

AGENDA

MINNETONKA ECONOMIC DEVELOPMENT AUTHORITY

Tuesday, December 9, 2003
6:00 PM

Gray's Bay Room
Minnetonka Community Center, Upper Level

1. Call to Order.
2. Roll Call: Paula Chatterjee Peter St. Peter
 Dan Duffy Ken Tauer
 Dave Larson Al Thomas
 Bunny Robinson Bob Walker
3. Approve minutes of November 18, 2003 EDA meeting.
4. Staff Report.

BUSINESS ITEMS

5. Contribution of \$6,000 to CommonBond for rent payments of expanded Advantage Center at Crown Ridge.

Action recommended is to recommend funding approval by City Council.
6. Other Business.

The next regular EDA meeting is Tuesday, January 13, 2004.
7. Adjourn.

**Immediately following the meeting, we will hold the annual EDA holiday dinner (and farewell for Ken Tauer) at Old Chicago. The restaurant is located at the intersection of Highway 7 and County Road 101, next to the Super Target (on the northwest corner).

**Minnetonka Economic Development Authority
Meeting Minutes**

**November 18, 2003
6:00 P.M.**

****Gray's Bay Room**
Minnetonka Community Center, Upper Level**

1. CALL TO ORDER

EDA Vice-President Dan Duffy called the meeting to order at 6:00 p.m.

2. ROLL CALL

EDA Commissioners present: Paula Chatterjee, Dan Duffy, Dave Larson, Bunny Robinson, Peter St. Peter, Ken Tauer, Al Thomas, and Bob Walker.

Staff present: Ron Rankin and Elise Souders.

Others present: Winnie White Scherber and Neil Hering.

3. APPROVE MINUTES

St. Peter moved, Tauer seconded a motion to approve the minutes of the September 16, 2003 EDA meeting. All voted yes. Motion passed.

4. STAFF REPORT

Souders reviewed the staff report items, including Crown Ridge, Minnetonka Heights, Minnetonka Boulevard/County Road 101, Southwest Rail Study, The Sanctuary redevelopment plan, 2030 Framework, Dial-a-Ride, WHAHLT, and upcoming events. Rankin mentioned the I-494 construction and the improvements for the Baker Road and Excelsior Boulevard intersection. Commissioners decided the annual dinner would be either December 9th or January 6th, and staff would send out an email to finalize details.

BUSINESS ITEMS

5. DISCUSSION REGARDING DENSITY AND PUBLIC INVOLVEMENT—FOLLOW-UP FROM JUNE 10TH MEETING REGARDING PROACTIVE REDEVELOPMENT.

Rankin gave an overview of the item and said this topic was timely with the recent discussions on The Sanctuary and Glen Lake. He reviewed the questions for discussion and also mentioned guest speakers and presenters could be brought in. Souders reviewed the attachments and highlighted information included in the report.

Tauer asked for clarification on the boundaries of the Excelsior and Grand project in St. Louis Park. He said he was impressed by the size of the entire redevelopment area, and asked if the city had encountered controversy. Rankin replied because the city had conducted a visioning session there was not a lot of controversy; however, not everyone was happy with it.

Tauer said visioning may work because it allows people to see what the community wants rather than only their wants. Duffy said the St. Louis Park visioning process included businesses and was long.

St. Peter mentioned in St. Louis Park, there was some controversy because a lot of the previous development contained affordable, multi-family housing. He questioned what the cost to the taxpayers was for the development. Tauer asked what the major source of funding for the St. Louis Park project was. St. Peter said it came from tax increment financing and brownfields.

Larson asked if Excelsior and Grand included Miracle Mile shopping center. He said the Glen Lake and Minnetonka Boulevard/County Road 101 areas seem ideal for doing similar projects. Larson raised the question of how one gets from thinking about a project to implementation. Tauer replied it would take visioning first and then involvement with a developer.

Tauer thought the mood of the city for the Minnetonka Boulevard/County Road 101 area was to preserve rather than redevelop. Thomas mentioned there had been a proposal for housing over retail in the area. Discussion followed on what that proposal entailed.

Thomas asked if there were any incentives for business and property owners at Minnetonka Boulevard/County Road 101 to redo their storefronts so there is uniformity. Rankin replied that informal, staff level conversations have centered on seed money and more favorable loans. Thomas thought if a few businesses would redo their storefronts, more may follow. Rankin replied there has been growing interest by business and property owners at Minnetonka Boulevard/County Road 101 to improve the area and potentially redo their storefronts. St. Peter said nothing should be started until after the roadway improvements are finished because of the potential loss of business and affects to the building.

Duffy discussed how the intersection area could be uniform by creating a master plan for the area. Tauer also mentioned that it could be incorporated into the guide plan. St. Peter suggested design requirements could be made a condition of receiving a loan.

St. Peter said one of the challenges for the Marketplace Lofts in Hopkins has been filling the retail. Larson commented the association fees for these types of developments are high. Tauer also felt the lack of business in downtown Hopkins may be hurting the project as well.

Tauer asked how The Cornerstone Group's project in Richfield was coming. St. Peter replied there has been interest from big box businesses in filling the retail. Tauer said the rent that will be charged is too high for smaller businesses in the area now to stay.

Duffy said if a residential over retail development was going to occur at Minnetonka Boulevard/County Road 101, it would need to be on a smaller scale because of the boundaries of the area. Tauer said by approving The Sanctuary development, it will now limit the boundaries

on the north side. St. Peter thought the two areas with the most potential, of the ones identified in Comprehensive Plan for redevelopment, were Glen Lake and the Shady Oak Road area.

Tauer inquired about the timeline for the Shady Oak Road roadway improvements. Rankin discussed the timeline and mentioned if both Minnetonka and Hopkins were interested then the timeline could possibly be moved up. Tauer said if redevelopment was to occur in the area, it could be a long process and should be started early. Rankin mentioned staff had met with Hopkins city staff and there was interest in planning the area.

Robinson asked for clarification on the boundaries of the Shady Oak Road area. St. Peter said the would be good for small, traditional businesses, and in the St. Louis Park redevelopment contract they wrote in what businesses they would like to see incorporated. Tauer said it should list the types of businesses, not the names, and specify the square footage of the buildings.

Robinson compared St. Louis Park and Minnetonka, and asked how much of an influence a big business, such as Park Nicollet, can have on a proposal, mentioning that in the areas Minnetonka is looking at doing redevelopment there are no large players like this. Rankin said the Excelsior and Grand project and community visioning did not start happening until after Park Nicollet put together their expansion plans. St. Peter also added Park Nicollet was not directly involved in the planning process.

Walker asked what potential developers think of the Shady Oak Road area. Rankin said in the meeting with one potential developer there could be a three to four story building; however, the area contains such constraints as small lot depth and wetlands. St. Peter said if there was any development it would need to be done as all or nothing, and could not be done piecemeal.

Duffy mentioned the discussion in June was to talk about how proactive the city should be in initiating redevelopment. He questioned the group about the next steps and whether a task force should be formed to look at redevelopment areas and work with business owners.

Tauer said the EDA had done some of this in 2002 by visiting potential sites; however, there were few areas besides Glen Lake and Shady Oak Road with magnitude, plus a task force would need to be supported by the council. Thomas said instead of creating a task force, discussions should come from the EDA, rather than any one Councilmember. He mentioned it could be similar to the Park Board's park renewal plan, and should be done early to learn the barriers.

Duffy agreed it was a good idea for the EDA to be involved rather than the Council. Discussion followed on how the EDA could be involved and how it could be set up.

St. Peter said before starting Hennepin County should be contacted to find out if they plan on purchasing any parcels in the area. Thomas said the initiative should start small. Discussion followed on how proactive the EDA should be.

Rankin said in other cities where visioning and redevelopment have occurred, it took interest from the residents because areas had gotten so bad before anything started. He said this differs in Minnetonka because residents are happy and there is not the community concern. Thomas said with The Sanctuary development the city had a plan and the residents had a different plan. Tauer also said there is no one area in the city that is run down and that could create challenges.

Walker said the turnover in population in the future may demand a more sophisticated type of development. The community right now he said is passive and they do not know what needs to happen before things get bad. Walker said the EDA should plan for the future and this point should be made clear. St. Peter also mentioned it is an educational process and it should happen before things get bad as Rankin had said before. By going in, St. Peter said, and meeting with residents it will help to identify problems and barriers that may be present in the neighborhood.

Thomas said by facilitating this sort of discussion there will be a lot of opinions and residents will want to be heard out. He said a small, trial group should be done first to see if it works.

Robinson said it would make sense to focus on Shady Oak Road because it is a larger commercial area. She felt it might be a less emotional subject with commercial than residential.

St. Peter said Hennepin County should be contacted to see if there are any properties they are considering purchasing in the area. Duffy also said finding out the plans for potential roadway improvements from the County will be helpful as well.

Larson said business owners want more business, so they may be willing to make improvements if it will bring in new business. He felt the EDA should take a more proactive role.

Thomas said a point will be to make sure it does not seem like the city has an agenda and that the point of meeting is to collect information. St. Peter asked what area should be focused on in Glen Lake. Thomas said that it should be on the commercial only.

Duffy said it sounded like the group wanted to be more proactive and that areas should be identified, and before meeting with them send out an agenda for the discussion session. Thomas also mentioned bulleted discussion points should also be sent out with the agenda.

St. Peter said before this gets too far, it would be helpful to find out the long-term agenda by Hennepin County, the City Engineer, and others.

Robinson mentioned it is important to let people know this process takes time and helping them understand this may help with acceptance. Tauer also said though some people may not become involved because they are not visionaries.

Walker mentioned it would be helpful to have an outside resource help create a method/plan to lead a discussion such as this. Rankin said experts can be brought in to talk to the EDA.

Tauer said commercial owners may raise their expectations that they receive something in return by participating.

St. Peter also suggested that Minnetonka Heights be looked at as another area.

6. ADJOURN

Tauer moved, Robinson seconded a motion to adjourn the meeting. All voted yes. Motion passed. The meeting adjourned at 8:00 p.m.



TO: EDA Commissioners

FROM: Ron Rankin, Community Development Director
Elise Souders, Community Development Coordinator

DATE: December 1, 2003

SUBJECT: Staff Report for December 9, 2003 EDA Meeting

1. Minnetonka Boulevard/County Road 101

Staff will be meeting with the northwest corner business and property owners on Tuesday, December 9th to discuss access points. Americana Bank originally approached the city about having a cross-access agreement with Wellspring in order to accommodate their drive-thru customers wanting to make a left-hand turn onto County Road 101. It was decided it would be best to meet with all business and property owners and look at the most effective ways to provide access for them. An update on what happened will be provided at the meeting.

Upcoming Meetings/Events

Friday, December 12—CURA Housing Forum (Program information in attachments)
Guest Speaker: Tim Marx, Minnesota Housing Finance Agency
3:00 pm—4:30 pm
University of Minnesota

Tuesday, January 13—EDA Meeting
6:00 pm
Gray's Bay Room

Wednesday, January 28—Sensible Land Use Coalition Program
"Steve Cramer—Project for Pride in Living"
11:30 am—1:30 pm
DoubleTree Park Place (St. Louis Park)

Attachments

- From Peter St. Peter:
"Researchers predict growth in demand for affordable housing"
Star Tribune November 21, 2003
- "Companies upgrade corporate housing" *Star Tribune* October 23, 2003
- "Affordable Housing: Who Pays Now?" *Planning* November 2002
- Crown Ridge Newsletter—December
- CURA Housing Forum December 12th Program

Upcoming EDA Meetings

Updated December 1, 2003

Meeting Date All meetings at 6:00pm unless otherwise noted	Item Description	Room/Special Notes
Tuesday, December 9	Regular EDA Meeting	Gray's Bay Room • Crown Ridge Rent Contribution
2004		
Tuesday, January 13	Regular EDA Meeting	Gray's Bay Room
Tuesday, February 10	Regular EDA Meeting	Gray's Bay Room
Tuesday, March 9	Regular EDA Meeting	Gray's Bay Room
Tuesday, April 13	Regular EDA Meeting	Gray's Bay Room
Tuesday, May 11	Regular EDA Meeting	Gray's Bay Room
Tuesday, June 8	Regular EDA Meeting	Gray's Bay Room
Tuesday, July 13	Regular EDA Meeting	Gray's Bay Room
Tuesday, August 10	Regular EDA Meeting	Gray's Bay Room
Tuesday, September 21 <i>(Please note the date)</i>	Regular EDA Meeting	Gray's Bay Room
Tuesday, October 12	Regular EDA Meeting	Gray's Bay Room
Tuesday, November 9	Regular EDA Meeting	Gray's Bay Room
Tuesday, December 14	Regular EDA Meeting	Gray's Bay Room



TO: EDA Commisioners

THROUGH: Ron Rankin, Community Development Director

FROM: Elise Souders, Community Development Coordinator

DATE: December 2, 2003

SUBJECT: Contribution of \$6,000 to CommonBond for rent payments of expanded Advantage Center at Crown Ridge

Background

In June and again in October, CommonBond staff, Hopkins School District, and the city, as well as Mayor Anderson, Councilmember Callison, and EDA President St. Peter, met to discuss the Crown Ridge community. At both meetings, the Advantage Center and the programming it offers, were the main topics of discussion. In addition to the current programming targeted at school-aged children, the Career Advantage program for adults has recently begun, and CommonBond is also looking at offering new programs, by partnering with the school district, for children age birth to five years.

In order to provide these expanded services, additional space is needed on-site. As has been discussed previously in other meetings with CommonBond, the lack of space for the Advantage Center is an issue. Currently, the Advantage Center is utilizing additional space at such places as Oak Knoll Church, Oberlin Park, and the West Ridge Pavilion.

Expanded Services

In a follow-up meeting in November with CommonBond and the School District, expanded services for early childhood and parental programming were discussed, as well as how they could be best delivered to Crown Ridge residents. CommonBond agreed to expand the available space by making a two-bedroom unit next to the current Advantage Center available if the school district would furnish and provide the programming, and if the city would contribute \$500 per month toward rent. Arrangements have been made by

CommonBond to move the resident now in the unit to another unit, and have it ready by January 1st. CommonBond will conduct a needs assessment as to what programs residents would like to have, but preliminarily these would include programs targeted for parenting, early childhood education, and additional programs for school-aged children.

A draft agreement has been written, and includes obligations for each of the three parties. CommonBond's obligations include: approval from investors of use of the unit, helping with the marketing of the program, conducting the needs assessment for appropriate programming, and providing the upkeep on the unit. Obligations for the school district include: providing the programming and staff, furnishing the apartment, working with CommonBond on the marketing of the programs and identifying the appropriate programs, and allowing use of the facility by CommonBond when it is not being used by the school district. Finally, the city's obligations include: participating in the implementation of the program, and contributing \$500 per month towards the rent. A quarterly review of the program will occur to evaluate and make appropriate changes where needed.

Request and Recommendation

The request is to provide \$6,000 towards the program, which will be paid toward the rent on the unit for the full year of 2004. There is a commitment by CommonBond to provide the space and also by the Hopkins School District to provide the expanded programming.

As Commissioners may recall, the city has also paid \$10,000 each year for 2003 and 2004 to help cover part of CommonBond's cost to provide the Advantage Center programs. If the additional \$6,000 is approved for 2004, that will bring the city's total contribution for 2004 to \$16,000. Staff is concerned that the city not be expected to pay \$16,000 each year going forward, and we have shared this concern with CommonBond.

With this understanding, staff recommends the EDA recommend approval by the City Council for \$6,000 for rent payments for an expanded Advantage Center at Crown Ridge.

MEMORANDUM OF UNDERSTANDING AMONGST THE CITY OF MINNETONKA, HOPKINS SCHOOL
DISTRICT AND COMMONBOND COMMUNITIES.

FOR CALENDAR YEARS 2004-2005
AGREEMENT FOR COORDINATION OF RESIDENT SERVICES

This agreement is made this 1st day of January, 2004 among the City of Minnetonka, (City) Hopkins School District (School) and CommonBond Communities (CommonBond).

WHEREAS, it is the goal of the City, the School and CommonBond to actively promote a positive and affordable housing with services environment for families and children

WHEREAS, it is the belief of all parties that the onsite availability of parental and educational resources will enhance the ability of residents to become more effective parents, improve the academic performance of school age children and improve the school readiness skills of the preschool children.

WHEREAS, CommonBond operates a Crown Ridge, a 64 unit affordable housing community located in Minnetonka that has a high concentration of children and youth;

WHEREAS the School desires and has the professional expertise to provide high quality, onsite educational and supportive services for the residents of Crown Ridge Apartments.

Now therefore, be it mutually agreed that the City, School and CommonBond shall fulfill the following obligations.

- I. COMMONBOND PROPERTY MANAGEMENT AND ADVANTAGE SERVICES OBLIGATIONS:**
- A. Obtain ~~written~~ approval from the regulatory and financial investors to use a two-bedroom unit as a parent/educational resource center.
 - B. Assist in marketing and outreach for the programs offered in this center.
 - C. Jointly plan and implement programs that benefit the residents of Crown Ridge.
 - D. Coordinate other Advantage Services programs per current service plan.
 - E. Refurbish the apartment with new carpet.
 - F. Provide general housekeeping (garbage pickup, weekly vacuuming) of the center.
 - ~~D.~~ **G.** Oversee the collection of the rent due for the use of the two-bedroom unit from the respective parties. The rent for the two bedroom, estimated at \$1034 for Fy 2004 will be offset from a variety of sources with the agreement of the regulatory agencies and the owners. Five Hundred (\$500) per month will be paid by the City of Minnetonka.

II. CITY OF MINNETONKA OBLIGATIONS

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- A. Participate in the interagency task force on implementation of the expanded parental/educational programs delivered by the Hopkins School District via the Crown Ridge Advantage Center.
- B. Reimburse CommonBond \$500 a month for the use of the two bedroom unit as a parental/educational resource center.

III. HOPKINS SCHOOL DISTRICT

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- A. Provide parent/educational programming at Crown Ridge. Programming will be targeted to improving parenting skills, increasing academic performance of the school age children, addressing early childhood education needs of the preschool children and other innovative activities that strengthen families.
- B. Provide staff person(s) to conduct programs and provide a list of all staff working in the program; Exact hours of operation will be based on the availability of the residents and school staff.
- C. Provide the furniture in the expanded space.
- D. Pay for the telephone and utilities.
- E. Produce promotional materials and make an effort to recruit residents in collaboration with services staff.
- F. Provide updated schedules throughout the year and notify Advantage Services staff in a timely manner of any changes.
- G. Provide Advantage Services with attendance records and Inkind Services Worksheet during last week of every month to track of participation and estimate inkind contributions.
- H. When space is not being used by School staff, allow Advantage Services usage of the space to facilitate program planning for the residents.
- I. Work with Advantage Center staff to provide appropriate programming for residents based on CommonBond's needs assessment/residents' opinions.

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IV. RESPONSIBILITIES OF ALL PARTIES

- A. This program will be reviewed and evaluated quarterly by the three parties
- B. Liability: The Hopkins School District and CommonBond shall be solely responsible for its actions and those of its employees and shall defend, indemnify, and save harmless any other party from and against all claims, demands, expenses, liability or other causes of action. ~~and shall defend, indemnify, and save harmless any other party from and against all claims, demands, expenses, liabilities or other causes of action.~~

V. TERMS AND TERMINATION

- A. This agreement shall be in effect for 24 months beginning January 1, 2004 and ending December 31, 2005 unless terminated sooner as provided in paragraph B,
- B. ~~Either Any~~ party may terminate this agreement provided that the party terminating the agreement gives at least 60 days advance written notice. Notice to CommonBond under this paragraph, shall be address to:

CommonBond
Attention: Nellie Johnson
328 Kellogg Boulevard West
St. Paul, MN 55102-1900

Notice to the Hopkins School District shall be addressed to:

Hopkins School District
[Ted H. Sauer, Director](#)
[Community Education](#)
[1001 Highway 7](#)
[Hopkins, Minnesota 55305](#)

Notice to the City of Minnetonka shall be addressed to:

[Ron Rankin](#)
[Community Development Director](#)
[14600 Minnetonka Boulevard](#)
[Minnetonka, MN 55345](#)

VI. OTHER PROVISIONS AND AMENDMENTS

A. Any amendment to the provisions of this Agreement must be approved in writing by ~~both~~ all parties and attached to this Agreement.

It is understood and agreed that the entire Agreement among the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

IN WITNESS WHEREOF the parties have hereunto set their hands the day and year above written. ~~Hopkins School District~~ _____ ~~DATE~~

City of Minnetonka _____ DATE

CommonBond Communities _____ DATE

Hopkins School District

City of Minnetonka

By _____
Its _____
Date _____

By _____
Its _____
Date _____

CommonBond Communities/Advantage Services Crown Ridge LP

By _____
Its _____
Date _____

By _____
Its _____
Date _____

CommonBond Housing as Managing Agent

By _____
Its _____
Date _____

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PROGRAMMING AT CROWN RIDGE

Current

Adult

- ~Resident Association
- ~Crime Watch program
- ~Career Advantage
- ~Advantage Center open hours

Youth

- ~Study Buddies
- ~Advantage Center open hours
- ~Library trips
- ~Vacation Bible School by Oak Knoll
- ~Sports in the park with Oak Knoll
- ~"Just Kid-ing Around" program in summer
- ~Summer school
- ~Grant for summer camp
- ~Police and Fire demonstrations

Preschool

- ~None

Other

- ~National Night Out
- ~Potlucks
- ~Open Houses
- ~Ice Cream Socials

Future

Adult

- ~"Read to Me" program
- ~Other parenting classes
- ~First-aid class
- ~GED classes
- ~Additional school conference time

Youth

- ~Additional tutoring time
- ~Baby-sitting class
- ~Girls support group
- ~Programs targeted to passing basic skills tests
- ~College test preparation class

Preschool

- ~Possible enrollment at Oak Knoll preschool (fall 2004)
- ~ECFE programs

Other