



**NYA Economic Development Authority
AGENDA**

**Monday, June 9, 2025 - 4:30 pm Meeting
Large Conference Room, 310 Elm Street W, Norwood Young America, MN 55368**

1. CALL A MEETING OF THE EDA TO ORDER

1.1. Pledge of Allegiance

2. APPROVE AGENDA

3. APPROVE MINUTES

3.1. Approve May 27, 2025, Minutes

4. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT

(Individuals may address the Economic Development Authority about any non-agenda item of concern. Speakers must state their name and address and limit their remarks to three minutes. The Economic Development Authority will not take 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 agenda.)

5. PUBLIC HEARING - none

6. OLD BUSINESS

7. NEW BUSINESS

7.1. NYA Façade Improvement Loan Program

7.2. NYA Event Grant Program

8. STAFF REPORTS

9. ADJOURNMENT

Next Meeting –Monday, August 11, 2025, 4:30pm at City Hall (No meeting in July)

UPCOMING MEETINGS / EVENTS

June 11 th	NYA Food Distribution	12:00 PM – 1:00 PM
June 13 th	"NEW" Old Town Dedication & Events	Starting@5:00 PM
June 18 th	Park and Recreation Commission Meeting	5:30 PM
June 19 th	City Hall Closed in Observance of Juneteenth	
June 19 th	Senior Advisory Commission	No Meeting

June 23rd	City Council Workshop/Meeting	5:00 PM/6:00 PM
July 1 st	Planning Commission Meeting	6:00 PM
July 9 th	NYA Food Distribution	12:00 PM – 1:00 PM
July 14 th	Economic Development Authority (EDA)	No Meeting
July 14 th	City Council Meeting	6:00 PM
July 15 th	Park and Recreation Commission Meeting	No Meeting
July 17 th	Senior Advisory Commission	9:00 AM
July 28 th	City Council Workshop/Meeting	5:00 PM/6:00 PM



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

May 27, 2025

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

Attendance:

ATTENDEES: Connor Smith, Andrew Storms, Jason Martens, Sandi Harms, Dan Traxler, Mike Eggers, Stacie Thomes

STAFF: Andrea Aukrust, City Administrator; Mitchell Thiesfeld, City Clerk/Finance Director

OTHER: Nick Anhut, Ehlers

1. Call EDA Meeting to Order

President Martens called the EDA meeting to order at 4:32 PM.

1.1 Pledge of Allegiance

The Pledge of Allegiance was said by all.

2. Approve Agenda

Motion: CS/AS to approve the agenda as printed. Motion passed 7-0.

3. Approve Minutes

3.1 Approve May 12, 2025, minutes

Motion: ME/SH to approve the minutes as presented. Motion passed 7-0.

4. Introductions, Presentations, Proclamations, Awards, and Public Comment – none

5. Public Hearing

5.1 Resolution 2025-03: Approval of Purchase Agreement and Development Assistance Agreement with NYA Investors, LLC, Including the Conveyance of Land and Approving an Interfund Loan - Nick Anhut, Ehlers

- This agreement outlines the terms under which the City and EDA will provide financial assistance to support the redevelopment of 123 Reform Street into a 43-unit rental housing project.
- The developer is required to begin construction no later than August 1, 2025, and substantially complete the project by December 31, 2026.
- This agreement makes available external grant funds for redevelopment, including \$235,500 from MN DEED and \$100,00 from the Carver County CDA.
- The City will issue a pay-as-you-go TIF Note in an amount not to exceed \$858,000.
- The Note will bear interest in the lesser of 6.0% of the developer's primary financing note.
- The note will continue for a maximum of 11 years or until full reimbursement, whichever occurs first.
- This agreement also authorizes a deferred EDA loan of \$111,500 to fund necessary soil correction work on the site, secured by a secondary mortgage.

5.1.1 Motion to Open the Public Hearing

Motion: CS/AS to open the public hearing. Motion passed 7-0.

5.1.2 Public Comment—State your name and address - none

5.1.3 Motion to Close the Public Hearing

Motion: CS/AS to close the public hearing. Motion passed 7-0.

5.1.4 EDA Discussion

5.1.5 Resolution 2025-03: Approval of Purchase Agreement and Development Assistance Agreement with NYA Investors, LLC, Including the Conveyance of Land and Approving an Interfund Loan – Nick Anhut, Ehlers

Motion: AS/SH to approve Resolution 2025-03: Approval of Purchase Agreement and Development Assistance Agreement with NYA Investors, LLC Including the Conveyance of Land and Approving an Interfund Loan. Motion passed 7-0.

6. Old Business - none

7. New Business - none

8. Staff Comments - none

9. Adjournment

Motion: AS/CS to adjourn at 4:51 pm. Motion passed 7-0.

Respectfully submitted,

Jason Martens, President

Karen Hallquist, Community & Economic Development Director



TO: President Martens and NYA EDA Board of Commissioners

FROM: Karen Hallquist, Community & Economic Development Director

DATE: June 9, 2025

SUBJECT: NYA Façade Improvement Loan Program Review

The Façade Improvement Loan Program was implemented in September 2023 to provide financial assistance to property and business owners and stimulate investment in the NYA business districts. Commercial structures and mixed-use commercial and rental dwellings in the C-2 General Commercial, C-3 Downtown District, and RC-1 Residential/Neighborhood Commercial are eligible.

The program is a 1-to-1 match for a loan of \$2,000-5,000 for a 0%, 18-month loan. Matching funds must be in cash, no sweat equity.

Commissioners are asked to review the following:

- Eligible uses
- Eligible zoning districts
- Amount of loan
- Repayment timeline

Discussion Only

The Mission of the Norwood Young America Economic Development Authority

Is to orchestrate economic growth through promotion and retention of businesses, while identifying and attracting businesses and development that contribute to a healthy, vibrant community.

The City of Norwood Young America offers business assistance resources and incentives options to businesses to entice development.

Andrea Aukrust
City Administrator
(952)467-1805
cityadmin@cityofnya.com

Karen Hallquist
Community & Economic
Development Director
(952)467-1810
econocmiddev@cityofnya.com

Ethan Nelson
City Planner
(952)467-4003
planner@cityofnya.com



Business Assistance Resources

• Carver County CDA Community Growth Partnership Initiative

⇒ Available to municipalities to assist in pre-development work (market study, utilities study, etc.), 1-1 match up to \$7,500

• Carver County CDA Community Growth Partnership Initiative Community Development

⇒ Available to municipalities to assist in development funding, 2-1 match up to \$100,000

• Tax Abatement (new development)

⇒ Assistance to eligible real estate to help with the reduction or elimination of property taxes.

• TIF—Tax Increment Financing (new & redevelopment)

⇒ Assistance for qualified development in a defined district to help reduce the cost of the land purchase.

• MN DEED's Redevelopment Program

⇒ Helps communities with the costs of redeveloping blighted industrial, residential, or commercial sites and putting land back into productive use, 50% match.

• MN DEED's Contamination Cleanup and Investigation Program

⇒ Helps communities pay for assessing and clean up contaminated sites for redevelopment.

• MN DEED's Job Creation Fund

⇒ Provides financial incentives to new and expanding businesses that meet certain job creation and capital investment targets.

• MN DEED's Minnesota Investment Fund

⇒ Provides financing to help add new workers and retain high-quality jobs.

• USDA Business & Industry Guaranteed Loan Program

⇒ Offers over fifty financial assistance programs for a variety of rural applications

• NYA EDC Revolving Loan Fund

⇒ Available to new and existing businesses for gap financing.

• NYA Façade Improvement Loan Program

⇒ Annual funds available to new and existing businesses for aesthetic improvements.

• Local conventional loans and SBA loans through financial institutions

The City of Norwood Young America's Economic Development Commission will serve as the applicant for qualifying projects for various financial programs offered through the Carver County CDA and MN Department of Employment and Economic Development (DEED). Business incentives are reviewed on a case-by-case basis.



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 from \$2,000 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. Borrowers shall submit the contractor's paid in full invoice(s) for the related improvements to the City. 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 will be disbursed to the borrower upon submitting a paid in full invoice from the contractor. **Under no circumstances will the contractor be directly paid for work done, nor will work completed prior to approval of the application be allowed to qualify for funds.**

Security

Upon completion of the project, the borrower is to execute a 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_____

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 borrower is NOT the property owner, the owner must sign on page 3 to approve the proposed. If the borrower is leasing the building, indicate the 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 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 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 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 borrower is performing any work, the 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, 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 six months of the loan approval date. The 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 borrower by the program administrator based upon the receipt and review of the items below. The 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.

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



TO: President Martens and NYA EDA Board of Commissioners

FROM: Karen Hallquist, Community & Economic Development Director

DATE: June 9, 2025

SUBJECT: NYA Event Grant Program Review

In 2019, the NYA Economic Development Commission researched creating a grant program to entice and support local organizations in developing a new community event promoting NYA and area attractions. However, due to the pandemic, the program was put on hold.

Commissioners are to review the draft proposal and discuss the following:

- Is this program something to implement?
- Would the event criteria and expenses still be appropriate?
- Does the application and award process seem appropriate?

Current list of non-profits, civic organizations, and groups:

1. American Legion 343 Edward Born Post
2. Norwood Baseball Club
3. Peace Villa, Inc.
4. Raiders Touchdown Club
5. Southwest Carver County Food Shelf
6. Stiftungsfest, Inc.
7. Veterans Memorial and Registry
8. NYA Lions
9. NYA West Carver Lions
10. Knights of Columbus
11. NYA Area Chamber of Commerce
12. Central Booster Club
13. Young America Cardinals
14. NYA Friends of the Library
15. Central Raider Music Boosters
16. Central Raider Softball
17. VFW 1783
18. VFW Auxiliary
19. American Legion Auxiliary

20. Beyond the Yellow Ribbon

21. Boy Scout Troop 361

22. West Carver Girl Scouts

23. Willkommen Heritage Center

Any others to consider?

Discussion Only



NYA Event Grant Program Application

Event Name _____ Event Date _____

Event Location _____

Applicant Name & Title _____

Organization Name _____

Address _____

Home Phone _____ Mobile Phone _____

Type of Organization _____

Are you a 503C? Yes No Facebook __@_____

Email _____ Website _____

Describe the purpose of the event:

How many people do you anticipate in attendance? _____

Is the event a fundraiser? _____ If so, for what purpose? _____

How will the event engage the community?

How will you advertise the event?

Will you be renting a public space? _____

Will there be food at the event? _____ If so, in what capacity? _____

Will there be alcohol at the event? _____ If so, in what capacity? _____

Grant amount requested: _____ **The amount of the grant request cannot exceed \$1,000.

Required Documents with Application

- Copy of civic-organization board meeting minutes showing approval of event
- Copy of rental lease (if any)
- Certificate of Insurance
- Draft of event flier

Review Terms

The grant applicant will receive a grant in the amount specified pending compliance with this agreement, grant program guidelines, and available funding. The City of Norwood Young America will make the final determination of eligibility.

I affirm that all the information above is true and accurate to the best of my knowledge. I have read and agree to the NYA Event Grant Program.

Applicant Signature_____Date_____

Owner Signature_____Date_____

Application Submittal

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

NYA Event Grant Program
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_____

Grant amount requested_____

Grant approval date_____

Event completion date_____

Program administration signature_____

Karen Hallquist, CEDD – Program Administrator



NYA Event Grant Program

Purpose

The Norwood Young America Event Grant Program gives local organizations and groups limited financial support for developing new events and community gatherings within the city limits of Norwood Young America.

Program Eligibility

The NYA Event Grant Program intends to assist Norwood Young America-chartered organizations and groups in their efforts to build and share community camaraderie and fellowship with residents and visitors through events that promote Norwood Young America and its area attractions.

Due to the limited funds, all applications are subject to a competitive selection process based on event goals, impact, and readiness of the project. All applications and plans are subject to the city's review and approval. Submitting the application and improvement plan does not guarantee approval.

Event Grant Criteria

- The event will be held in a public area where a significant number of guests are expected to pass through or reside.
- Event Grant applications must be submitted 60 days before the event occurs.
- Events held as fundraisers or intended to generate revenue are not eligible for funding.
- Events cannot solicit donations or admission from attendees (The event must be free to attend).

Expenses that MAY be Funded

- Travel expenses for speaker
- Advertisements for the event
- Technical Support
- Rental Facilities
- Supplies for Event
- Up to 50% of food costs

Expenses that will NOT be Funded

- Travel (other than bringing in the speaker)
- Administrative Expenses (i.e., paying an event coordinator)
- Preprinted publications
- Salaries/stipends

Uniqueness of Program

- The event must allow for a high interaction potential between the presenters and the attendees.
- If an Event Grant has funded the event in the past, the group must make improvements to the event and explain these improvements in the application for the grant.
- The event is accessible to all guests, free of charge, regardless of race, creed, gender, sexual orientation, nationality or ethnic origin, disability, status as a veteran, public assistance status, age, or any other distinguishing characteristic.
- Alternative or unique advertising methods must be attempted to promote the event. This also includes efforts to advertise beyond the Norwood Young America community.

Grant Terms & Conditions

- Grants are limited to up to \$1,000
- Groups/organizations may not be awarded more than \$1,000 per year from the NYA Event Grant Program
- Requests must be made at least 60 days before the event to allow time for EDA review and City Council approval.
- The first 50% of the awarded money will be given to the group before the event.
- The last 50% will be given upon completing the audit/evaluation form. This form must be completed 30 days after the end of the event.
- Only one grant request per event is allowed.

Application Process

Step 1: Meet with the program administrator

Schedule a meeting with the program administrator to discuss your event.

- Review any potential codes/city requirements/road closure requests for the event

Step 2: Complete and submit an application

Submit the grant application to the program administrator, including:

- A generalized budget statement for the event should be submitted with the application, showing anticipated total costs and the planned use of the NYA Event Grant funds and any other sponsorships or contributing funds.
- A clear description of how the event/activity will benefit the City of Norwood Young America.

All complete applications are reviewed by the Economic Development Authority and ultimately approved by the City Council. Incomplete applications are returned to the applicant.

Step 3: Grant award

After the project has been approved, the applicant will receive a signed copy of the grant application from the program administrator. If the application is not approved, a meeting can be scheduled with the applicant and the program administrator to discuss project eligibility further. If other, more appropriate applications are pending, they will take precedence. However, efforts will be made to help applicants succeed.

Step 4: Submit the required documents after the event completion

Complete the event and submit documentation to the program administrator within 30 days of the event. Grant funds will be disbursed to the applicant by the program administrator upon receipt of the following items:

- Summary of event suitable for advertising on the City of NYA's social media outlets.
- Budget summary document detailing the actual use of the awarded funds.

Step 5: Grant reimbursement

Grant reimbursements will occur after the work is completed under the grant requirements. Please be aware that once work is finalized and the required documentation is submitted to the city, the process can take up to 30 days. Reimbursement may take longer if additional documentation is required.

Contact

Karen Hallquist
Community & Economic Development Director
City of NYA
(952)467-1810
Economicdev@cityofnya.com