurance Agency	514 Faxon Rd N	Opening August 2023
Copper Canyon Bar & Grill	425 Merger St	Ribbon cutting July 12 9:30am
Children of Tomorrow	316 Hwy 212	Expansion
Business Inquiries		
PuroClean	RC-1	Potential for expansion
Mini Storage	B-1 Business Industrial	Interested in city-owned greenspace
Mfg	I-1 Light Industrial	Interested in 2 nd Ind Park
Incubator Facility	I-1 Light Industrial	Interested in 2 nd Ind Park
Mfg – waterbased solutions	I-1 Light Industrial	Submitted LOI
Mfg Expansion	I-1	Researching options for 2 nd Ind Park
Mfg	I-1 Light Industrial	Submitted LOI
Mfg	B-1/I-1	Interested in 2 nd Ind Park
Mfg	I-1 Light Industrial	Interested in 2 nd Ind Park
Indoor storage	B-1/I-1 Business Industrial	Interested in 2 nd Ind Park
Contractor Operations	C-3 Downtown District	Working with owner – would need a CUP
Market Rate apartments	C-3 Downtown District	Conversation w developer
Retail/food shop	C-3 Downtown District	TBD
Construction company	I-1 Light Industrial	Interested in 2 nd Ind Park
Landscaping company	B-1 Business Industrial	Interested in city-owned greenspace .
Auto repair	RC-1	Expansion possibilities
Retail/food shop	C-2 General Commercial	Researching location
Housing Development Opportunities		
Kloth Property	16810 CR 31	61.32 acres of R-1 Residential – listed for \$1.6M - single family land available
Preserve/Meadow Property	N 700 block of Lakewood Trl	22.66 acres listed for \$1.2M
JAM Property	NE Corner of Tacoma/Hwy 212	60.69 acres of Transitional Ag land – for sale again
Wenlund Property	13620 CR 33 (south of NYA)	80+ acre parcel - inquiries
Emma Street Lots (7)	Emma Street, NYA	Two (2) lots for sale \$50k ea – one is pending.
Misc Projects		
All-park assessment	All nine parks	Public service staff working on suggested improvements
City Hall Raingardens & Garden Plots		CHS to start in Fall 2023
Hwy 212 Four Lane Expansion		Design meeting happening – set to start later 2024

Outlot A Plans/public water access	Outlot A & Lakewood Trl & Barnes Lake	Reaching out to DNR and CCWMO
Walking Track	Central Schools	Joint powers agreement signed and paid for.
Old Town	Willkommen Memorial Park	Approved hiring of RAM General Contractor for the project. Demo on Aug 30th
Industrial Park Expansion		Feasibility study going on for infrastructure costs
Masonic Building	10 3 rd Ave SE	City Council to start razing process
Central Schools Project	Elem & HS	Permits processed

Commercial Land for Sale

- [312 1st Street NE](#) -Rezoned C-3 Downtown District
- [Metro West Industrial Park](#) -frontage along US Highway 212 with vehicle access available off of Railroad Street. There are four lots remaining in this development, ranging in size from 1.28 - 2.52 acres.
- 420 W Railroad Street - bare lot w drainage ditch, no water/sewer access
- Industrial Blvd City-Owned Greenspace

Commercial Buildings for Sale or Lease

- [522 Faxon Road](#) - Timm Law office w/additional office space for lease
- 209 Main Street E - former meat market for lease
- 232 Main Street E - former Clark building
- 310 W Hwy 212 - whole building/s for sale
- 319 W Elm Street - former bakery building - office/retail/rental dwelling - for sale or lease

Residential Land for Sale

- [16810 CR 31](#)
- [7xx Lakewood Trail](#)
- [13620 CR 33](#) - south of NYA (not annexed)



TO: Economic Development Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: July 12, 2023

SUBJECT: Review of 2023 Goals

Commissioners are asked to review the 2023 Goals and start to explore additional opportunities for economic development for 2024 planning.

Discussion Only.



Norwood Young America Economic Development Commission 2023 Goals **Review July 2023**

Staff has created the following NYA EDC goals for 2023 based on current and future growth opportunities:

1. **Develop opportunities for new businesses and expansions for current businesses**
 - a. Promote the Tacoma West Industrial Park expansion
 - b. Review business incentives
 - i. TWIP expansion (TIF, etc.)
 - ii. NYA façade programs, sign programs, etc.
 - c. Increase marketing for vacant commercial properties
 - i. Use GIS mapping capabilities to create an interactive map with available sites
 - d. Continue EDC Commissioner's knowledge of the scope of business opportunities by including monthly updates with the NYA Dashboard which includes a list of business inquiries, available building sites, properties for sale, and redevelopment sites.
 - e. Identify needs/wants for future projects which will add to the vitality of the community
 - i. Faxon Road Streetscape Project 2023/24
 - ii. Main Street Lighting Project
2. **Increase outreach and enhance relations with current businesses**
 - a. Provide financial access to businesses grant opportunities
 - b. Improve communication with all building owners and realtors by making sure they are on the city newsletter list
 - c. Utilize the Revolving Loan Fund for gap financing opportunities for new and existing businesses.
 - d. Celebrate Small Business Week, Manufacturer's Week and any other SBA endorsed recognitions
 - e. Share any such public information with the Chamber Executive Director and Chamber Board to assist the Chamber's outreach efforts in monthly ribbon cutting welcomes
 - f. Continue to encourage City's participation, involvement in, presence at, or support of, community events
3. **Market Norwood Young America to current and new residents and businesses**
 - a. Promote the four-lane expansion of Hwy 212
 - b. Continue efforts for pursuing food resources in NYA.
 - c. Pursue an updated Housing Study
 - d. Implement NYA Welcome Packets for developers, new businesses and residents.
 - e. Continue collaboration with Carver County CDA in its county wide tourism planning efforts
 - f. Create professional photos of the NYA area community
 - g. Promote quality of life attributes (i.e. Willkommen Heritage Center, NYA Library, Parks, townball, festivals, murals, community gardens, Music in the Park, etc.)
 - h. Continue monthly City newsletters
 - i. Continue to explore, with the CDA, the concept of a Carver County Real Estate Exposition
4. **Enhance partnerships with Carver County and local schools**
 - a. Collaborate with the Central Trades Advisory Group with Mfg Week and other business events
 - b. Partner with Central Schools Industrial Tech class for community projects
 - c. Continue and investigate the enhancement of relationships and partnerships with the NYA Area Chamber of Commerce, Carver County Workforce Development, local civic organizations, faith-based organizations, Carver County Sheriff's Department, non-profit groups.



TO: Economic Development Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: July 12, 2023

SUBJECT: Old Business/Updates

7.A Housing Study

The Carver County CDA Community Growth Initiative Pre-Development Grant Program application in the amount of \$7,500 was approved at their June board meeting. Once the housing study is completed and paid for, staff will submit an invoice to CC CDA for the \$7,500.

7.B Façade Program

Staff has made the requested changes to the guidelines and application. Commissioners are to review the final draft. Note that if the borrower defaults on the loan agreement, the remaining balance will be assessed to property taxes. Staff will work with the city attorney for the correct language on the loan agreement and promissory note. Staff is recommending to start the program September 1, 2023.

Suggested Motion

Motion to recommend approval of the NYA Façade Improvement Loan Program with the implementation date of September 1, 2023.

7.C Central Trades & Advisory Group Update

The CTA group will resume meetings in September 2023. The 2023 NYA Manufacturer's Today event will be held on Wednesday, October 25th. More details to come.

7.D NYA Area Chamber of Commerce Updates



NYA Façade Improvement Loan Program

Purpose

The purpose of the NYA Façade Improvement Loan Program is to offer a no-interest loan opportunity to NYA businesses for building improvements. The purpose of this program is to provide financial assistance to property and business owners to stimulate investment in the NYA business districts. The goal of this program is to provide an incentive to businesses and property owners to enhance the aesthetics of their buildings in hopes of strengthening the vitality of all NYA business districts, which will have a lasting impact on the entire NYA business community.

Program Eligibility

The intent of the NYA Façade Improvement Loan Program is to focus on those buildings and properties that need improvement due to age, a desire to improve the overall impression of the property and increase the value of buildings. Commercial structures and mixed-use commercial/rental dwellings in the C-2 General Commercial, C-3 Downtown District, and RC-1 Residential/Neighborhood Commercial are eligible for the Program.

All improvements must result in building improvements that add to the goals above. Due to the limited amount of funds, all applications are subject to a competitive selection process which will be based on project goals, impact, and readiness of the project. All applications and plans are subject to the review and approval of the City. Submitting the application and improvement plan does not guarantee approval.

Required Match

All applicants must provide matching funds on a minimum 1-to-1 ratio for loans up to \$5,000. Matching funds must be in cash. "Sweat equity" labor provided by the applicant, owner, or other non-skilled laborer is not considered matching funds.

Eligible Applicants

- The applicant must be the property owner or a tenant with written permission from the property owner to make improvements to commercial or retail buildings.
- There must be no delinquent bills, charges, or taxes due to the City.
- Projects must be located in the designated zoning area of eligibility.
- All projects must result in permanent building improvements.
- Property must have a conforming use or legal non-conforming use.
- Property owners or tenants are only allowed one matching loan per calendar year. If loan funds remain after the first year, additional loans may be applied for on a case-by-case basis.
- All improvements must follow the principles and guidelines of the Norwood Young America Downtown Redevelopment Plan, City Code, and NYA Façade Improvement Loan Plan.

Eligible Uses

Matching loan dollars may be used for improvements to the front façade exterior of buildings including:

- Exterior painting
- Surface treatment (i.e. siding, brick, stucco replacement/repair)
- Masonry repairs and tuckpointing
- Exterior steps/entrances
- Decorative awnings or canopy installation
- Window and/or door replacements or entrance modifications
- Installation or repair of exterior signage
- Publicly visible & use landscaping
- Parking area improvements

Project Commencement

Projects utilizing the matching loan program may not begin prior to approval of the Design review, approval of the matching loan or issuance of a building permit.

Project Completion

Work must be completed in full within six months of the loan approval.

Loan Terms

The NYA Façade Improvement Program provides a one-time loan for eligible expenses. Loans range from \$2,000 to \$5,000 with a 1-to-1 match, 0% interest, and a repayment timeline of eighteen (18) months from date of loan. Applicants shall ~~administrate and~~ submit the contractor's invoice(s) for the ~~matching loan~~ related improvements to the City. ~~Invoices shall contain the loan award amount to be paid to the contractor.~~ All work proposed as part of the project shall be completed prior to a request for loan funds. ~~It is recommended (not required) to the borrower to ask for a lien waiver from the contractor upon payment in full. Loan payment shall be made will be disbursed directly to the contractor or vendor completing the work or supplying the product following final certification or inspection of the approved project by the City in accordance with Design Standards and other city regulations to the borrower upon submitting a paid in full invoice from the contractor. Under no circumstances will the applicant borrower be directly paid for work done, nor will work completed prior to approval of the application be allowed to qualify for funds.~~

Timing of Loan

Security

~~Signing~~ Upon completion of the project, borrower is to execute a ~~subsidy loan~~ agreement and promissory note. Sample agreement and note are attached.

Repayment

Loan will be paid on a monthly basis in eighteen (18) equal monthly installments beginning on the 1st day of the month after loan consummates. Default of payment will result in the balance assessed to the property taxes.

Conflict of Interest

Agreement governed by laws of Minnesota. In the event any provision or clause of this agreement shall conflict with applicable law, such conflict shall not affect the other provisions of this agreement.

For More Information

Public data may be disclosed to any person or entity in accordance with MN Government Data Practices Act and Rules.



NYA Façade Improvement Loan Program Application

Date _____

Business Name _____

Business Owner Name _____

Loan Applicant Borrower Name _____

Property Address _____

Property Owner Name _____

Property Owner Address (if diff from applicant) _____

Home Phone _____ Mobile Phone _____

Type of Business _____

Business Phone _____ Mobile Phone _____

Email _____ Website _____

Lease Agreement Expiration Date (if applicant is leasing) _____

****If the applicant is NOT the property owner, the owner must sign on page 3 to approve the proposed improvements and provide a letter of support. If applicant is leasing the building, indicate expiration date of current lease.**

****The property must be up to date on all property taxes and assessments**

Application Requirements

- Review program terms and conditions
- Completed application form and signature(s)
- Property owner letter (if applicable)
- Description of proposed project
- Photo of current conditions
- Bid estimates

Description of Proposed Improvements

Total Improvement Cost \$ _____

Loan Request Amount \$ _____ ****The amount of the loan amount cannot exceed \$5,000.**

What will you contribute to the 1 to 1 match requirement? _____

Timeline for Completion _____

Submit two written bids/estimates/quotes for the project cost.

- If two bids cannot be supplied, provide evidence of that multiple bids were sought.
- Verify contractors are licensed, bonded and insured.
- Loan amounts are based on the lower bid; however, you are free to accept the higher bid.

Contractor Information

1. Contractor Name _____
 Address _____ Phone _____
 Bid Amount __ \$ _____

2. Contractor Name _____
 Address _____ Phone _____
 Bid Amount __ \$ _____

Review Terms

The **applicant borrower** will receive a loan in the amount specified pending applicant’s compliance with this agreement and loan program guidelines and available funding. The final determination of eligibility rests with the City of Norwood Young America.

1. The **applicant borrower** certifies that he/she is an owner of record of the property where the funds will be used to finance façade improvements; or where not the owner of record of the property, has obtained the owner’s written authorization to cause the improvements to be made. The property owner certifies that all property taxes are paid and up to date and will remain so throughout the entire project, until loan funds are disbursed.
2. Work performed at the property shall be as stated in the contractor(s) bid(s) obtained by the **applicant borrower** and as stated in this application.
3. Any contractor(s) who performs work at the property must meet City of Norwood Young America licensing, building permit and building code requirements.
4. If the **loan-applicant borrower** is performing any work, the **applicant borrower** understands that upon completion (1) all work must meet City of Norwood Young America zoning code, building permit and building code requirements, and (2) loan funds can only be used to compensate for materials, not for the purchase or rental of tools and equipment or the labor of the **loan-applicant borrower** a relative or someone with financial interest in the business or property receiving the loan funds.
5. All improvements must be complete and reimbursement request documents provided to the program administrator within **nine-months six months** of the loan approval date. The **loan-applicant borrower** is responsible for ensuring that the work has been completed satisfactorily before paying the contractor(s).
6. Loan funds will be disbursed to the **loan-applicant borrower** by the program administrator based upon the receipt and review of the items below. The **awarded-applicant borrower** must submit the following items to the program administrator upon completion of the work. If more than one contractor is used, the items listed below must be provided for each contractor:
 - a. Proof of final inspection by the City of Norwood Young America for work requiring a city permit (send a copy of the permit signed by the building inspector). For work NOT requiring a city permit, call the program administrator at 952-467-1810 to notify them work is complete.
 - b. Final invoice from the contractor(s) showing the total project cost.

I hereby affirm that all information above is true and accurate to the best of my knowledge. I have reviewed and agree to the terms of the NYA Façade Improvement Loan Program.

Applicant Borrower Signature _____ Date _____

Owner Signature _____ Date _____

Application Submittal

Submit application and attachments to program administrator by mail or email to:

Karen Hallquist, Community & Economic Development Director
City of NYA
PO Box 59
Norwood Young America, MN 55368
(952)467-1810
Economicdev@cityofnya.com

Internal Use Only - to be completed by program administrator.

Date application received _____

Loan amount requested _____

1 to 1 match _____

Total project cost _____

Loan approval date _____

Project completion date _____

Program administration signature _____

Karen Hallquist, CEDD - Program Administrator